

AHS Board and Executive Expense Report

Name Todd Gilchrist
Title VP People, Legal & Privacy
Location Edmonton

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		119	343	300	762			
Feb-17	Direct Billing	Meetings	385				385			
Total			\$ 385	\$ 119	\$ 343	\$ 300	\$ 1,147	\$ -	\$ -	\$ -

Total for the Month \$ 1,147

Maximum daily single meal expense claimed in the month \$ 24
 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, People, Legal & Privacy	Edmonton	\$ 762.22									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
2/1/2017	Parking - HR Executives Roundtable: Workforce Planning Session at Chop Downtown Edmonton	AB - Local	Parking - Lot or Parkade	\$ 7.00			Parking - HR Executives Roundtable: Workforce Planning Session at Chop Downtown Edmonton	1				
2/9/2017	Parking - Meeting with an AHS Staff member related to an HR Matter at the Royal Alex Hospital	AB - Local	Parking - Lot or Parkade	\$ 6.75			Parking - Meeting with an AHS Staff member related to an HR Matter at the Royal Alex Hospital	1				
2/21/2017	Parking at the Edmonton International Airport - Various Meetings in Calgary on Feb 22 & 23	AB - Local	Parking - Lot or Parkade	\$ 73.00			Parking at the Edmonton International Airport - Various Meetings in Calgary on Feb 22 & 23	1				
2/21/2017	Taxi - Calgary Airport to Delta Calgary South Hotel (Various Meetings on Feb 22 & 23)	AB - Other Zones	Taxi	\$ 55.33			Taxi - Calgary Airport to Delta Calgary South Hotel (Various Meetings on Feb 22 & 23)	1				
2/21/2017	Meals for Calgary Travel - Various Meetings in Calgary on Feb 22 & 23	AB - Other Zones	Meals Per Diem	\$ 24.00			Meals for Calgary Travel - Various Meetings in Calgary on Feb 22 & 23. Todd arrived back in Edmonton on Feb 23 after 6:30 PM. Dinner \$24.00	1				
2/21/2017	Mileage from Seventh Street Plaza to Edmonton International Airport (one way) - Various Meetings in Calgary on Feb 22 & 23		Mileage-Local-Home Zone	\$ 14.95	Seventh Street Plaza	YEG	Mileage from Seventh Street Plaza to Edmonton International Airport (one way) - Various Meetings in Calgary on Feb 22 & 23	1			29.6	
2/21/2017	Hotel - Various Meetings in Calgary on Feb 22 & 23	AB - Other Zones	Accommodations	\$ 342.88			Hotel - Various Meetings in Calgary on Feb 22 & 23	2				
2/22/2017	Meals for Calgary Travel - Various Meetings in Calgary on Feb 22 & 23	AB - Other Zones	Meals Per Diem	\$ 47.50			Meals for Calgary Travel - Various Meetings in Calgary on Feb 22 & 23. Todd arrived back in Edmonton on Feb 23 after 6:30 PM. Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1				

AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
GILCHRIST, TODD	VP, People, Legal & Privacy	Edmonton	\$ 762.22								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
2/23/2017	Taxi - Southport Tower to Calgary Airport	AB - Other Zones	Taxi	\$ 52.80			Taxi - Southport Tower to Calgary Airport	1			
2/23/2017	Taxi - Calgary Lab Services Site to Soutport Tower for Various Meetings	AB - Other Zones	Taxi	\$ 34.10			Taxi - Calgary Lab Services Site to Soutport Tower for Various Meetings	1			
2/23/2017	Meals for Calgary Travel - Various Meetings in Calgary on Feb 22 & 23	AB - Other Zones	Meals Per Diem	\$ 47.50			Meals for Calgary Travel - Various Meetings in Calgary on Feb 22 & 23. Todd arrived back in Edmonton on Feb 23 after 6:30 PM. Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1			
2/23/2017	Taxi - Delta Calgary South Hotel to Calgary Lab Services site for the CLS Board Meeting	AB - Other Zones	Taxi	\$ 35.40			Taxi - Delta Calgary South Hotel to Calgary Lab Services site for the CLS Board Meeting	1			
2/23/2017	Mileage from Edmonton International Airport to Home (one way) - Various Meetings in Calgary on Feb 22 & 23		Mileage-Local-Home Zone	\$ 21.01	YEG	Home	Mileage from Edmonton International Airport to Home (one way) - Various Meetings in Calgary on Feb 22 & 23	1			41.6
Approver(s) for the claim		Approval Status		Approval Date							
YIU, VERNA		Approve		1-Mar-17							

Parking Receipts

THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT

CITY OF EDMONTON

Terminal: 1042a Zone: 1042

Plate: [REDACTED]

103 Ave West of 100 St, North Side

Valid through:

WEDNESDAY 01 FEB 17

11:00 AM

Amount Paid: \$7.00 (GST incl.)

Auth No: [REDACTED]

Start Time: 2/1/2017 7:16 AM

Receipt No: [REDACTED]

Trn [REDACTED]

THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT

ROYAL ALEXANDRA HOSPITAL
SE PARKADE - PUBLIC PARKING
Machine ID # [REDACTED]

Rcpt# [REDACTED]

02/09/17 14:03 L# 2 A# 1 Txn# 4593

02/09/17 12:49 In 02/09/17 14:03 Out

IKL# 103240

RAH SE Park \$6.75

Total fee \$6.75

VISA \$6.75

Approval No. [REDACTED]

Reference No. [REDACTED]

Change Due \$0.00

Parking Rates are GST Exempt

Comments? - email us :

parkingedmonton@ahs.ca

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax Code CA5%

Exit Lane 23/02/17 18:54
Receipt [REDACTED]

Short-term parking 9 tkt
PL - No. [REDACTED]

01/02/17 15:59

03/02/17 18:54

Period 2d3h0'

(Tax)

\$73.00

Total

\$73.00

Payment Received

\$73.00

Auth

Type: Swiped

Sub Total

\$69.52

Tax

5%

\$3.48

Taxi Receipts

316 BERTHIAN ROAD SE
CALGARY, AB T2A 1A2

ASSOCIATED CAB
ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299 1111

316 BERTHIAN ROAD SE
CALGARY, AB T2A 1A2

TERMINAL ID: [REDACTED]
MERCHANT ID: [REDACTED]
VEHICLE ID: [REDACTED]
DRIVER ID: [REDACTED]
GST ACCOUNT #: [REDACTED]
TRIP NUMBER: [REDACTED]
PASSENGERS: [REDACTED]

02/23/2017
START: 08:41
DISTANCE: 191.00
FARE AMOUNT: \$ 30.00
TAX AMOUNT: \$ 1.54
TIP AMOUNT: \$ 3.00
TOTAL : \$ 35.40

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

PASSENGER COPY

THANK YOU
403.299.1111
WWW.THECHECKERGROUP.COM



SALE

MID: [REDACTED]
TID: [REDACTED]
Batch # [REDACTED] REF#: [REDACTED]
02/23/17 SEQ: [REDACTED]
APPR CODE: [REDACTED] 122430
MASTERCARD [REDACTED]

AMOUNT \$31.00
TIP \$3.10
TOTAL \$34.10

00 - APPROVED - 001

MASTERCARD [REDACTED]

CUSTOMER COPY

TERMINAL ID: [REDACTED]
MERCHANT ID: [REDACTED]
VEHICLE ID: [REDACTED]
DRIVER ID: [REDACTED]
GST ACCOUNT #: [REDACTED]
TRIP NUMBER: [REDACTED]
PASSENGERS: [REDACTED]

02/23/2017
START: 15:25
DISTANCE: 297.00
FARE AMOUNT: \$ 45.71
TAX AMOUNT: \$ 2.29
TIP AMOUNT: \$ 4.30
TOTAL : \$ 52.30

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

PASSENGER COPY

THANK YOU
403.299.1111
WWW.THECHECKERGROUP.COM



ASSOCIATED CAB
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299-1111
CAR#509

SALE

MID: [REDACTED]
TID: [REDACTED]
Batch # [REDACTED] REF: [REDACTED]
02/21/17 SEQ: [REDACTED] 184739
APPR CODE: [REDACTED]
MASTERCARD [REDACTED]

AMOUNT \$50.30
TIP \$6.03
TOTAL \$56.33

00 - APPROVED - 001

MASTERCARD [REDACTED]


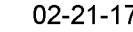
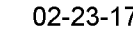
Thank You
CUSTOMER COPY




DELTA
CALGARY SOUTH

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

AB HEALTH SERVICES
Richard Gilchrist

Room: 
Folio: 
Cashier: 
Arrival: 02-21-17
Departure: 02-23-17

Date	Description	Additional Information	Charges	Credits
02-21-17	Room Charge		154.00	
02-21-17	DMF		4.02	
02-21-17	Tourism Levy		5.52	
02-21-17	Rooms - GST		7.90	
02-22-17	Room Charge		154.00	
02-22-17	DMF		4.02	
02-22-17	Tourism Levy		5.52	
02-22-17	Rooms - GST		7.90	
02-23-17	Master Card			342.88

GST Summary

Registration No: **895126332**

Room 15.80

F&B 0.00

Other 19.08

Total 34.88

Total 342.88 342.88

Balance Due 0.00 CDN

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.

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-17
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
21-Feb-2017	Direct Billing	Airline Ticket	Calgary - Various meetings in Calgary (Feb 22-23, 2017)	Marlin Travel	385.29
Total Paid in the Month					\$ 385.29



Invoice

ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4	Trip #: [REDACTED] Booking Date: 16 Feb 17 Client: [REDACTED] Agent: [REDACTED] File Locator: [REDACTED]
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PASSENGERS: MR RICHARD TODD GILCHRIST

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
PRE PAID SEATS CAD Confirmation # [REDACTED]	10.50	0.00	\$0.00	0.00	0.00	10.50 CAD
WESTJET Ticket # [REDACTED]	275.83	0.00	\$0.00	98.96	0.00	374.79 CAD
Total:	286.33	0.00	0.00	98.96	0.00	385.29 CAD

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	02/14/2017	[REDACTED]	[REDACTED]	374.79 CAD
	[REDACTED]	02/14/2017	[REDACTED]	[REDACTED]	10.50 CAD
Total Payment:					385.29 CAD

Balance Due CAD Currency 0.00 CAD

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101
REASON FOR TRAVEL EXECUTIVE MEETING WITH TEAM IN CALGARY PLP

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL
 ***** AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ...1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147 PLEASE QUOTE ACCESS CODE 2EC0 *****
 ***** PLEASE REVIEW YOUR ITINERARY FOR ACCURACY *****
 PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS MAY BE YOUR RESPONSIBILITY -----
 -----WESTJET AIRLINE RULES----- TICKET IS NON REFUNDABLE CHANGES PERMITTED UP TO 2 HOURS PRIOR TO FLIGHT TIME CHANGE FEES PLUS ANY FARE INCREASE WILL APPLY TICKET MUST BE CANCELLED AT LEAST 2 HOURS PRIOR OR NO CREDIT WILL APPLY 24 HOURS IN ADVANCE GO TO WWW.WESTJET.COM TO CHECK IN AND PRINT YOUR BOARDING PASS.

ALBERTA HEALTH SERVICES
ALBERTA HEALTH SERVICES
10030 - 107 STREET
EDMONTON AB
T5J 3E4

Trip #: [REDACTED]
Booking Date: 16 Feb 17
Client: [REDACTED]
Agent: [REDACTED]

File Locator: [REDACTED]

MY ITINERARY

Passengers	Citizenship	Required Travel Documents
RICHARD TODD GILCHRIST	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: RICHARD TODD GILCHRIST
Booking Date: 14 Feb 17
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
WESTJET	03142	EDMONTON INTL 21 Feb 17 5:30PM		CALGARY INTL 21 Feb 17 6:30PM	Q/	

Passengers: RICHARD TODD GILCHRIST
Booking Date: 14 Feb 17
File Locator/Ticket #: [REDACTED]



AIR

Passengers: RICHARD TODD GILCHRIST
Booking Date: 14 Feb 17
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
WESTJET	03229	CALGARY INTL 23 Feb 17 6:00PM		EDMONTON INTL 23 Feb 17 6:57PM	M/	

ALBERTA HEALTH SERVICES
ALBERTA HEALTH SERVICES
10030 - 107 STREET
EDMONTON AB
T5J 3E4

Trip #: [REDACTED]
Booking Date: 16 Feb 17
Client: [REDACTED]
Agent: [REDACTED]

File Locator: [REDACTED]

Passengers: RICHARD TODD GILCHRIST

Booking Date: 14 Feb 17
File Locator/Ticket #: [REDACTED]