

## AHS Board and Executive Expense Report

**Name** Andrea Beckwith-Ferraton  
**Title** Chief Ethics & Compliance Officer  
**Location** Calgary

Expenses submitted during the month of December 2018

			Travel (1)					Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel			
Dec-18	Direct Billing	Meetings				138	138			
<b>Total</b>			\$ -	\$ -	\$ -	\$ 138	\$ 138	\$ -	\$ -	\$ -

**Total for the Month** \$ 138

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: **YES**

<b>Name :</b> Andrea Beckwith-Ferraton	<b>Reporting Period for the Month of :</b> Dec-18
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
28-Nov-18	Direct Billing	Other Transportation	Red Arrow bus ticket from Calgary to Edmonton (return) to attend ECO Team Meetings, Quarterly Governance Meeting, and a People Legal & Privacy Senior Leadership Meeting (Nov 28-30)	Vision Travel	\$137.52
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
<b>Total Paid in the Month</b>					\$ 137.52

**From:** [REDACTED]@visiontravel.ca  
**To:** [REDACTED]  
**Subject:** Invoice and Itinerary for BECKWITHFERRATON/ANDREA MS - 28November18 - Vision Travel Locator: [REDACTED]  
**Date:** Monday, October 29, 2018 10:23:20 AM



Vision Travel DT Ontario-West Inc  
 9929 - 108 St.  
 Edmonton, AB  
 T5K 1G8  
 (780) 425-8611 1-866-425-8611  
  
 www.visiontravel.ca  
 GST Reg : 723782728 RT 0001

## Invoice/Itinerary

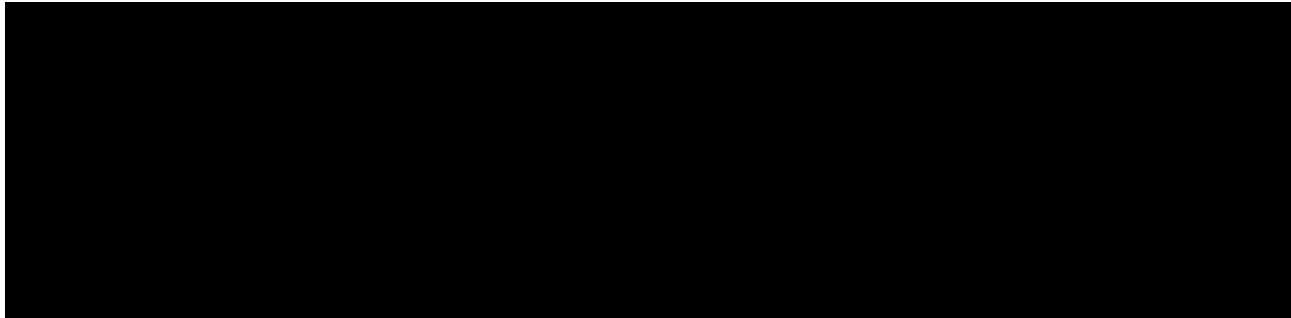
Invoice: Agency Ref.: [REDACTED] Customer Number: [REDACTED]  
 Issued: Sales Person: [REDACTED] Customer Ref.: [REDACTED]

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

**Passenger(s): BECKWITHFERRATON/ANDREA MS**

**Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.**

AIR - Wednesday, November 28 2018		<a href="#" style="color: white;">Add To Calendar</a>
<b>XI Flight XI1 Economy Class</b>		
<b>Depart</b>	Calgary, Alberta <a href="#">Weather</a> Calgary International Airport 06:00 AM Wednesday, November 28 2018	<b>Arrive</b> <a href="#">Weather</a> YEA 09:20 AM Wednesday, November 28 2018
<b>Duration:</b>	3 hour(s) and 20 minute(s) Non-stop	
<b>Status:</b>	Confirmed	
<b>Remarks:</b>	RED ARROW CONFIRMATION [REDACTED] CALGARY DOWNTOWN TO EDMONTON DOWNTOWN SEAT 2A	



AIR - Friday, November 30 2018		<a href="#" style="color: white;">Add To Calendar</a>
<b>XI Flight XI2 Economy Class</b>		
<b>Depart</b>	<a href="#">Weather</a> YEA 04:30 PM Friday, November 30 2018	<b>Arrive</b> <a href="#">Weather</a> Calgary, Alberta Calgary International Airport 07:50 PM Friday, November 30 2018
<b>Duration:</b>	3 hour(s) and 20 minute(s) Non-stop	
<b>Status:</b>	Confirmed	

**Remarks:** RED ARROW CONFIRMATION 1849813  
 EDMONTON DOWNTOWN TO CALGARY DOWNTOWN  
 SEAT 2A

<b>Invoice Details</b>						
Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Vendor [REDACTED] Domestic Air	[REDACTED]	137.52	0.00	0.00	0.00	137.52
				Billed to: [REDACTED]		
<b>Totals:</b>		<b>137.52</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>137.52</b>
<b>Total Credit Card Billing:</b>						<b>137.52</b>
<b>Balance Due:</b>						<b>0.00</b>

**Remarks**  
 \*\*\*\*\*  
 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  
 -----RED ARROW-----  
 RESERVATION MAY BE CHANGED OR CANCELLED AT LEAST  
 2 HOURS PRIOR TO DEPARTURE.  
 PLEASE CHECK WWW.RE DARROW.CA FOR A LISTING OF  
 PICK UP AND DROP OFF LOCATIONS IN ALBERTA  
 RED ARROW TOLL FREE NUMBER 1 800 232 1958