

AHS Board and Executive Expense Report

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

Expenses submitted during the month of July 2018

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)
Jul-18	Expense Claim	Meetings		53	170	313	536			
Jul-18	Direct Billing	Meetings	221				221			
Total			\$ 221	\$ 53	\$ 170	\$ 313	\$ 757	\$ -	\$ -	\$ -

Total for the Month \$ 757

Maximum daily single meal expense claimed in the month \$ 21
 Maximum daily base hotel rate claimed in the month \$ 159
 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
BECKWITH-FERRATON, ANDREA	Chief Ethics & Compliance Officer	Calgary	\$ 535.56

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
7/23/2018	One night in Edmonton to conduct interviews for vacant position within ECO	AB - Other Zones	Accommodations	\$ 170.32			One night in Edmonton to conduct interviews for vacant position within ECO	1			
7/23/2018	Travel to Edmonton to conduct interviews for vacant position within ECO		Mileage-Other	\$ 312.09	Calgary	Edmonton	Travel to Edmonton to conduct interviews for vacant position within ECO	1			618
7/23/2018	Travel to Edmonton to conduct interviews for vacant position within ECO	AB - Other Zones	Meals Per Diem	\$ 32.35			Travel to Edmonton to conduct interviews for vacant position within ECO Lunch - \$11.55 Dinner - \$20.80	1			
7/24/2018	Travel to Edmonton to conduct interviews for vacant position within ECO	AB - Other Zones	Meals Per Diem	\$ 20.80			Travel to Edmonton to conduct interviews for vacant position within ECO Dinner - \$20.80	1			

Approver(s) for the claim	Approval Status	Approval Date
GILCHRIST, TODD	Approve	25-Jul-18



Andrea Beckwithferraton

Room No. : [REDACTED]
Arrival : 07-23-18
Departure Date : 07-24-18
Folio No. : [REDACTED]
Conf. No. : [REDACTED]
P.O. No. :

Company Name: AHS - Vision/Marlin Travel

Group Name:

INVOICE

Date	Description	Charges	Credits
07-23-18	Room Revenue	159.00	
07-23-18	Destination Marketing Fee	4.77	
07-23-18	Tourism Levy	6.55	
07-24-18	Visa		170.32
Total Charges		170.32	
Total Credits			170.32
Balance			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.
- Indicate whether you have expenses to report in this section for this reporting period: YES

Name : Andrea Beckwith-Ferraton	Reporting Period for the Month of : Jul-18
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
18-Jul-18	Direct Billing	Airline Ticket	Airline Ticket for flight from Calgary to Edmonton (return) to attend an Executive Leadership Team (ELT) meeting on September 11, 2018	Marlin Travel	221.18
Total Paid in the Month					\$ 221.18

Traveler**Passenger Name:**BECKWITHFERRATON, ANDREA
MS**e-Ticket Number:**

[REDACTED]

Reservation Number:

[REDACTED]

Issue Date:

July 18, 2018

Agency Details**Agency Information:**VISION TRAVEL
9929 - 108Th.Street Government Centre
Edmonton, AB T5K 1G8
Canada**Agency Phone:**780 425-8611 VISIONTRAVEL 60-87935-0/-
CARLEY**Fare Information****Form Of Payment:**

[REDACTED]

Fare:

CAD 122.22

Taxes and Carrier-imposed fees:CAD 14.96 CA
CAD EXEMPT XG
CAD 84.00 XT**Total Airfare:**

CAD 221.18