

AHS Board and Executive Expense Report

Name: Brenda Hubley

Title: Chief Program Officer CancerControl Alberta

Location: Edmonton

Expenses approved during the month of August 2020

			Travel (1)					Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel			
	P-Card	Meetings					-			
	Expense Claim	Meetings					-			
Aug-20	Direct Bill	Meetings	412				412			
Total			\$ 412	\$ -	\$ -	\$ -	\$ 412	\$ -	\$ -	\$ -

Total for the Month \$ 412

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 : June 1-30, 2020
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
22-Jun-2020	Direct Billing	Airline Ticket	Invoice [REDACTED] - Round trip Edmonton to Calgary on June 22, 2020 RE New Calgary Cancer Centre Campaign Cabinet Meeting	Vision Travel	\$412.21
		Airline Ticket		Vision Travel	
Total Paid in the Month					\$ 412.21

From: [REDACTED]
Sent: Thursday, June 18, 2020, 12:26 PM
To: [REDACTED]
Subject: Invoice and Itinerary for HUBLEY/BRENDA MS - 22June20 - Vision Travel Locator [REDACTED]
Attachments: E-Ticket Receipt 1 - [REDACTED] June 22 2020 [REDACTED].pdf

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
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: 18 June 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>

WS : www.westjet.com/canadian-passenger-rights

IMPORTANT COVID-19 INFO::

Transport Canada is requiring travelers to wear protective face coverings at various stages of their air travel journey. Many airlines have made this as a mandatory practice as an additional safe guard for customers and crew. Please see full details here <https://www.canada.ca/en/transport-canada/news/2020/04/new-measures-introduced-for-non-medical-masks-or-face-coverings-in-the-canadian-transportation-system.html>

AIR - Monday, June 22 2020

[Add To Calendar](#)

WestJet Flight WS3348 Economy Class

Depart	Edmonton, Alberta Weather	Arrive	Calgary, Alberta Weather
	Edmonton International Airport		Calgary International Airport
	12:00 PM Monday, June 22 2020		12:55 PM Monday, June 22 2020

Duration: 0 hour(s) and 55 minute(s) Non-stop
 Status: Confirmed - WestJet Booking Reference [REDACTED]
 Operated By: WESTJET ENCORE
 Online Check In: Available 24 hours prior - [click here](#)
 Baggage Allowance: 0 Piece(s)

Remarks: PLEASE CHECK IN WITH WESTJET ENCORE

AIR - Monday, June 22 2020

[Add To Calendar](#)

WestJet Flight WS3137 Economy Class

Depart	Calgary, Alberta Weather	Arrive	Edmonton, Alberta Weather
	Calgary International Airport		Edmonton International Airport
	08:00 PM Monday, June 22 2020		08:53 PM Monday, June 22 2020

Duration: 0 hour(s) and 53 minute(s) Non-stop
 Status: Confirmed - WestJet Booking Reference: [REDACTED]
 Operated By: WESTJET ENCORE
 Online Check In: Available 24 hours prior - [click here](#)
 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: WestJet	[REDACTED]	313.96	98.25	0.00	0.00	412.21
					Billed to: CA [REDACTED]	
Totals:		313.96	98.25	0.00	0.00	412.21
					Total Credit Card Billing:	412.21
					Balance Due:	0.00