

AHS Board and Executive Expense Report

Name: Brenda Hubley
Title: Chief Program Officer Cancer Care Alberta
Location: Edmonton
 Expenses approved during the month of January 2023

			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			
Jan-23	P-Card	Meetings				129	129			
Jan-23	Expense Claim	Meetings		24			24			
Jan-23	Direct Bill	Meetings	576				576			
Total			\$ 576	\$ 24	\$ -	\$ 129	\$ 729	\$ -	\$ -	\$ -

Total for the Month \$ 729

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 Cancer Care Alberta	Edmonton	\$ 129.00								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
12/5/2022	Cancer Care AB managers meeting in Calgary	AB - Local	Taxi	\$ 62.00	home	Edmonton Airport		1			
12/5/2022	Cancer Care AB managers meeting in Calgary	AB - Local	Taxi	\$ 67.00	Edmonton Airport	home		1			
Approver(s) for the claim	Approval Status	Approval Date									
HORON, KAREN L	Approve	5-Jan-23									

CCA Managers Mtg

YEG → Home

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

Purchase

Dec 05, 2022 21:41:30
MASTERCARD *****
INVOICE #
TID: Entry: Chip (C)
Sequence:
Auth#: Response:
Batch:

Amount \$62.00
Tip \$5.00

Total \$67.00



Approved

Important: Retain this copy for your record

Cardholder copy

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

Purchase

Dec 05, 2022 00:48:08
MASTERCARD *****
INVOICE #
TID: Entry: Chip (C)
Sequence:
Auth#: Response: 01-027
Batch:

Amount \$57.00
Tip \$5.00

Total \$62.00



Approved

Important: Retain this copy for your record

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AHS Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
HUBLEY, BRENDA	Chief Program Officer Cancer Care Alberta	Edmonton	\$ 24.00								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
12/5/2022	Cancer Care AB managers meeting in Calgary	AB - Other Zones	Meals Per Diem	\$ 24.00				1			
Approver(s) for the claim	Approval Status	Approval Date									
HORON, KAREN L	Approve	5-Jan-23									

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 :
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
18-Nov-22	Direct Billing	Airline Ticket	Cancer Care Alberta Managers meeting in Calgary Dec 5, 2022	Vision Travel DT Ontario-West Inc	\$576.25
	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					\$ 576.25

From: [REDACTED]
To: [REDACTED]
Subject: Invoice and Itinerary for HUBLEY/BRENDA MS - 05December22 - Direct Travel Locator: [REDACTED]
Date: Friday, November 18, 2022 5:04:41 PM
Attachments: [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
9929 - 108th Street
Edmonton AB T5K 1G8
833-692-4120

www.dt.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: [REDACTED]
Issued: 19 November 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:

Starting 20Jun22, vaccination will no longer be required to board a plane or train in 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 - Monday, December 5 2022 [Add To Calendar](#)

Air Canada Flight AC [REDACTED] Economy Class			
Depart	Edmonton, Alberta Weather	Arrive	Calgary, Alberta Weather
	Edmonton International Airport		Calgary International Airport
	08:00 AM Monday, December 5 2022		08:54 AM Monday, December 5 2022

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: XXXXXXX[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 - Monday, December 5 2022 Add To Calendar

Air Canada Flight AC [REDACTED] Economy Class
Depart Calgary, Alberta [Weather](#) **Arrive** Edmonton, Alberta [Weather](#)
 Calgary International Airport
 07:45 PM Monday, December 5 2022
 Edmonton International Airport
 08:39 PM Monday, December 5 2022
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: XXXXXXX[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:	[REDACTED]					
Air Canada	[REDACTED]	492.00	84.25	0.00	0.00	576.25
					Billed to: CA [REDACTED]	
Totals:		492.00	84.25	0.00	0.00	576.25
					Total Credit Card Billing:	576.25
					Balance Due:	0.00

Remarks

 24 HOUR EMERGENCY TRAVEL ASSISTANCE
 OUTSIDE REGULAR BUSINESS HOURS - MONDAY TO FRIDAY
 A SERVICE FEE MAY APPLY FOR CALLS TO THIS SERVICE
 WITHIN NORTH AMERICA - CALL 1-888-700-6063
 OUTSIDE NORTH AMERICA - CALL COLLECT 1-514-855-4263
 EMAIL [REDACTED]
 PLEASE QUOTE ACCESS CODE [REDACTED]

 RECOMMENDED CHECK-IN TIME IS AT LEAST 120 MINUTES
 PRIOR TO DEPARTURE. AFTER CHECK-IN YOU MUST BE
 AVAILABLE AT THE BOARDING GATE AT LEAST 60 MINUTES
 PRIOR TO DEPARTURE OR YOU MAY BE DENIED BOARDING.
 PLEASE ENSURE THAT YOU HAVE VALID GOVERNMENT ISSUED
 PHOTO I.D. GATE ASSIGNMENTS AND DEPARTURE
 ARRIVAL INFORMATION ARE SUBJECT TO CHANGE.
 PLEASE CHECK MONITORS AT THE AIRPORT.
 PLEASE RECONFIRM ALL FLIGHTS
 IT IS YOUR RESPONSIBILITY TO VERIFY FLIGHT TIMES WITH
 THE AIRLINE PRIOR TO YOUR DEPARTURE. SCHEDULE CHANGE
 MAY OCCUR AT ANY TIME WITHOUT NOTICE BY THE AIRLINE.
