

# **AHS Board and Executive Expense Report**

Name Andrea Beckwith-Ferraton
Title Chief Ethics & Compliance Officer

**Location** Calgary

Expenses submitted during the month of January 2018

						Trave	l (1)								
MMM-YY	Source	Durnoso	∧ i⊷	fare	Weals	Accomm	odation		her avel	To Tra		Profess Develop	ment	Working Sessions Hosting and Hospitality	Other
IVIIVIIVI- Y Y	Document	Purpose	AII	are	vieais	Accomm	odation	117	avei	па	vei	(2)	)	(3)	(4)
Jan-18 Jan-18	Expense Claim Direct Billing	Meetings Meetings		414					49 413		49 827		600		
Total			\$	414	\$ -	\$	-	\$	462	\$	876	\$	600	\$ -	\$ _

Total for

**the Month** \$ 1,476

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.

# **AHS Public Disclosure Expense Claims**

Claimant Name		Claimant Location	Expense Claim Total	]								
BECKWITH- FERRATON,	Chief Ethics & Compliance Officer	Calgary	\$ 648.60	]								
Expense Date	Business reason		Expense Location	Expense Type	Amount	From Location	To Location	Justification	_	# of Attendees	Attendee Name(s)	Trip Distance
1/10/2018	Parking to attend meeting with Compliance Team in Edmonton Plaza location.		AB - Other Zones	Parking - Lot or Parkade	\$ 26.30			Parking to attend meeting with Ethics & Compliance Team in Edmonton at 7th St. Plaza location.	1			
1/15/2018	Registration Fees to attend the Board of Canada National Corpo Integrity Summit.		ON	Conference Fees	\$ 600.00			Registration Fees to attend the Conference Board of Canada National Corporate Ethics & Integrity Summit.	1			
1/19/2018	Parking to attend AHS Investiga Framework meetings in Edmont		AB - Other Zones	Parking - Lot or Parkade	\$ 22.30			Parking to attend AHS Investigation Framework meetings in Edmonton.	1			
Approver(s) for t	the claim	Approval Sta	tus	Approval Date		•				•		
GILCHRIST, TODI	)	Approve		22-Jan-18								





## **Account Activity Report**

2018-Jan-1 to 2018-Jan-22

As of: Jan 22, 2018, 9:42 AM Requested by: Andrea Beckwith-Ferraton

Date	Description	Cell#	Nickname	Location	Debits	Credits	Parking Cost	Balance
Jan 10, 2018	Parking from 2018-01-10 05:51 pm to 2018-01-11 06:00 pm CPA Lot 36 322 9 Av SE		Andrea's work cell	9036	\$25.00		\$5.00	\$45.00
Jan 10, 2018	Refund unused minutes from 2018-01-10 08:13 pm to 2018-01-11 06:00 pm		Andrea's work cell	9036		\$20.00		\$65.00
Jan 19, 2018	Parking from 2018-01-19 05:14 am to 2018-01-19 06:00 pm CPA Lot 36: 322 9 Av SE		Andrea's work cell	9036	\$22.30		\$22.30	\$42.70
				Totals:	\$47.30	\$20.00	\$27 30	\$42.70

GST Number: 119457869

(403) 537-7000

CALGARY PARKING AUTHORITY

Terminal: 877 Plate: Main Parkade Zone 9036 C

Valid through:

WEDNESDAY 10 JAN 18 6:00 PM

AMOUNT PAID: \$21.30 (GST incl.)
START TIME: 1/10/2018 5:34 AM
Pay for

GST incl.) Auth No. 5:34 AM RECEIPT NO: Pay for your parking online: www.

Jan 10th - \$21.30 + 5.00 (Account Activity Report)

=\$26.30

Jan 19th - \$22.30 (Account Activity Report)



HEAD OFFICE + SIÈGE SOCIAL 255, chemin Smyth Road Ollawa ON K1H 8M7 Canada Tel./Tel. 613-526-3280 Fax: Teléc. 613-526-4857 conferencepoard.ca

# **INVOICE**

Invoice No.

To:

Miss Andrea E. Beckwith-Ferraton

Alberta Health Services

Ship

Miss Andrea E. Beckwith-Ferraton

Alberta Health Services

Account No. Purchase Order No. Order Date Order Number Terms Batch Date

					3.43		1011110	Daton Date
			20	018-01-15		Due	on Receipt	2018-01-15
Qty	Descript	ion			THE PROPERTY OF THE PROPERTY O		Unit Price	Extended Price
	2018-04	Il Corporate Ethics and 4-10 - 2018-04-11 , Ontario	d Integrity Sumn	nit				
1	18-0045	5/MAIN					600.00	600.0
1	1	I Corporate Ethics and 5/AGD-04	Integrity Sumn	nit				
	Concur	rent Session A1						
1	18-0045	5/AGD-09						
	Concur	rent Session B1						
1	18-0045	5/AGD-16						
	Concur	rent Session C3						
1	18-0045	5/AGD-21						
	Concurr	rent Session D3						
1	18-0045	5/BFST						
	Registra	ation and Continental E	Breakfast					
1	18-0045	5/BFST2						
	Contine	ntal Breakfast						
1	18-0045	5/LUNCH						
	Network	king Luncheon						
Line Ite	m Total	Other	Tax	Subtota	al Amount R	eceived	Amo	ount Due
600	.00			600.0	0 600,	ó0 <sub>i</sub>	0.00	
							<del></del>	

HST Remittance Number: R118778091

HST Amount: \$0.00



# **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.

•	Thuicate whether you have expenses to report in this section	on for this reporting period:	
			•

Name :	Andrea Beckwith-Ferraton	Reporting Period for the Month of: Jan-18

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amoun	t Paid		
05-Jan-18	Direct Bill	Other Transportation	Red Arrow Bus Ticket for travel to Edmonton on January 10, 2018 to attend Ethics & Compliance departmental meetings.	Marlin Travel	\$	\$137.52		
04-Jan-18	Direct Bill	()thar Iransportation	Red Arrow Bus Ticket for travel to Edmonton on January 19, 2018 to attend Investigation Framework meeting.	Marlin Travel		137.52		
10-Jan-18	Direct Bill	Other Transportation	Red Arrow Bus Ticket for travel to Edmonton on February 12 to attend Governance Meeting on February 12, 2018.	Marlin Travel		137.52		
15-Jan-18	Direct Bill	Airline Ticket	Travel to Troronto to attend the Conference Board of Canada meeting booked for April 9-11, 2018.	Marlin Travel		413.96		
Total Paid in the Month								



#### Invoice

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

Booking Date: 05 Jan 18

Client:
Agent:

File Locator:

PASSENGERS: MS ANDREA BECKWITHFERRATON

REFERENCE/ DESC	RIPTION			FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
RED ARROW Cor	nfirmation #			137.52	0.00	\$0.00	0.00	0.00	137.52 CAD
-			Total:	137.52	0.00	0.00	0.00	0.00	137.52 CAD
PAYMENTS	Invoice #	Payment Date	Card Holder		Form of	f Payment			Amount
		01/05/2018							137.52 CAD
							Total Pa	ayment:	137.52 CAD

Balance Due CAD Currency 0.00 CAD

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101
REASON FOR TRAVEL ET MEETING

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



# **MY ITINERARY**

Passengers Citizenship Required Travel Documents

ANDREA BECKWITHFERRATON 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: ANDREA	05 Jan 18		
Airline	Flight From	Terminal To	Class/Seat Stops
CHARTER AIRLINE	00100 CALGARY INTL	EDMONTON INTL	Υ/
	10 Jan 18 6:00AM	10 Jan 18 9:20AM	



#### Invoice

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

Booking Date: 04 Jan 18

Client:
Agent:

File Locator:

PASSENGERS: MS ANDREA BECKWITHFERRATON

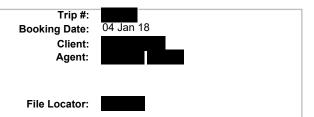
REFERENCE/ DESC	RIPTION			FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
RED ARROW Con	firmation #			137.52	0.00	\$0.00	0.00	0.00	137.52 CAD
-			Total:	137.52	0.00	0.00	0.00	0.00	137.52 CAD
PAYMENTS	Invoice #	Payment Date	Card Holder		Form of	f Payment			Amount
		01/04/2018							137.52 CAD
	_						Total Pa	ayment:	137.52 CAD

Balance Due CAD Currency 0.00 CAD

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101
REASON FOR TRAVEL ET MEETING

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



# **MY ITINERARY**

Passengers Citizenship Required Travel Documents

ANDREA BECKWITHFERRATON Not Specified Not Specified

19 Jan 18 6:00AM

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:	ANDREA BE	CKWITHF	FERRATON		Booking Date: File Locator/Ticket	04 Jan 18 #:	
Airline		Flight	From	Terminal	То	Class/Seat	Stops
CHARTER AIR	IINF	00100	CALGARY INTI		FDMONTON INTI	Υ/	

19 Jan 18 9:20AM

From: Red Arrow Reservations

To:

Subject: Red Arrow Itinerary/Receipt

Date: Wednesday, January 10, 2018 9:17:18 AM





**INVOICE** 

2018-01-10

You can reach us at:

ALBERTA HEALTH SERVICES - MARLIN TRAVEL

10030 107 STREET

EDMONTON, AB T5J 3E4

Corporate Sales

,

ORDEF	R# ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
	2018-01-				2018-02-	2018-02-		Website
	10				12	12	-	User

Travellers:

# Beckwith-Ferraton/andrea

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
CEEXP 06:00.	3 hrs 20	Adult	1	\$ 72.38	\$
Assigned to: 04A	mins				68.76
Departs Calgary (CALTO / CTO					
205 9 Ave SE) at 06:00 on 2018-02-					
12.					
Arrives Edmonton (EDMTO /					
ETO 10014 104 St) at 09:20 on					
2018-02-12. (3 hrs 20 mins)					
EDMCAL 14:00 YYC.	4 hrs 5 mins	Adult	1	\$ 72.38	\$
Assigned to: 04A					68.76
Departs Edmonton (EDMTO /					

ETO 10014 104 St) at 14:00 on 2018-02-12. Arrives Calgary (CALTO / CTO 205 9 Ave SE) at 18:05 on 2018-02-12. (4 hrs 5 mins)

# Payments Received

DATE	GUEST	REFERENCE	AMOUNT
	ALBERTA HEALTH		
2018-	SERVICES - MARLIN	MasterCard	\$
01-10	TRAVEL MARLIN	*	137.52
	TRAVEL		

Base Price:	\$ 144.76
Discounts:	\$ 7.24
Service Charges:	\$ 0.00
Invoice Total:	\$ 137.52
Payments Received:	\$ 137.52
Balance Due:	\$ 0.00

# PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN.

TERMS: DUE UPON RECEIPT GST# BN139981476 Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on bags include purses, backpacks and laptop bags. Additional luggage will incur additional fees. If you wish to time change, date change, or cancel for a full refund – 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. December 15 - January 5 to cancel or make any changes to a reservation we require 24 hours notice. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change. Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. \*\*Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices\*\*\*Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time\*\* Corporate Billing Accounts - Please pay off your monthly statement & not individual invoices.

If you wish to change or cancel your booking, please contact a Passenger Experience Representative at 1-800-232-1958.

## Thank you for booking with Red Arrow Motorcoach. We appreciate your business!

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication



#### Invoice

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

Booking Date: 15 Jan 18

Client:
Agent:

File Locator:

PASSENGERS: MS ANDREA BECKWITHFERRATON

REFERENCE/ DESCRIPT	ION			FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
WESTJET Ticket #	<u> </u>			298.00	0.00	\$0.00	115.96	0.00	413.96 CAD
			Total:	298.00	0.00	0.00	115.96	0.00	413.96 CAD
PAYMENTS	Invoice #	Payment Date	Card Holder		Form of	f Payment			Amount
		01/15/2018							413.96 CAD
							Total Pa	ayment:	413.96 CAD
					B:	alance Du	e CAD Cu	rrency	0.00 CAD

Balance Due CAD Currency 0.00 CAD

Total GST 0.00 Total HST \$0.00

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



# **MY ITINERARY**

Passengers Citizenship Required Travel Documents

ANDREA BECKWITHFERRATON 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:	ANDREA BECKWITHFERRATON			Booking Date: File Locator/Ticket #:	15 Jan 18	
Airline	Flight	From	Terminal	То	Class/Seat	Stops
WESTJET	00664	CALGARY INTL 09 Apr 18 11:30AM		TORONTO PEARSON 09 Apr 18 5:14PM	1/	
WESTJET	00665	TORONTO PEARSON 11 Apr 18 3:00PM		CALGARY INTL 11 Apr 18 5:14PM	V	