

AHS Board and Executive Expense Report

Name: Brenda Hubley
Title: Chief Program Officer CancerControl Alberta
Location: Edmonton

Expenses approved during the month of March 2020

Travel (1)										
Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
	P-Card	Meetings					-			
	Expense Claim	Meetings					-			
Mar-20	Direct Bill	Meetings	1,147				1,147			
Total			\$ 1,147	\$ -	\$ -	\$ -	\$ 1,147	\$ -	\$ -	\$ -

**Total for
the Month** \$ 1,147

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.

Car allowance 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 : Ms. Brenda Hubley	Reporting Period for the Month of : Feb 24-March 24 2020
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
24-Feb-2020	Direct Billing	Airline Ticket	Leadership/Medical Physics meetings Due to a the CGA conference being held in Calgary, flight costs exceeded the allowable limit by \$1.86	Vision Travel	\$601.86
9-Mar-2020	Direct Billing	Airline Ticket	Ticket number 1863857662 Inv No 3080694 Misc. air charges	Vision Travel	\$11.55
9-Mar-2020	Direct Billing	Airline Ticket	Ticket number 1863857663 Inv. No. 3080694 Misc air charges	Vision Travel	\$11.55
9-Mar-2020	Direct Billing	Airline Ticket	Ticket No. 1863857662 Inv 3083281 credit	Vision Travel	-\$11.55
9-Mar-2020	Direct Billing	Airline Ticket	Invoice 003080694 - Round trip Edmonton to Calgary on March 16 for TBCC Exec Director interivews. Note trip was cancelled due to COVID-19 and a credit has been extended	Vision Travel	\$533.24
Total Paid in the Month					\$ 1,146.65

[REDACTED]

From: [REDACTED]
Sent: Friday, February 14, 2020 4:07 PM
To: [REDACTED]
Subject: Invoice and Itinerary for HUBLEY/BRENDA MS - 24February20 - Vision Travel Locator:
[REDACTED]
Attachments: E-Ticket Receipt 1 - [REDACTED] - February 24 2020 [REDACTED].pdf

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Vision Travel DT Ontario-West Inc
,, Canada,
www.visiontravel.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: [REDACTED]
Issued: 14 February 2020

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:

As of July 15, 2019, airlines will be required to meet new obligations concerning communication, denied boarding, tarmac delay, baggage and the transportation of musical instruments. For more information visit : <https://rppa-appr.ca>

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

AIR - Monday, February 24 2020

[Add To Calendar](#)

Air Canada Flight AC8133 Economy Class - Seat 06F (Non smoking, Window, Chargeable) Confirmed

Depart	Edmonton, Alberta Weather Edmonton International Airport 08:15 AM Monday, February 24 2020	Arrive	Calgary, Alberta Weather Calgary International Airport 09:10 AM Monday, February 24 2020
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Duration: 0 hour(s) and 55 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](#)
 E Upgrade: For Eligible Flight - Aeroplan Members [click here](#)
 Baggage Allowance: 1 Piece(s)

Remarks: AIR CANADA REFERENCE # TYT2LR
 PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

AIR - Monday, February 24 2020

[Add To Calendar](#)

Air Canada Flight AC8154 Economy Class - Seat 04A (Non smoking, Window, Chargeable) Confirmed

Depart	Calgary, Alberta Weather Calgary International Airport 04:45 PM Monday, February 24 2020	Arrive	Edmonton, Alberta Weather Edmonton International Airport 05:39 PM Monday, February 24 2020
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Duration: 0 hour(s) and 54 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](#)
 E Upgrade: For Eligible Flight - Aeroplan Members [click here](#)
 Baggage Allowance: 1 Piece(s)

Remarks: AIR CANADA REFERENCE # TYT2LR
 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]					
Air Canada	[REDACTED]	526.90	74.96	0.00	0.00	601.86
					Billed to: CA [REDACTED]	
Totals:		526.90	74.96	0.00	0.00	601.86
					Total Credit Card Billing:	601.86
					Balance Due:	0.00

Vision Travel Solutions
 Vision Travel DT Ontario-West Inc. - HST# 723782728
 700 - 251 Consumers Rd, Toronto, ON M2J 4R3 - Ph 416 487 5385
 TICO R50023501 - W50023502



Alberta Health Services
 North Tower
 10030-107 St
 Suite 800
 Edmonton, AB T5J 3E4

Sale Invoice No: [REDACTED]
 Date Issued: 3/9/2020
 Agent: [REDACTED]
 Group No.:

Traveler Type	Ticket/Conf No	Department Airline/Vendor	Depart Date	Return Date	Remarks	GST	Total Fare
From	To	Flight A/L	Depart	Arrive			
Hubley/Brenda Ms Misc Air Charge	[REDACTED]	AIR CANADA	3/9/2020			0.00	11.55
Hubley/Brenda Ms Misc Air Charge	[REDACTED]	AIR CANADA	3/9/2020			0.00	11.55
Payments Applied To This Invoice							
MC [REDACTED]	Received	3/9/2020	Pymt For Inv # [REDACTED]				-11.55
MC [REDACTED]	Received	3/9/2020	Pymt For Inv # [REDACTED]				-11.55
							-23.10

HST Amount	0.00
GST/HST Combined Total	0.00
QST Total	0.00
Invoice Total	23.10
Payment Total	-23.10
Balance Due	0.00

From: [REDACTED]
Sent: Monday, March 09, 2020 1:07 PM
To: [REDACTED]
Subject: Invoice and Itinerary for HUBLEY/BRENDA MS - 16March20 - Vision Travel Locator: [REDACTED]
Attachments: E-Ticket Receipt 1 - [REDACTED] - March 16 2020 [REDACTED].pdf

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Vision Travel DT Ontario-West Inc
9929 - 108 St.
Edmonton, AB
T5K 1G8
1-833-692-4120 1-866-425-8611

www.visiontravel.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: [REDACTED]
Issued: 09 March 2020

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

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:

As of July 15, 2019, airlines will be required to meet new obligations concerning communication, denied boarding, tarmac delay, baggage and the transportation of musical instruments. For more information visit : <https://rppa-appr.ca>

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

AIR - Monday, March 16 2020[Add To Calendar](#)**Air Canada Flight AC8157 Economy Class - Seat 06A (Non smoking, Window, Chargeable) Confirmed**

Depart	Edmonton, Alberta Weather Edmonton International Airport 06:10 PM Monday, March 16 2020	Arrive	Calgary, Alberta Weather Calgary International Airport 07:05 PM Monday, March 16 2020
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Duration: 0 hour(s) and 55 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](#)
 E Upgrade: For Eligible Flight - Aeroplan Members [click here](#)
 Baggage Allowance: 0 Piece(s)

Remarks: PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ**HOTEL - Monday, March 16 2020**[Add To Calendar](#)**Aloft Calgary University - [Map/Driving directions](#)**

Address	2359 Banff Trail NW Calgary, AB T2M-4L2	Tel	+1 (403) 289-1973
		Fax	+1 (403) 282-1241

Check In/Check Out: Monday, March 16 2020 - Wednesday, March 18 2020
 Status: Confirmed - Confirmation [REDACTED]
 Est. Total Rate: CAD 289.66
 Number of Rooms: 1
 Cancellation Policy: PERMITTED UP TO 01 DAYS BEFORE ARRIVAL
 Remarks: AL79757ARR16MAR CXL:PERMITTED UP TO 01 DAYS BEFORE ARRIVAL

AIR - Wednesday, March 18 2020[Add To Calendar](#)**Air Canada Flight AC8154 Economy Class - Seat 05A (Non smoking, Window, Chargeable) Confirmed**

Depart	Calgary, Alberta Weather Calgary International Airport 04:45 PM Wednesday, March 18 2020	Arrive	Edmonton, Alberta Weather Edmonton International Airport 05:39 PM Wednesday, March 18 2020
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Duration: 0 hour(s) and 54 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](#)
 E Upgrade: For Eligible Flight - Aeroplan Members [click here](#)
 Baggage Allowance: 0 Piece(s)

Remarks: PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number: Air Canada	[REDACTED]	458.28	74.96	0.00	0.00	533.24
					Billed to: CA [REDACTED]	
Vendor AC AIR CANADA	[REDACTED]	11.55	0.00	0.00	0.00	11.55
					Billed to: CA [REDACTED]	
Vendor AC AIR CANADA	[REDACTED]	11.55	0.00	0.00	0.00	11.55
					Billed to: CA [REDACTED]	
Totals:		481.38	74.96	0.00	0.00	556.34
					Total Credit Card Billing:	556.34
					Balance Due:	0.00

[REDACTED]

From: [REDACTED]
Sent: Monday, March 16, 2020 1:32 PM
To: [REDACTED]
Subject: AC Credit Brenda Hubley

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Hi Susan,

I have cancelled the flights and hotel for tonight. The hotel has waived the cancellation fee. Brenda will retain a credit with Air Canada. The credit details are below.

CREDIT FILE

Passenger Name: Brenda Hubley
Airline: Air Canada
Airline Locator: [REDACTED]
Ticket: [REDACTED]
Amount: \$533.24
Expires: [REDACTED]

[REDACTED]

Thank you,

[REDACTED]

Office: 833-692-4120
Toll-Free: 833-692-4120

[REDACTED]

www.dt.ca

[Click here to add my vCard to your address book](#)



Vision Travel Solutions
 Vision Travel DT Ontario-West Inc. - HST# 723782728
 700 - 251 Consumers Rd, Toronto, ON M2J 4R3 - Ph 416 487 5385
 TICO R50023501 - W5002



Alberta Health Services
 North Tower
 10030-107 St
 Suite 800
 Edmonton, AB T5J 3E4

Refund Invoice No: [REDACTED]
 Date Issued: 8/14/2020
 Agent: [REDACTED]
 Group No.:

Traveler Type	Ticket/Conf No	Airline/Vendor	Department	Depart Date	Return Date	Remarks	GST/HST Combined	QST	Total Fare
From	To		Flight	A/L	Depart		Arrive		
Hubley/Brenda Ms Misc Air Charge	[REDACTED]	AIR CANADA		3/9/2020			0.00	0.00	-11.55
Payments Applied To This Invoice									
MC [REDACTED]	Made	8/14/2020	Pymt For Inv # [REDACTED]						11.55

HST Amount 0.00
 GST/HST Combined Total 0.00
 QST Total 0.00
 Invoice Total -11.55
 Payment Total 11.55
 Balance Due 0.00