

AHS Board and Executive Expense Report

Name Brenda Hubley
Title Chief Program Officer CancerControl Alberta
Location Edmonton

Expenses submitted during the month of August 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)
Aug-19	P-Card	Meetings			311	216	527			
Aug-19	Expense Claim	Meetings		26			26			
Aug-19	Direct Billing	Meetings	693				693			
Total			\$ 693	\$ 26	\$ 311	\$ 216	\$ 1,246	\$ -	\$ -	\$ -

Total for the Month \$ 1,246

Maximum daily single meal expense claimed in the month \$ 13
 Maximum daily base hotel rate claimed in the month \$ 144
 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 P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
HUBLEY, BRENDA	Chief Program Officer CancerControl Alberta	Edmonton	\$ 527.64									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
8/5/2019	Transportation required from home to Edmonton Airport - Staff meetings in Calgary	AB - Local	Taxi	\$ 53.00	home	Edmonton Airport		1				
8/5/2019	Transportation required from Calgary Airport to the Hotel - Staff meetings in Calgary	AB - Local	Taxi	\$ 47.73	Calgary Airport	Aloft Hotel		1				
8/7/2019	Transportation from Aloft Hotel to the Tom Baker Cancer Centre - Staff meetings in Calgary	AB - Local	Taxi	\$ 9.70	Aloft Hotel	TBCC		1				
8/7/2019	Transportation required from Tom Baker Cancer Centre to Calgary Airport - Staff meetings in Calgary	AB - Local	Taxi	\$ 46.00	TBCC	Calgary Airport		1				
8/7/2019	Transportation from Edmonton Airport to home - Staff meetings in Calgary	AB - Local	Taxi	\$ 60.00	Edmonton Airport	Home		1				
8/8/2019	Hotel required due to schedule of meetings - Staff meetings in Calgary	AB - Local	Accommodations	\$ 311.21				2				
Approver(s) for the claim		Approval Status	Approval Date									
CHIES, MAURO A		Approve	26-Aug-19									

Brenda Hubley, Cancer Control AB
August, 2019 Expense claim

1/2

①

Home → YEG

GREATER EDMONTON TAXI
SERVICE
10135 31 AVE NW
EDMONTON AB

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2019/08/05
TIME 9106 16:53:20
INVOICE # [REDACTED]
RECEIPT NUMBER [REDACTED]

PURCHASE
AMOUNT \$48.00
TIP \$5.00
TOTAL

\$53.00

[REDACTED]

taxi from home to
Edm airport

②

YYC → TBCC/Hotel

ASSOCIATED CAB
ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299-1111
Car#564

SALE

Batch # [REDACTED] RE [REDACTED]
08/05/19 SEQ: [REDACTED] 19:46:16
APPR CODE: [REDACTED]
MASTERCARD

AMOUNT \$41.50
TIP \$6.23
TOTAL \$47.73

00 - APPROVED - 001

MasterCard

[REDACTED]

THANK YOU

CUSTOMER COPY

Calgary Airport to
Tom Baker Cancer Ctr/Hotel

Brenda Hubley, Cancer Control AB
 August, 2019 Expense Claim

2/2

④

TBCC → YYC

Checker Taxi
 316 Meridian Rd SE
 Calgary, AB
 T2A 1X2
 (403) 299-9999
 www.thecheckergroup.com

Aug 7, 19 15:58

Car# [REDACTED]
 Driver# [REDACTED]
 Driver Tax# [REDACTED]
 Booking# [REDACTED]

From:
 2019-08-07 3:26:22 PM

To:
 2019-08-07 3:57:20 PM

Flagfall	\$3.80
Fare	\$36.20
Extras	\$0.00
Flat Rate	\$0.00
Tip	\$6.00
Total + Tip	\$46.00
Subtotal	\$40.00

Tip	\$6.00
Card Charged	\$46.00
Tax	\$1.90

Taxi from TBCC to
 Calgary Airport

⑤

Hotel → TBCC

Checker Taxi
 316 Meridian Rd SE
 Calgary, AB
 T2A 1X2
 (403) 299-9999
 www.thecheckergroup.com

Aug 7, 19 07:32

Car# [REDACTED]
 Driver# [REDACTED]
 Driver Tax# [REDACTED]
 Booking# [REDACTED]

From:
 2359 Banff Trl NW
 Calgary
 2019-08-07 7:26:50 AM

To:
 2019-08-07 7:31:46 AM

Flagfall	\$3.80
Fare	\$4.40
Extras	\$0.00
Flat Rate	\$0.00
Tip	\$1.50
Total + Tip	\$9.70
Subtotal	\$8.20

Tip	\$1.50
Card Charged	\$9.70
Tax	\$0.39

Taxi from Aloft
 Hotel to the TBCC

⑥

YEG - Home

AIRPORT TAXI SERVICE
 4608 101 ST.
 (7808907070)
 EDMONTON AB

CARD [REDACTED]
 CARD TYPE MASTERCARD
 DATE 2019/08/07
 TIME 3956 18:54:39
 INVOICE # [REDACTED]
 RECEIPT NUMBER [REDACTED]

PURCHASE
 AMOUNT \$55.00
 TIP \$5.00
 TOTAL

\$60.00

Taxi from Edmonton
 Airport to home

3

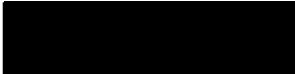
~~Matt's work~~

Exec mtgs TBCC team

Aloft Calgary University
2359 Banff Trail NW
Calgary, AB T2M 4LZ
Canada
Tel: 403-289-1973 Fax: 403-282-1241



BRENDA HUBLEY



Page Number	:	1	Invoice Nbr	:	[Redacted]
Guest Number	:	[Redacted]			
Folio ID	:	[Redacted]			
		05-AUG-19	19:48		
		07-AUG-19	07:21		
		1			

Tax Invoice

Tax ID : 893755702RT0001
Aloft Calgary YYCUL AUG-07-2019 07:21 [Redacted]

1st

2nd

Date	Reference	Description	Charges (CAD)	Credits (CAD)
05-AUG-19	RT205	Room Chrg - Govt./Military	134.10	
05-AUG-19	RT205	GST	6.91	
05-AUG-19	RT205	Tourism Levy	5.52	
05-AUG-19	RT205	Destination Marketing Fee	4.02	
06-AUG-19	RT205	Room Chrg - Govt./Military	143.10	
06-AUG-19	RT205	GST	7.37	
06-AUG-19	RT205	Tourism Levy	5.90	
06-AUG-19	RT205	Destination Marketing Fee	4.29	
07-AUG-19	MC	MasterCard [Redacted]		

-311.21

2 nights

Continued on the next page

AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
HUBLEY, BRENDA	Chief Program Officer CancerControl Alberta	Edmonton	\$ 13.00								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
8/6/2019	Staff meetings in Calgary	AB - Local	Meals Per Diem	\$ 13.00				1			
8/7/2019	Staff meetings in Calgary	AB - Local	Meals Per Diem	\$ 13.00				1			
Approver(s) for the claim		Approval Status	Approval Date								
CHIES, MAURO A		Approve	26-Aug-19								

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 : Brenda Hublley	Reporting Period for the Month of : August 2019
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
1-Aug-19	Direct Billing	Airline Ticket	August 5-7 Edmonton/Calgary (return airfare) - Staff meetings in Calgary	Vision Travel	\$337.10
7-Aug-20	Direct Billing	Airline Ticket	August 20-21 Edmonton/Calgary (return airfare) - Staff meetings in Calgary	Vision Travel	\$355.72
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
Total Paid in the Month					\$ 692.82

From: tripinfo@visiontravel.ca
Sent: Thursday, August 01, 2019 12:48 PM
To: [REDACTED]
Subject: Invoice and Itinerary for HUBLEY/BRENDA MS - 05August19 - Vision Travel Locator: [REDACTED]

Caution - This email came from an external address and may contain unsafe content. Ensure you trust this sender before opening attachments or clicking any links in this message.



Vision Travel DT Ontario-West Inc

, , Canada,

www.visiontravel.ca

GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice [REDACTED]
Issued: 01 August 2019

Agency Ref.: [REDACTED]
Sales Person:

Customer Number [REDACTED]
Customer Ref..

ALBERTA HEALTH SERVICES
10030 107 STREET
EDMONTON AB
T5J 3E4

Passenger(s): HUBLEY/BRENDA MS

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

Air Passenger Protection Regulations:

AC : <https://www.aircanada.com/ca/en/aco/home/legal/conditions-carriage-tariffs.html>

AIR - Monday, August 5 2019

[Add To Calendar](#)

Air Canada Flight AC8163 Economy Class

Depart	Edmonton, Alberta Weather Edmonton International Airport 06:15 PM Monday, August 5 2019	Arrive	Calgary, Alberta Weather Calgary International Airport 07:14 PM Monday, August 5 2019
---------------	---	---------------	---

Duration: 0 hour(s) and 59 minute(s) Non-stop
Status: Confirmed
Operated By: AIR CANADA EXPRESS - JAZZ
FF Number: [REDACTED] HUBLEY/BRENDA MS - please reconfirm at check-in
Online Check In: Available 24 hours prior - [click here](#)
E Upgrade: For Eligible Flight - Aeroplan Members [click here](#)

Remarks: AIR CANADA LOCATOR [REDACTED]
AIR CANADA TICKET [REDACTED]
SEAT 2A
PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

AIR - Wednesday, August 7 2019

[Add To Calendar](#)

Air Canada Flight AC8164 Economy Class

Depart	Calgary, Alberta Weather Calgary International Airport 06:15 PM Wednesday, August 7 2019	Arrive	Edmonton, Alberta Weather Edmonton International Airport 07:05 PM Wednesday, August 7 2019
---------------	--	---------------	--

Duration: 0 hour(s) and 50 minute(s) Non-stop
Status: Confirmed
Operated By: AIR CANADA EXPRESS - JAZZ
FF Number: [REDACTED] HUBLEY/BRENDA MS - please reconfirm at check-in
Online Check In: Available 24 hours prior - [click here](#)
E Upgrade: For Eligible Flight - Aeroplan Members [click here](#)

Remarks: AIR CANADA LOCATOR [REDACTED]
AIR CANADA TICKET [REDACTED]
SEAT 5A
PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number: Vendor AC AIR CANADA	[REDACTED]	314.00	0.00	0.00	0.00	314.00
Vendor ACSEAT ACSEAT	[REDACTED]	23.10	0.00	0.00	0.00	23.10
				Billed to: [REDACTED]		
				Billed to: [REDACTED]		
	Totals:	337.10	0.00	0.00	0.00	337.10
				Total Credit Card Billing:		337.10
				Balance Due:		0.00

From: [REDACTED]@visiontravel.ca
Sent: Tuesday, August 06, 2019 6:03 PM
To: [REDACTED]@VISIONTRAVEL.CA
Subject: Invoice and Itinerary for HUBLEY/BRENDA MS - 20August19 - Vision Travel Locator [REDACTED]

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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: 07 August 2019

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

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

ALBERTA HEALTH SERVICES
10030 107 STREET
EDMONTON AB
T5J 3E4

Passenger(s): HUBLEY/BRENDA MS

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

Air Passenger Protection Regulations:

AC : <https://www.aircanada.com/ca/en/aco/home/legal/conditions-carriage-tariffs.html>

AIR - Tuesday, August 20 2019

[Add To Calendar](#)

Air Canada Flight AC8133 Economy Class

Depart	Edmonton, Alberta Weather Edmonton International Airport 08:40 AM Tuesday, August 20 2019	Arrive	Calgary, Alberta Weather Calgary International Airport 09:33 AM Tuesday, August 20 2019
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Duration: 0 hour(s) and 53 minute(s) Non-stop
Status: Confirmed - Air Canada Booking Reference: [REDACTED]
Operated By: AIR CANADA EXPRESS - JAZZ
FF Number: [REDACTED] - HUBLEY/BRENDA MS - please reconfirm at check-in
Online Check In: Available 24 hours prior - [click here](#)

Remarks: SEAT 6A - HUBLEY/BRENDA MS
AIR CANADA CONFIRMATION [REDACTED]
TICKET NUMBER [REDACTED]
PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

AIR - Wednesday, August 21 2019

[Add To Calendar](#)

Air Canada Flight AC8164 Economy Class

Depart Calgary, Alberta [Weather](#) **Arrive** Edmonton, Alberta [Weather](#)
Calgary International Airport Edmonton International Airport
06:15 PM Wednesday, August 21 2019 07:05 PM Wednesday, August 21 2019

Duration: 0 hour(s) and 50 minute(s) Non-stop
Status: Confirmed - Air Canada Booking Reference [REDACTED]
Operated By: AIR CANADA EXPRESS - JAZZ
FF Number: [REDACTED] HUBLEY/BRENDA MS - please reconfirm at check-in
Online Check In: Available 24 hours prior - [click here](#)

Remarks: SEAT 2A - HUBLEY/BRENDA MS
AIR CANADA CONFIRMATION [REDACTED]
TICKET NUMBER [REDACTED]
PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	[REDACTED]					
Vendor AC AIR CANADA	[REDACTED]	280.76	74.96	0.00	0.00	355.72
				Billed to: [REDACTED]		
	Totals:	280.76	74.96	0.00	0.00	355.72
				Total Credit Card Billing:		355.72
				Balance Due:		0.00