

AHS Board and Executive Expense Report

Name: Brenda Hubley

Title: Chief Program Officer CancerControl Alberta

Location: Edmonton

Expenses approved during the month of July 2022

			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			
Jul-22	P-Card	Meetings				62	62			
Jul-22	Expense Claim	Meetings				12	12			
Jul-22	Direct Bill	Meetings	577				577		404	
Total			\$ 577	\$ -	\$ -	\$ 74	\$ 651	\$ -	\$ 404	\$ -

Total for the Month \$ 1,055

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

AHS Executive Expenses Report P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
HUBLEY, BRENDA	Chief Program Officer CancerControl Alberta	Edmonton	\$ 61.87								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
5/26/2022	Cancer Provincial Advisory Council meeting	AB - Local	Taxi	\$ 20.01	Sun Life Place	Delta		1			
5/26/2022	Cancer Provincial Advisory Council meeting	AB - Local	Taxi	\$ 19.32	Delta	Sun Life		1			
5/27/2022	Attend Spring Advisory Council Forum	AB - Local	Taxi	\$ 22.54	Sun Life Place	Delta		1			
Approver(s) for the claim	Approval Status	Approval Date									
HORON, KAREN	Approve	28-Jun-22									

Travel to DAE Mtg

TRANSACTION RECORD
GREATER EDMONTON TAXI SERVICE
10135 31 AVE NW
EDMONTON AB

Purchase

May 26, 2022 13:18:25
MASTERCARD
INVOICE # [REDACTED]
TID: [REDACTED] Entry: Chip (C)
Sequence: [REDACTED]
Auth#: [REDACTED] Response: [REDACTED]
Batch: [REDACTED]

Amount \$17.40
Tip \$2.61
Total \$20.01

[REDACTED] Mastercard

Approved

Important: Retain this copy for your record

Cardholder copy

Travel to Spring Forum

TRANSACTION RECORD
GREATER EDMONTON TAXI SERVICE
10135 31 AVE NW
EDMONTON AB

Purchase

May 27, 2022 12:15:41
MASTERCARD
INVOICE # [REDACTED]
TID: [REDACTED] Entry: Chip (C)
Sequence: [REDACTED]
Auth#: [REDACTED] Response: [REDACTED]
Batch: [REDACTED]

Amount \$19.80
Tip \$2.84
Total \$22.64

[REDACTED] Mastercard

Approved

Important: Retain this copy for your record

Cardholder copy

Travel from DAE Mtg

TRANSACTION RECORD
GREATER EDMONTON TAXI SERVICE
10135 31 AVE NW
EDMONTON AB

Purchase

May 26, 2022 17:13:36
MASTERCARD
INVOICE # [REDACTED]
TID: [REDACTED] Entry: Chip (C)
Sequence: [REDACTED]
Auth#: [REDACTED] Response: [REDACTED]
Batch: [REDACTED]

Amount \$16.00
Tip \$2.52
Total \$19.32

[REDACTED] Mastercard

Approved

Important: Retain this copy for your record

Cardholder copy

AHS Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
HUBLEY, BRENDA	Chief Program Officer CancerControl Alberta	Edmonton	\$ 12.12								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
5/27/2022	Attend Spring Advisory Council Forum		Mileage-Local-Home Zone	\$ 4.04	Delta	Office		1			8
5/28/2022	Attend Spring Advisory Council Forum		Mileage-Local-Home Zone	\$ 8.08	Home	Delta Hotel		1			16
Approver(s) for the claim	Approval Status	Approval Date									
HORON, KAREN	Approve	28-Jun-22									

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.
- Refer to Quick Reference Guide for: [Providing a Standard Business Reason\(s\)](#)
- 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 Hubley	Reporting Period for the Month of : Jul-22
-----------------------------	---

Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
5-May-22	Direct Billing	Airline Ticket	Meetings with Direct Reports - Tom Baker Cancer Centre Attend Alberta Cancer Foundation Board of Directors Meeting	Vision Travel DT Ontario-West Inc	\$577.25
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
Total Paid in the Month					\$ 577.25



Vision Travel DT Ontario-West Inc
9929 - 108th Street
Edmonton AB T5K 1G8
833-692-4120

www.dt.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice [REDACTED]
Issued: 25 May 2022

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

Customer Number: [REDACTED]
Customer Ref.:N/A

ALBERTA HEALTH SERVICES
[REDACTED]

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.

Important COVID Information Related To Your Travels:

Effective 30Oct21 – Approved Vaccinations Required for Residents and Visitors Travelling Within Canada. For complete details click [here](#)

For complete Canadian Government details on COVID-19 vaccinated travellers entering Canada – click [here](#)

Please [click here](#) upon receipt of your itinerary for important COVID-related traveller information including COVID vaccination/test/quarantine requirements, transit restrictions, etc. We strongly recommend you continue to come back to this information regularly in advance of and during travel as requirements could change.

Protective face coverings may be required at various stages of travel. Travellers are responsible to familiarize themselves with requirements for their airlines, airports and destination cities.

AIR - Wednesday, June 22 2022[Add To Calendar](#)**Air Canada Flight [REDACTED] Economy Class - Seat [REDACTED] (Non smoking, Aisle, Chargeable) Confirmed**

Depart	Edmonton, Alberta Weather Edmonton International Airport 07:50 AM Wednesday, June 22 2022	Arrive	Calgary, Alberta Weather Calgary International Airport 08:43 AM Wednesday, June 22 2022
---------------	---	---------------	---

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](#)
E Upgrade: For Eligible Flight - Aeroplan Members [click here](#)
Baggage Allowance: 1 Piece(s)

Remarks: PLEASE CHECK IN WITH AIR CANADA EXPRESS JAZZ**AIR - Thursday, June 23 2022**[Add To Calendar](#)**Air Canada Flight [REDACTED] Economy Class - Seat [REDACTED] (Non smoking, Aisle, Chargeable) Confirmed**

Depart	Calgary, Alberta Weather Calgary International Airport 06:00 PM Thursday, June 23 2022	Arrive	Edmonton, Alberta Weather Edmonton International Airport 06:50 PM Thursday, June 23 2022
---------------	--	---------------	--

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](#)
E Upgrade: For Eligible Flight - Aeroplan Members [click here](#)
Baggage Allowance: 1 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:	[REDACTED]					
Air Canada	[REDACTED]	493.00	84.25	0.00	0.00	577.25
					Billed to: [REDACTED]	
Totals:		493.00	84.25	0.00	0.00	577.25
					Total Credit Card Billing:	577.25
					Balance Due:	0.00

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.
- Refer to Quick Reference Guide for: [Providing a Standard Business Reason\(s\)](#)
- 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 :
---------------	--

Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
26-May-22	Invoice	Working Session	Cancer PAC (Patient Advisory Council) Meeting - May 26-22	Delta Hotels - Edmonton South	\$403.96
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
Total Paid in the Month					\$ 403.96



EDMONTON SOUTH
CONFERENCE CENTRE

4404 Gateway Boulevard NW, Edmonton, Alberta, T6H 5C2
Tel: 780-434-6415 Fax: 780-436-9247

██████████ AHS Community Engagement
 Canada

Room: ██████████
 Folio: ██████████
 Cashier: ██████████
 Arrival: 05-26-22
 Departure: 05-31-22



Date	Description	Additional Information	Charges	Credits
05-26-22	Banquet (Group) Coffee Break		320.60	
05-26-22	Banquet (Group) Service Charge		64.12	
05-26-22	Banquet (Group) GST		19.24	
05-30-22	Banquet (Group) Discount		-7.00	

<u>GST Summary</u>	
Registration No:	889835161
Room	0.00
F&B	19.24
Other	0.00
Total	19.24

Total	396.96	0.00
Balance Due	396.96	CDN

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

Delta Hotels Edmonton South Conference Centre

(780) 434-6415

Check #: [REDACTED]
Print #: [REDACTED]
Status: Posted
Business Type: Group
Function Space: Edmonton
Event Manager: [REDACTED]

AHS Community Engagement Advisory
Councils 2022

[REDACTED]

Page #: 1
Folio #: [REDACTED]
Bill Method: Direct Bill
Event Order #: [REDACTED]

Contact: [REDACTED]
Thursday, May 26, 2022

Quantity	Item	Unit Price	Total Price
Food			
20	Starbucks coffee (regular and decaf) and Teavana teas	\$4.50 - 5%	\$85.60
20	Whole Fresh Fruit, apples, bananas, seasonal option (GF, DF, NF, VE)	\$5.00 - 5%	\$95.00
20	Assorted Gourmet Pastries, mini fruit Danish, pain au chocolate, butter croissants, mini muffins	\$7.00	\$140.00
	Subtotal Food		\$320.60
	20% Service Charge		\$64.12
	5% GST		\$19.24
	Grand Total:		\$403.96

Note: Grand Total reflects a total discount of \$9.40

Signature: _____
GUEST COPY

All Food, Beverage, & Room Rental prices are subject to 20% Service Charge, and 5% GST.
Audio Visual prices are subject to 5% GST. Taxes and Service Charges are subject to change.
GST Vendor: 88983 5161 RT0007
4404 Gateway Blvd MW, Edmonton, Alberta, Canada - T6H 5C2
TEL: (780) 434-6415; FAX: (780) 434-5298; www.deltahotels.com

Cancer PAC (Patient Advisory Council) – May 26, 2022
Delta Hotels – Edmonton South

In attendance were the following individuals:

- Wendy Plandowski
- Andrea DeYoung
- Mark Armstrong
- Soulafa Al-Abbasi
- Marilyn Hundleby
- Wanda Redel
- Wally Sinclair
- Brenda Hubley
- Dean Ruether
- Mark Joffe