

AHS Board and Executive Expense Report

Name Dr. Braden Manns
Title Associate Chief Medical Officer Strategic Clinical Networks - Contractor
Location Calgary
 Expenses submitted during the month of September 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)
Sep-18	Direct Billing	Meetings	338				338			
Total			\$ 338	\$ -	\$ -	\$ -	\$ 338	\$ -	\$ -	\$ -

Total for the Month \$ 338

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**

Name :		Reporting Period for the Month of :			
DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
16-Sep-18	Direct Billing	Airline Ticket	Realistic Medicine Forum - Edmonton, AB	Vision Travel	\$338.08
	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	\$
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
Total Paid in the Month					\$ 338.08

Vision

A DIRECT TRAVEL® COMPANY

Invoice

ALBERTA HEALTH SERVICES
BRADEN MANNS
9929 108TH STREET GOVERNMENT CENTRE
EDMONTON AB
CA
T5K1G8

Trip #: [REDACTED]
Booking Date: 17 Aug 18
Client: [REDACTED]
Agent: [REDACTED]

File Locator: [REDACTED]

PASSENGERS: DR BRADEN MANNS

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
AIR CANADA Ticket # [REDACTED]	263.12	0.00	\$0.00	74.96	0.00	338.08 CAD
Total:	263.12	0.00	0.00	74.96	0.00	338.08 CAD

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	08/17/2018	[REDACTED]	[REDACTED]	338.08 CAD
				Total Payment:	338.08 CAD

Balance Due CAD Currency 0.00 CAD

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101
REASON FOR TRAVEL MEETINGS

***** 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
***** FOR AIR TRAVEL TO A FOREIGN COUNTRY PASSENGERS MUST ENSURE THAT THEY HAVE ALL NECESSARY TRAVEL DOCUMENTS SUCH AS A VALID CANADIAN PASSPORT OR TRAVEL VISA AS DIRECTED BY EMBASSIES AND CONSULATES. PLEASE VISIT [HTTP://WWW.TRAVEL.GC.CA](http://www.travel.gc.ca) AND SELECT YOUR DESTINATION FOR IMPORTANT INFORMATION ON IDENTIFICATION REQUIRED FOR TRAVEL. *****
PLEASE NOTE CHECKIN TIMES** **DOMESTIC FLIGHTS—CHECKIN 90 MINUTES PRIOR **DOMESTIC COUNTER WILL CLOSE 45 MINUTES PRIOR -----AIR CANADA RULES----- TICKET IS NON REFUNDABLE CHANGES PERMITTED UP TO 2 HOURS PRIOR TO FLIGHT TIME CHANGE FEES PLUS ANY FARE INCREASE WILL APPLY 24HOURS IN ADVANCE GO TO [WWW.AIRCANADA.COM](http://www.aircanada.com) TO CHECK IN AND PRINT YOUR BOARDING PASS. -----AIR CANADA CANADA TRAVEL BAGGAGE POLICY---- 1ST CHECKED BAG 25.00 UP TO 50LBS---- 2ND CHECKED BAG 35.00 UP TO 50LBS---- FEES WILL BE COLLECTED AT AIRPORT CHECK IN

GOVERNMENT CENTRE
MAIN FLOOR, 9929- 108TH ST, EDMONTON, AB T5K1G8
Tél : 780 425 8611

ALBERTA HEALTH SERVICES
BRADEN MANNS
9929 108TH STREET GOVERNMENT CENTRE
EDMONTON AB
CA
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Trip #: [REDACTED]
Booking Date: 17 Aug 18
Client: [REDACTED]
Agent: [REDACTED]
File Locator: [REDACTED]

MY ITINERARY

Passengers	Citizenship	Required Travel Documents
BRADEN MANNS	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: BRADEN MANNS

Booking Date: 17 Aug 18
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
AIR CANADA	08152	CALGARY INTL 16 Sep 18 4:40PM		EDMONTON INTL 16 Sep 18 5:30PM	L/	
AIR CANADA	08163	EDMONTON INTL 19 Sep 18 10:05PM		CALGARY INTL 19 Sep 18 10:58PM	L/	