

AHS Board and Executive Expense Report

Name Robert Hawes
Title Chief Program Officer Finance
Location Calgary

Expenses submitted during the month of February 2017

Travel (1)

MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Feb-17	Expense Claim	Meetings		13		104	117			
Feb-17	Direct Billing	Meetings				138	138			
Total			\$ -	\$ 13	\$ -	\$ 242	\$ 255	\$ -	\$ -	\$ -

Total for the Month \$ 255

Maximum daily single meal expense claimed in the month \$ 13
 Maximum daily base hotel rate claimed in the month \$ -
 Non economy air travel in the month \$ -

1) Travel expenses

Includes local and out of province/country travel expenses. Other travel includes items such as taxis, parking mileage, car rental and other expenses related to travel.

2) Professional Development

Includes conference, seminar and course registration fees and material

3) Hosting and Hospitality expenses

Hospitality and Hosting expenses may be incurred to advance AHS' mission, vision and values. For example, may include working lunches with staff and prospective employees meetings with government officials, dignitaries, public interest groups, donors other public or private organizations.

4) Other

Other expenses include expenses incurred in the normal course of business that are required for work purposes. May include small item technology purchases, books, etc.

5) Remuneration, Allowances Reported in the Financial Statements

Car allowance, honoraria, meeting fees, and any other employment benefits reported in the annual financial statements are excluded from this report.

AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
HAWES, ROBERT	Chief Program Officer, Finance	Calgary	\$ 117.30									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
2/9/2017	Trip to EDM for Gartner discussion/workshop on CIS (benefits realizaton)	AB - Other Zones	Fuel	\$ 90.05			Trip to EDM for Gartner discussion/workshop on CIS (benefits realization)	1				
2/9/2017	Trip to EDM for Gartner discussion/workshop on CIS (benefits realizaton)	AB - Other Zones	Meals Per Diem	\$ 13.00			Lunch \$13.00	1				
2/9/2017	Trip to EDM for Gartner discussion/workshop on CIS (benefits realizaton)	AB - Other Zones	Parking - Lot or Parkade-Service Rcpt	\$ 14.25				1				
Approver(s) for the claim		Approval Status	Approval Date									
RHODES, DEBORAH		Approve	14-Mar-17									



Transaction Details

Transaction Date Feb 09, 2017
 Posted Date Feb 13, 2017
 Debit \$14.25

Transaction Description AHS PARKING
 EDMONTON
 AB
 CA

Card # [REDACTED]

Calgary Co-op
 Kingsland Gas Bar
 6905 Macleod Trail
 Calgary Alberta
 (403)299-4110
 GST# R100730894

Member # [REDACTED]

 Pump Litres Price/L
 20 87.515 \$1.029
 Product Amount
 Regular \$90.05

 Total \$90.05

 GST (Inc Pumps) \$4.29

This is not an official record of your transaction.

Purchase
 VISA
 [REDACTED]
 DATE: 02/09/2017
 TIME: 19:52:21
 REF: [REDACTED]
 TERM: [REDACTED]
 AUTH: [REDACTED]
 RESP: [REDACTED]

VISA CREDIT
 [REDACTED]
 VERIFIED BY PIN

Approved - Thank you

IMPORTANT:
 retain this copy
 for your records
 CUSTOMER COPY

Store # [REDACTED]
 Receipt # [REDACTED]

Thank You !!!

Expense Report Direct Bill Summary

Purpose of This Form:

The purpose of this form is to report expenses incurred on behalf of a designated Executive or an AHS Board Member and paid for by a third party vendor. The information will be used for public disclosure reporting.

Expenses Paid Directly to Third Party Vendors:

AHS may have established accounts with certain vendors used to book travel and other expenses that are billed directly to AHS. Examples include but are not limited to hotels, travel agencies, car rental agencies, conferences, courses and expenses reimbursed from a petty cash fund. It is mandatory to include in monthly reports these expenses that pertain to each member. AHS is required to disclose expenses for all applicable receipts and back up must be attached.

Direct Bill Report

- Enter all items related to expenses incurred while conducting AHS business and paid for via a third party vendor (i.e. accommodations, airline tickets, car rentals, hosting events and working sessions)
- Enter all expenses pertaining to professional development such as conferences and courses, etc.
- Enter all expenses paid by AHS not mentioned above.
- Copies of invoices and other relevant back up must be attached, approvals for hosting events/working sessions that exceeds \$600 must be provided.
- Information will be used for reporting purposes only.
- A personal cheque must be attached to cover expenses deemed ineligible.
- Indicate whether you have expenses to report in this section for this reporting period: **YES**

Name : Robert Hawes	Reporting Period for the Month of : Feb-17
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
9-Feb-2017	Direct Billing	Car Rental	Trip to Edmonton for Gartner discussion/workshop on CIS (benefits realization)	Marlin Travel	137.76
					-
Total Paid in the Month					\$ 137.76

R Mar 8/17

BILL TO

Alberta Health Services
PO BOX 1600
EDMONTON, AB - T5T2N9

RENTAL INFORMATION

Date/Time Out 02/08/2017 05:23 PM **Date/Time In** 02/10/2017 07:30 AM

Renter
HAWES, ROBERT

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms	
				Out	In
GRAY DK	[REDACTED]	B15C	[REDACTED]	40,393	41,028
VIN	[REDACTED]				

CLAIM INFORMATION

Claim# / PO# / RO# [REDACTED] **Insured** [REDACTED]

Date of Loss **Type of Loss** **Type of Vehicle**

Repair Shop

BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	2 DAY	65.00	130.00
Subtotal			130.00
VEHICLE LICENSE FEE RECOVERY	2 DAY	0.60	1.20
GOODS AND SERVICES TAX	PCT	5.00	6.56

Amount Due (CAD) 137.76

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g. sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.