

AHS Board and Executive Expense Report

Name Todd Gilchrist
Title VP Human Resources
Location Edmonton

Expenses submitted during the month of February 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)
Feb-16	Expense Claim	Meetings		115	349	277	741	368		
Feb-16	Direct Billing	Meetings	1,394				1,394			
Total			\$ 1,394	\$ 115	\$ 349	\$ 277	\$ 2,135	\$ 368	\$ -	\$ -

Total for the Month \$ 2,503

Maximum daily single meal expense claimed in the month \$ 21
 Maximum daily base hotel rate claimed in the month \$ 154
 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
GILCHRIST, TODD	VP, Human Resources	Edmonton	1,109.25

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
2/2/2016	Joint AH/AHS Executive Meeting at AH.	AB - Local	Parking - Lot or Parkade	15.00			Joint AH/AHS Executive Meeting at AH.	1			
2/2/2016	Meetings in Calgary		Mileage	30.30	SSP	Edm. Int'l Airport	Travel to Edm Int'l airport for flight to Calgary and return	1			60
2/2/2016	Travel to Calgary for meetings		Meals Per Diem	53.10			Meal per diem for Feb 2 (Dinner) & 3 (Lunch & Dinner) for travel to Calgary for meetings.	2			
2/2/2016	Travel to Calgary for meetings	AB - Local	Accommodations	172.89			Travel to Calgary for meetings	1			
2/3/2016	Travel to SPT	AB - Local	Taxi	7.40			Taxi from hotel to SPT	1			
2/3/2016	Meetings in Calgary	AB - Local	Taxi	62.40			Travel from SPT to Calgary Int'l Airport	1			
2/3/2016	Travel to Calgary for meetings	AB - Local	Parking - Lot or Parkade	26.50			Parking at Edm Int'l Airport while flying to Calgary and back for meetings.	1			
2/8/2016	Membership Dues	AB - Local	Membership Dues	367.50			Certified Renewal Dues - Human Resources Institute of Alberta	1			
2/11/2016	Parking - Queens Executive Education Seminar	AB - Local	Parking - Lot or Parkade	16.80			Attending Queens Executive Education Seminar	1			
3/2/2016	Conference in Vancouver, BC	BC	Taxi	38.50			Taxi from Vancouver Int'l Airport to Four Seasons Hotel for conference	1			
3/2/2016	Travel to Vancouver for HR Executives Council Conference		Mileage	30.30	SSP	Edm Int'l Airport	Mileage to Edm. Int'l airport and return. Travel to Vancouver for HR Executives Council Conference.	1			60
3/2/2016	HR Executives Council Conference	BC	Accommodations	176.26			HR Executives Council Conference	1			
3/2/2016	Travel to Vancouver for HR Executives Council Conference		Meals Per Diem	62.30			Travel to Vancouver for HR Executives Council Conference.@ Mar- B/F, Lunch, Dinner & 3 Mar only Dinner	2			
3/3/2016	Travel to Vancouver for HR Executives Council conference	AB - Local	Parking - Lot or Parkade	50.00			Parking at Edm Int'l Airport while traveling to Vancouver for conference.	1			

Approver(s) for the claim	Approval Status	Approval Date
YIU, VERNA	Approve	17-Mar-16

⑧ Taxi from hotel to SPT

① Taxi from SPT to Calg. Int'l Airport

316 MERRILL ROAD SE
CALGARY, AB T2A 1X2

316 MERRILL ROAD SE
CALGARY, AB T2A 1X2

GST# R128599776

Edmonton Airports
Can-T5J 2T2 Edmonton
Tax CodeCA5%

Exit Lane 03/02/16 19:42
Receipt [REDACTED]

TERMINAL ID: 314-651-622
MERCHANT ID: 45276520
VEHICLE ID: 6437
DRIVER ID: 3869
GST ACCOUNT #: 882935971
TRIP NUMBER: 6167714
PASSENGERS: 1

TERMINAL ID: 314-652-037
MERCHANT ID: 432765YY
VEHICLE ID: 8718
DRIVER ID: 6792
GST ACCOUNT #: 850290180
TRIP NUMBER: 6172229
PASSENGERS: 1

Short-term parking tkt
HL - No. 002638
02/02/16 17:44
11/02/16 11:43
Period 8d18h0'
(Tax) \$26.50

Total \$26.50

Payment Received
MC [REDACTED] \$26.50

Auto [REDACTED] Type: Swiped **\$26.50**

Sub Total \$25.24
Tax 5% \$1.26

02/03/2016
START: 06:47
END: 06:49
DISTANCE: 7.00
RATE: 1

02/03/2016
START: 16:41
END: 17:17
DISTANCE: 239.00
RATE: 1

FARE AMOUNT: \$ 5.14

FARE AMOUNT: \$ 54.67

TAX AMOUNT: \$ 0.26
TIP AMOUNT: \$ 2.00

TAX AMOUNT: \$ 2.73
TIP AMOUNT: \$ 5.00

TOTAL: \$ 7.40

TOTAL: \$ 62.40

MASTER CARD SALE: [REDACTED]
APPROVAL NUMBER: [REDACTED]

MASTER CARD SALE: [REDACTED]
APPROVAL NUMBER: [REDACTED]

PASSENGER COPY

PASSENGER COPY

THANK YOU
403-299-9595
WWW.THECHECKERGROUP.COM

THANK YOU
403-299-9595
WWW.THECHECKERGROUP.COM



PLACE FACE UP ON DASH

Expiration Date/Time
EXP 07:38/AM
FEB 11, 2016

Purchase Date/Time: 05:38pm Feb 11, 2016
Total Parking: \$16.00
Total GST: \$0.80
Total Due: \$16.80
Total Paid: \$16.00
Rate: \$8.00 PER HOUR
Payment Type: Card

Ticket # [REDACTED]
SVN # 1000850063
Setting: C222
Mach Name: C222

RECEIPT

Expiration Date/Time: 07:38pm Feb 11, 2016
Purchase Date/Time: 05:38pm Feb 11, 2016
Total Parking: \$16.00
Total GST: \$0.80
Total Due: \$16.80
Total Paid: \$16.80
Rate: \$8.00 PER HOUR
Payment Type: Card
MasterCard
Ticket # [REDACTED]
Setting: C222
Mach Name: C222

⑤ Taxi from airport to hotel in Vanc.

SURDELL TAXI 097
12975 84TH AVE V3W1B3
SURREY BC
20356291

GST# R128599776
Edmonton Airports
Can-T5J 2T2 Edmonton
Tax CodeCA5%

Exit Lane 03/03/16 20:05
Receipt [REDACTED]

|||| PURCHASE ||||

03-02-2016 12:26:51
Acct # [REDACTED] C
Exp Dat [REDACTED] Card Type MC
Name: RICHARD GILCHRIST
A000000041010 MASTERCARD

Short-term parking tkt
HL - No. 002687
03/03/16 10:14
04/03/16 10:13
Period 2d0h0'
(Tax) \$50.00

Total \$50.00

Payment Received
MC [REDACTED] \$50.00

Trace # 560006 Operator 297
FB2035629101

Inv. # [REDACTED]
Auth # [REDACTED] RRN 001551006

Type: Swiped

Sub Total \$47.62
Tax 5% \$2.38

Purchase \$35.00
Tip \$3.50
Total \$38.50

⑦ Parking at Edm Int'l airport while travelling to Vanc.

(00) APPROVED-THANK YOU

Retain this copy for your records
Customer copy

PARKING RECEIPT

④ Parking - Exec Seminar

Written Attestation for Lost Receipt

Date of Receipt: February 2, 2016
Description: Parking at ATB Building for Joint AH/AHS Executive Meeting
Amount: \$15.00

- A receipt was not issued for the parking as it was at a meter
- The expense was incurred and related to AHS business
- The expense has not been previously claimed



Employee Signature



Claim Approver Signature

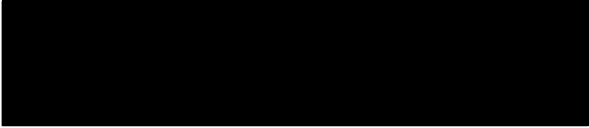
Date Signed: February 29, 2016



Date Signed: Mar 8, 2016

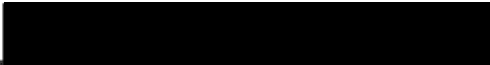


135 Southland Drive S.E Calgary, Alberta, T2J 5X5
 Telephone: 403-278-5050 Fax: 403-225-5834

Alberta Health Services
 TODD GILCHRIST



Room: 
 Folio: 
 Cashier:
 Arrival: 02-02-16
 Departure: 02-03-16

Date	Description	Additional Information	Charges	Credits
02-02-16	Room Charge		154.00	
02-02-16	DMF		4.62	
02-02-16	Tourism Levy		6.34	
02-02-16	Rooms - GST		7.93	
02-03-16	Master Card			172.89
GST Summary			Total	172.89
Registration No: 895126332			Balance Due	0.00 CDN
Room	7.93			
F&B	0.00			
Other	10.96			
Total	18.89			

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

Billing Information

Gilchrist, Todd

Order Number

Product	List Price	Your Price	Qty	Total
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Certified Renewal Dues	\$350.00	\$350.00	1	\$350.00
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Subtotal: \$350.00

Discount: \$0.00

Shipping: \$0.00

Tax: \$17.50

Order Total: \$367.50

Payment Number	Date	Method	Card/Cheque Number	Applied Amount
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[REDACTED]	02/08/2016	Visa	[REDACTED]	\$367.50
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Total Payments: \$367.50**Order Balance: \$0.00****HRIA's Address:**

Human Resources Institute of Alberta

1111 - 11 Avenue SW

Suite 410

Calgary AB, T2R 0G5

G.S.T. Registration #:

13483 0389 RT0001



FOUR SEASONS HOTEL
Vancouver

Mr. Todd Gilchrist

Arrival 03/02/16

Departure 03/03/16

Room No. [REDACTED]

Folio No. [REDACTED]

Group Code [REDACTED]

Guest Name: Mr. Todd Gilchrist

INFORMATION INVOICE

Page No.

1 of 1

Date	Description	Reference	Charges	Payments
03/02/16	room rate		150.00	
03/02/16	Room DMF		1.94	
03/02/16	Room GST		7.60	
03/02/16	Room MRDT		4.56	
03/02/16	Room PST		12.16	
03/03/16	Master Card	[REDACTED]		176.26

GST Summary: R122843998

Balance

0.00

Rooms GST:	7.60
F&B GST:	0.00
Telephone GST:	0.00
Other GST:	0.00

Guest Signature

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 : Todd Gilchrist	Reporting Period for the Month of : Feb-16
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
20-Jan-2016	Direct Billing	Airline Ticket	Inv. # [REDACTED] - Flight change to later departure time	Marlin Travel	50.00
2-Feb-2016	Direct Billing	Airline Ticket	Inv. # [REDACTED] - Travel to Calgary - meetings w/ Legal & Privacy, CSHREC, HRSLT, Tina Giesbrecht	Marlin Travel	338.74
3-Mar-2016	Direct Billing	Airline Ticket	Inv. # [REDACTED] - Travel to Vancouver - HR Executives Council Meeting	Marlin Travel	367.71
9-Feb-2016	Direct Billing	Airline Ticket	Flight booked to Calgary for meetings; cancelled due to schedule change	Marlin Travel	277.44
8-Jan-2016	Direct Billing	Airline Ticket	Flight booked to Calgary for meetings; cancelled due to schedule change	Marlin Travel	360.24
Total Paid in the Month					\$ 1,394.13

MARLIN TRAVEL
O-O PERCY HUNT TRAVELGROUP INC
MAIN FLOOR, 9929 108TH ST.
EDMONTON, AB T5K 1G8
GST Reg#: 885101915

Branch:

Agent:

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

Invoice Number:

Date:

Page:

Our Reference:

January 12, 2016

1/2

INVOICE

For

MR RICHARD TODD GILCHRIST

Wednesday, January 20, 2016

Air

WESTJET AIRLINES

From: EDMONTON INTL AB

To: CALGARY AB

Stops: 0 Arrival: 20Jan16

WESTJET ENCO

Flight: 3231 Q CLASS

06:00 PM Equipment: DH4

07:00 PM

Mile(s) Flown: 163

Thursday, January 21, 2016

Air

WESTJET AIRLINES

From: CALGARY AB

To: EDMONTON INTL AB

Stops: 0 Arrival: 21Jan16

WESTJET ENCO

Flight: 3291 Q CLASS

06:45 PM Equipment: DH4

07:42 PM

Mile(s) Flown: 163

Cost:

TKT- [REDACTED] E-TKT EXCHANGED [REDACTED]

50.00

Total:

Grand Total: 50.00

Less Credit Card Payments: 50.00

Credit / Balance Due To This Invoice: 0.00

Total Balance Due: 0.00

MARLIN TRAVEL
O-O PERCY HUNT TRAVELGROUP INC
MAIN FLOOR, 9929 108TH ST.
EDMONTON, AB T5K 1G8
GST Reg#: 885101915

Branch:

Agent:

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

Invoice Number:

Date:

January 25, 2016

Page:

1/2

Our Reference:

INVOICE

For

MR RICHARD TODD GILCHRIST

Tuesday, February 2, 2016

 Air

WESTJET AIRLINES

Flight: 348 M CLASS

From: EDMONTON INTL AB

06:25 PM Equipment: 736

To: CALGARY AB

07:15 PM

Mile(s) Flown: 163

Stops: 0 Arrival: 02Feb16

SEAT SELECTION IS AVAILABLE ONLINE 24 HOURS PRIOR TO DEPARTURE

MARLIN TRAVEL
O-O PERCY HUNT TRAVELGROUP INC
MAIN FLOOR, 9929 108TH ST.
EDMONTON, AB T5K 1G8
GST Reg#: 885101915

Branch: [REDACTED]
Agent: [REDACTED]

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

Invoice Number: [REDACTED]
Date: January 26, 2016
Page: 1/2
Our Reference: [REDACTED]

INVOICE

For
MR RICHARD TODD GILCHRIST

Wednesday, March 2, 2016

 **Air**

WESTJET AIRLINES **Flight:** 137 X FARE
From: EDMONTON INTL AB 11:30 AM **Equipment:** 73W
To: VANCOUVER BC 12:07 PM **Mile(s) Flown:** 509
Stops: 0 **Arrival:** 02Mar16
SEAT SELECTION IS AVAILABLE ONLINE 24 HOURS PRIOR TO DEPARTURE

Thursday, March 3, 2016

 **Air**

WESTJET AIRLINES **Flight:** 186 P CLASS
From: VANCOUVER BC 07:00 PM **Equipment:** 736
To: EDMONTON INTL AB 09:26 PM **Mile(s) Flown:** 509
Stops: 0 **Arrival:** 03Mar16
SEAT SELECTION IS AVAILABLE ONLINE 24 HOURS PRIOR TO DEPARTURE

Cost:

TK [REDACTED] 266.75
Tax: 100.96
Ticket Total: 367.71

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

Invoice Number: [REDACTED]
Date: January 26, 2016
Page: 2/2
Our Reference: [REDACTED]

INVOICE

Total:

Grand Total:	367.71
Less Credit Card Payments:	367.71
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:

Agent:

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

Invoice Number:

Date:

Page:

Our Reference:

Ja

1/2

INVOICE

For

MR RICHARD TODD GILCHRIST

Tuesday, February 9, 2016

 Air

WESTJET AIRLINES

From: EDMONTON INTL AB

To: CALGARY AB

Stops: 0 Arrival: 09Feb16

Flight: 348 M CLASS

06:25 PM Equipment: 736

07:15 PM

Mile(s) Flown: 163

SEAT SELECTION IS AVAILABLE ONLINE 24 HOURS PRIOR TO DEPARTURE

Wednesday, February 10, 2016

MARLIN TRAVEL
O-O PERCY HUNT TRAVELGROUP INC
MAIN FLOOR, 9929 108TH ST.
EDMONTON, AB T5K 1G8
GST Reg#: 885101915

Branch:

Agent:

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

Invoice Number:

Date:

December 30, 2015

Page:

1/2

Our Reference:

INVOICE

For

MR RICHARD TODD GILCHRIST

Friday, January 8, 2016

Air

WESTJET AIRLINES

From: EDMONTON INTL AB

To: CALGARY AB

Stops: 0 Arrival: 08Jan16

Flight: 104 L CLASS

07:45 AM Equipment: 73W

08:42 AM

Mile(s) Flown: 163

Air

WESTJET AIRLINES

From: CALGARY AB

To: EDMONTON INTL AB

Stops: 0 Arrival: 08Jan16

Flight: 255 L CLASS

04:28 PM Equipment: 736

05:20 PM

Mile(s) Flown: 163

Cost:

TKT-		E-TKT		261.28
			Tax:	98.96
			Ticket Total:	360.24

Total:

	Grand Total:	360.24
	Less Credit Card Payments:	360.24
	Credit / Balance Due To This Invoice:	0.00
	Total Balance Due:	0.00