

## 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 January 2019

			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)
Jan-19	Expense Claim	Meetings				44	44			
Jan-19	Direct Billing	Meetings	146				146			
<b>Total</b>			\$ 146	\$ -	\$ -	\$ 44	\$ 190	\$ -	\$ -	\$ -

**Total for the Month**      \$        190

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 Title	Claimant Location	Expense Claim Total								
Braden Manns	Associate Chief Medical Officer Strategic Clinical Networks - Contractor	Calgary	\$ 44.02								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attende e	Trip Distance
1/8/2019	Primary Care /SCN Workshop in Leduc		Parking within Alberta	\$ 44.02			Primary Care /SCN Workshop in Leduc	1			
Approver(s) for the claim		Approval Status		Approval Date							
Francois Belanger		Approve		23-Jan-19							

**RECEIPT**  
**GST NO. R122556194**

TXT NO: [REDACTED]  
EXIT No. A103  
IN: 01/08/19 15:24  
OUT: 01/11/19 08:58  
DURATION: 2 17: 34  
PAID: \$ 88.05  
(GST INCLUDED)  
VISA

[REDACTED]  
AUTH. CODE  
REF.  
THANK YOU FOR  
YOUR VISIT

 FlyYYC

 YYC CALGARY INTERNATIONAL AIRPORT

Jan 8-9 Non UofC related (AHS event)  
Jan 10-11 UofC related

$$\$88.05 \div 2 = \underline{\underline{\$44.02}}$$

## 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> Braden Manns	<b>Reporting Period for the Month of :</b> Jan-19
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
8-Jan-2019	Direct Billing	Airline Ticket	Primary Care/SCN Workshop - Flight from Calgary to Edmonton on January 8, 2019	Vision Travel	\$146.48
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
<b>Total Paid in the Month</b>					\$ 146.48

**From:** [REDACTED]@visiontravel.ca  
**Sent:** 2018-12-05 13:24  
**To:** [REDACTED]  
**Subject:** Invoice and Itinerary for MANNS/BRADEN DR - 08January19 - Vision Travel Locator: [REDACTED]  
**Attachments:** E-Ticket Receipt 1 [REDACTED] January 8 2019 [REDACTED].pdf



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 [REDACTED]  
 Issued: 04 December 2018

Agency Ref.: [REDACTED]  
 Sales Person: [REDACTED]

Customer Number [REDACTED]  
 Customer Ref.: [REDACTED]

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

Passenger(s): MANNS/BRADEN DR

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

AIR - Tuesday, January 8 2019		<a href="#">Add To Calendar</a>	
<b>WestJet Flight WS3145 Economy Class</b>			
Depart	Calgary, Alberta <a href="#">Weather</a> Calgary International Airport 04:15 PM Tuesday, January 8 2019	Arrive	Edmonton, Alberta <a href="#">Weather</a> Edmonton International Airport 05:13 PM Tuesday, January 8 2019
Duration:	0 hour(s) and 58 minute(s) Non-stop		
Status:	Confirmed - WestJet Booking Reference [REDACTED]		
Operated By:	WESTJET ENCORE		
Online Check In:	Available 24 hours prior - <a href="#">click here</a>		
Baggage Allowance:	0 Piece(s)		
Remarks:	PLEASE CHECK IN WITH WESTJET ENCORE		

Invoice Details						
Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number	[REDACTED]					
WestJet	[REDACTED]	97.00	49.48	0.00	0.00	146.48
					Billed to: [REDACTED]	
	Totals:	97.00	49.48	0.00	0.00	146.48
					Total Credit Card Billing:	146.48
					Balance Due:	0.00