

AHS Board and Executive Expense Report

Name: Brenda Hubley
Title: Chief Program Officer CancerControl Alberta
Location: Edmonton
 Expenses approved during the month of October 2022

			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)
Oct-22	P-Card	Meetings				191	191			
Oct-22	Expense Claim	Meetings		35			35			
Oct-22	Direct Bill	Meetings	540				540		271	
Total			\$ 540	\$ 35	\$ -	\$ 191	\$ 766	\$ -	\$ 271	\$ -

**Total for
the Month** \$ 1,037

Maximum daily single meal expense claimed in the month \$ 24
 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	\$ 191.15								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
9/15/2022	Cancer Care Alberta Leadership Meeting in Calgary - Site Holy Cross	AB - Local	Taxi	\$ 62.00	Home	Edmonton Airport		1			
9/15/2022	Cancer Care Alberta Leadership Meeting in Calgary - Site Holy Cross	AB - Other Zones	Taxi	\$ 57.85	Calgary Airport	Holy Cross Hospital		1			
9/15/2022	Cancer Care Alberta Leadership Meeting in Calgary - Site Holy Cross	AB - Local	Taxi	\$ 71.30	Edmonton Airport	Home		1			
Approver(s) for the claim	Approval Status	Approval Date									
HORON, KAREN L	Approve	5-Oct-22									

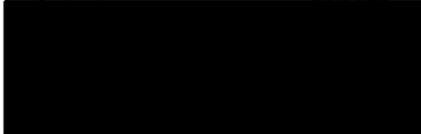
SEPTEMBER 15. CCA LEADERSHIP Mtgs Calgary

Home → YEG

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

Purchase

Sep 15:2022 06:34:23



Amount \$ 57.00
Tip \$ 5.00
Total \$ 62.00



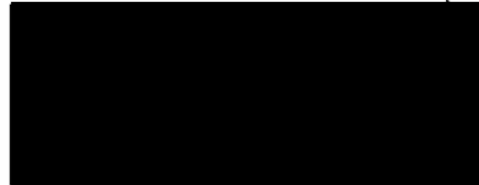
Approved

Important: Retain this copy for your record
Cardholder copy.

YEC → Holy Cross

ASSOCIATED CAB
ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY, AB T2E2N4
(403) 299-1111
CAR#366

SALE



AMOUNT \$50.30
TIP \$7.55
TOTAL \$57.85

00 - APPROVED - 001



Thank You
Please Come Again

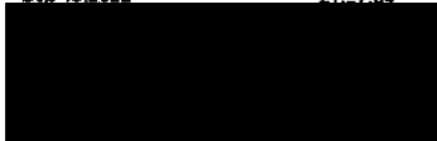
CUSTOMER COPY

YEG → Home

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

Purchase

Sep 15:2022 21:27:04



Amount \$ 82.00
Tip \$ 9.30
Total \$ 91.30



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	\$ 34.50								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
9/15/2022	Cancer Care Alberta Executive Leadership Meeting	AB - Other Zones	Meals Per Diem	\$ 34.50				1			
Approver(s) for the claim	Approval Status	Approval Date									
HORON, KAREN L	Approve	5-Oct-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 : Oct-22
-----------------------------	---

Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
11-Aug-22	Direct Billing	Airline Ticket	Attend/Chair the Cancer Care AB in-person Operational Leaders and Executive Leadership Team Meetings	Vision Travel DT Ontario-West Inc	\$540.25
15-Sep-22	Direct Billing	Working Session	In person meeting in Calgary with the provincial Cancer Care Alberta Executive Leadership Team	Other - Lazy Loaf & Kettle	\$270.60
	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					\$ 810.85

AIR - Thursday, September 15 2022

[Add To Calendar](#)

Air Canada Flight [REDACTED] **Economy Class**

Depart	Edmonton, Alberta Weather Edmonton International Airport 07:50 AM Thursday, September 15 2022	Arrive	Calgary, Alberta Weather Calgary International Airport 08:43 AM Thursday, September 15 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, September 15 2022

[Add To Calendar](#)

Air Canada Flight [REDACTED] **Economy Class**

Depart	Calgary, Alberta Weather Calgary International Airport 07:40 PM Thursday, September 15 2022	Arrive	Edmonton, Alberta Weather Edmonton International Airport 08:31 PM Thursday, September 15 2022
---------------	---	---------------	---

Duration: 0 hour(s) and 51 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]	456.00	84.25	0.00	0.00	540.25
Totals:		456.00	84.25	0.00	0.00	540.25
					Total Credit Card Billing:	540.25
					Balance Due:	0.00



LAZY LOAF & KETTLE

a division of TRE Enterprises Inc.

#200, 8 Parkdale Crescent NW

Calgary, Alberta T2N 3T8

www.lazyloafandkettle.com

email: info@lazyloafandkettle.com

Tel 403-270-7810 Fax 403-270-8739

INVOICE

Invoice No.:

Date:

Quote Number:

██████████^{15th}
Sep 12, 2022

Sold to: Cancer Care Alberta

Notes

DELIVERY September 15th 11:00-11:15am
Holy Cross Hospital
██
██
██

GST No.: 89636 3552 RT0001

Item No.	Quantity	Unit	Description	Tax	Unit Price	Amount
Bagged Lunch	14	Each	Lunch Bag *2 VEGGIE *3 TURKEY *2 TUNA *2 HAM *3 ROAST BEEF *2 EGG SALAD * 7 CHOCOLATE COOKIES / 7 OATMEAL RAISIN * 2 ORANGE JUICE / 2 APPLE JUICE / 10 WATER	G	17.90	250.60
Weekday	1	Each	Weekday Delivery	G	20.00	20.00
			Subtotal:			270.60
			G - GST @ 5%			13.53
			GST			
Comment: Customers are responsible to ensure the return of borrowed equipment.					INVOICE TOTAL	284.13

GST was short
paid on payment