

AHS Board and Executive Expense Report

Name Tina Giesbrecht
Title General Counsel Legal & Privacy (Acting)
Location Calgary
 Expenses submitted during the month of September 2016

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)
Sep-16	Direct Billing	Meetings	1,755				1,755			
Total			\$ 1,755	\$ -	\$ -	\$ -	\$ 1,755	\$ -	\$ -	\$ -

Total for the Month \$ 1,755

Maximum daily single meal expense claimed in the month \$ -
 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.

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: **Choose from Drop-down List**

Name :	Tina Giesbrecht	Reporting Period for the Month of :	July/August 2016
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
26-Aug-16	Direct Billing	Airline Ticket	Travel to Edmonton for CPO Interviews and meeting with Alberta Health.	Marlin Travel	378.26
29-Jul-16	Direct Billing	Airline Ticket	Travel to Edmonton for the People, Legal & Privacy Leadership Team Retreat. (Air Canada)	Marlin Travel	455.46
28-Jul-16	Direct Billing	Airline Ticket	Travel to Edmonton for the People, Legal & Privacy Leadership Team Retreat. (WestJet)	Marlin Travel	193.92
14Jun201	Direct Billing	Airline Ticket	Travel to Edmonton to attend the Senior Leaders Meeting - June 20. (West Jet)	Marlin Travel	355.04
8-Jul-2016	Direct Billing	Airline Ticket	Travel to Edmonton for meeting with Deputy Minister.(Air Canada) July 12	Marlin Travel	372.38
Total Paid in the Month					\$ 1,755.06



Trip Statement

ALBERTA HEALTH SERVICES
"SUITE 800, NORTH TOWER"
10030-107 ST
EDMONTON, AB T5J 3E4
CANADA

Trip #: [REDACTED]
Booking Date: 03 Nov 16
Client: [REDACTED]
Client Phone # 0
Client Email:
Agent: CASANDRA WAGNER

File Locator:

INSURANCE

PASSENGERS: MS. KATHARINA GIESBRECHT

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
AIR CANADA Ticket # [REDACTED]	303.30	0.00	\$0.00	74.96	0.00	378.26 CAD
WESTJET Ticket # [REDACTED]	144.44	0.00	\$0.00	49.48	0.00	193.92 CAD
Total:	447.74	0.00	0.00	124.44	0.00	572.18 CAD

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	11/03/2016	AHS	[REDACTED]	378.26 CAD
	[REDACTED]	11/03/2016	AHS	[REDACTED]	193.92 CAD
				Total Payment:	572.18 CAD

Balance Due CAD Currency 0.00 CAD

ALBERTA HEALTH SERVICES
"SUITE 800, NORTH TOWER"
10030-107 ST
EDMONTON, AB T5J 3E4
CANADA

Trip #: [REDACTED]
Booking Date: 03 Nov 16
Client: [REDACTED]
Client Phone #: 0
Client Email:
Agent: CASANDRA WAGNER

File Locator:

MY ITINERARY

Passengers	Citizenship	Required Travel Documents
KATHARINA GIESBRECHT	Not Specified	Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



AIR

Passengers:	KATHARINA GIESBRECHT	Booking Date:	03 Nov 16
		File Locator/Ticket #:	[REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	8134	CALGARY INTL		EDMONTON INTL			
		01 Sep 16 8:05AM		01 Sep 16 8:55AM			

Passengers:	KATHARINA GIESBRECHT	Booking Date:	03 Nov 16
		File Locator/Ticket #:	[REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
WESTJET	3140	EDMONTON INTL		CALGARY INTL			
		01 Sep 16 6:25PM		01 Sep 16 7:18PM			

MARLIN TRAVEL
O-O PERCY HUNT TRAVELGROUP INC
MAIN FLOOR, 9929 108TH ST.
EDMONTON, AB T5K 1G8
GST Reg#: 885101915
Branch: N61107
Agent: MEA MOORE Tel: 780-425-8611

To: ALBERTA HEALTH SERVICES
SUITE 800, NORTH TOWER
10030-107 ST
EDMONTON AB
CA T5J 3E4

Invoice Number: [REDACTED]
Date: July 29, 2016
Page: 1/2
Our Reference: [REDACTED]

INVOICE

For

MS TINA GIESBRECHT

Tuesday, August 9, 2016

 Air

WESTJET AIRLINES **Flight:** 573 G CLASS
From: WINNIPEG 05:00 PM **Equipment:** 73W
To: EDMONTON INTL AB 06:03 PM **Mile(s) Flown:** 739
Stops: 0 **Arrival:** 09Aug16
SEAT SELECTION IS AVAILABLE ONLINE 24 HOURS PRIOR TO DEPARTURE

Thursday, August 11, 2016

 Air

WESTJET AIRLINES **Flight:** 304 G CLASS
From: EDMONTON INTL AB 06:20 PM **Equipment:** 73W
To: WINNIPEG 09:09 PM **Mile(s) Flown:** 739
Stops: 0 **Arrival:** 11Aug16
SEAT SELECTION IS AVAILABLE ONLINE 24 HOURS PRIOR TO DEPARTURE

Cost:

TKT-	[REDACTED]	E-TKT	[REDACTED]	339.50
			Tax:	115.96
			Ticket Total:	455.46

To: ALBERTA HEALTH SERVICES
SUITE 800, NORTH TOWER
10030-107 ST
EDMONTON AB
CA T5J 3E4

Invoice Number: [REDACTED]
Date: July 29, 2016
Page: 2/2
Our Reference: [REDACTED]

INVOICE

Total:

Grand Total:	455.46
Less Credit Card Payments:	455.46
Credit / Balance Due To This Invoice:	0.00
Total Balance Due:	0.00

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE
ACCEPTED:.....DECLINED:.....
DOCUMENTATION REQUIRED:VALID PASSPORT...VISA..TOURIST CARD..
...PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER.....
PLEASE RECONFIRM ALL FLIGHTS BETWEEN 48 AND 72 HOURS PRIOR
TO EACH DEPARTURE DIRECTLY WITH THE AIRLINE.
CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY
GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL
24 HOUR EMERGENCY HELP DESK WITHIN CANADA OR USA CALL
1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT
1 303 801 2147. PLEASE QUOTE ACCESS CODE 2EC0
OUR PRIVACY POLICY CAN BE FOUND AT WWW.MARLINTRAVEL.CA.

MARLIN TRAVEL
O-O PERCY HUNT TRAVELGROUP INC
MAIN FLOOR, 9929 108TH ST.
EDMONTON, AB T5K 1G8
GST Reg#: 885101915
Branch: N61107
Agent: MEA MOORE Tel: 780-425-8611

To: ALBERTA HEALTH SERVICES
SUITE 800, NORTH TOWER
10030-107 ST
EDMONTON AB
CA T5J 3E4

Invoice Number: [REDACTED]
Date: June 14, 2016
Page: 1/2
Our Reference: [REDACTED]

INVOICE

For

MS KATHARINA GIESBRECHT

Monday, June 20, 2016

Air

WESTJET AIRLINES **Flight:** 3394 M CLASS
From: CALGARY AB 07:00 AM **Equipment:** DH4
To: EDMONTON INTL AB 07:53 AM
Stops: 0 **Arrival:** 20Jun16

Mile(s) Flown: 163

WESTJET ENCO
SEAT SELECTION IS AVAILABLE ONLINE 24 HOURS PRIOR TO DEPARTURE

Air

WESTJET AIRLINES **Flight:** 3142 M CLASS
From: EDMONTON INTL AB 05:15 PM **Equipment:** DH4
To: CALGARY AB 06:10 PM
Stops: 0 **Arrival:** 20Jun16

Mile(s) Flown: 163

WESTJET ENCO
SEAT SELECTION IS AVAILABLE ONLINE 24 HOURS PRIOR TO DEPARTURE

Cost:

TKT- [REDACTED]	E-TKT	[REDACTED]	256.08
		Tax:	98.96
		Ticket Total:	355.04

To: ALBERTA HEALTH SERVICES
SUITE 800, NORTH TOWER
10030-107 ST
EDMONTON AB
CA T5J 3E4

Invoice Number: [REDACTED]
Date: June 14, 2016
Page: 2/2
Our Reference: [REDACTED]

INVOICE

Total:

Grand Total:	355.04
Less Credit Card Payments:	355.04
Credit / Balance Due To This Invoice:	0.00
Total Balance Due:	0.00

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE
ACCEPTED:.....DECLINED:.....
DOCUMENTATION REQUIRED:VALID PASSPORT...VISA..TOURIST CARD..
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MAIN FLOOR, 9929 108TH ST.
EDMONTON, AB T5K 1G8
GST Reg#: 885101915
Branch: N61107
Agent: CASANDRA WAGNER Tel: 780-425-8611

To: ALBERTA HEALTH SERVICES
SUITE 800, NORTH TOWER
10030-107 ST
EDMONTON AB
CA T5J 3E4

Invoice Number: [REDACTED]
Date: July 8, 2016
Page: 1/2
Our Reference: [REDACTED]

INVOICE

For

MS KATHARINA GIESBRECHT

Tuesday, July 12, 2016

Air

AIR CANADA
From: CALGARY AB
To: EDMONTON INTL AB
Stops: 0 Arrival: 12Jul16
AIR CANADA E
SEAT 8D - GIESBRECHT/KATHARINA MS

Flight: 8134 V CLASS
08:05 AM Equipment: DH4
08:55 AM

Mile(s) Flown: 163

Air

AIR CANADA
From: EDMONTON INTL AB
To: CALGARY AB
Stops: 0 Arrival: 12Jul16
AIR CANADA E
SEAT 9D - GIESBRECHT/KATHARINA MS

Flight: 8169 V CLASS
04:50 PM Equipment: DH4
05:40 PM

Mile(s) Flown: 163

Cost:

AIR CANADA WEB [REDACTED]	[REDACTED]	297.42
	Tax:	74.96
	Ticket Total:	372.38

To: ALBERTA HEALTH SERVICES
SUITE 800, NORTH TOWER
10030-107 ST
EDMONTON AB
CA T5J 3E4

Invoice Number: [REDACTED]
Date: July 8, 2016
Page: 2/2
Our Reference: [REDACTED]

INVOICE

Total:

Grand Total:	372.38
Less Credit Card Payments:	372.38
Credit / Balance Due To This Invoice:	0.00
Total Balance Due:	0.00

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE
ACCEPTED:.....DECLINED:.....
DOCUMENTATION REQUIRED:VALID PASSPORT...VISA..TOURIST CARD..
...PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER.....
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