

AHS Board and Executive Expense Report

Name: Brenda Hubley
Title: Chief Program Officer Cancer Care Alberta
Location: Edmonton
 Expenses approved during the month of March 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			
Mar-23	P-Card	Meetings			145	290	435			
Mar-23	Expense Claim	Meetings		95			95			
Mar-23	Direct Bill	Meetings	1,002				1,002			
Total			\$ 1,002	\$ 95	\$ 145	\$ 290	\$ 1,531	\$ -	\$ -	\$ -

Total for the Month \$ 1,531

Maximum daily single meal expense claimed in the month \$ 24
 Maximum daily base hotel rate claimed in the month \$ 129
 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	\$ 381.13								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
2/2/2023	Edmonton Transit Tickets-book of 10	AB - Local	Bus Transportation	\$ 27.75			Brenda uses the LRT to travel between her office located at Seventh Street Plaza and the Cross Cancer Institute	1			
2/16/2023	Meeting in Calgary Feb 16 - 17, 2023 to meet with senior leaders and tour of new cancer hospital	AB - Other Zones	Taxi	\$ 11.20	Tom Baker Cancer Centre	ALOFT Hotel		1			
2/16/2023	Meeting in Calgary Feb 16 - 17, 2023 to meet with senior leaders and tour of new cancer hospital	AB - Local	Taxi	\$ 65.55	Home	Edmonton Airport		1			
2/17/2023	Meeting in Calgary Feb 16 - 17, 2023 to meet with senior leaders and tour of new cancer hospital	AB - Other Zones	Taxi	\$ 9.10	ALOFT Hotel	Tom Baker Cancer Centre		1			
2/17/2023	Meeting in Calgary Feb 16 - 17, 2023 to meet with senior leaders and tour of new cancer hospital	AB - Other Zones	Taxi	\$ 51.41	Tom Baker Cancer Centre	Calgary Airport		1			
2/17/2023	Meeting in Calgary Feb 16 - 17, 2023 to meet with senior leaders and tour of new cancer hospital	AB - Local	Taxi	\$ 71.30	Edmonton Airport	Home		1			
2/18/2023	Meeting in Calgary Feb 16 - 17, 2023 to meet with senior leaders and tour of new cancer hospital	AB - Other Zones	Accommodations	\$ 144.82				1			
Approver(s) for the claim	Approval Status	Approval Date									
HORON, KAREN L	Approve	1-Mar-23									

SAFeway

LRT Tickets

Safeway Jasper Ave
12210 Jasper Avenue Edmonton AB
587-489-9840
GST# 895588788RT0001

Served by: [REDACTED]

OTHER
Adult Tickets \$27.75

	SUBTOTAL	\$27.75
	TOTAL TAX	\$0.00
TOTAL		\$27.75
MasterCard	TENDER	\$27.75
Cash	CHANGE	\$0.00

NUMBER OF ITEMS 1

MERCHANT [REDACTED] C
 TERMINAL ID [REDACTED]
 ** Purchase ** \$ 27.75
 CARD MC RCPT [REDACTED]
 NO. [REDACTED] RESP [REDACTED]
 DATE 02/02/2023 TIME 12:25:52
 AUTH # [REDACTED]
 REF# [REDACTED]
 APPL [REDACTED]
 AID [REDACTED]

00 APPROVED - THANK YOU

 Term Tran Store Oper 02/02/23
 1 7754 4381 139 . 12:26:03

Thanks for shopping at Our Store
Come Again Soon

TBCC → Y4C



CHECKER CABS

316 MERIDIAN RD SE
CALGARY, AB T2A 1X2
4032999999

<https://www.thecheckergroup.com>

Checker Cabs Calgary

Cashier [REDACTED]

Transaction [REDACTED]

Total	CA\$44.70
Tip	CA\$6.71
CREDIT CARD SALE	CA\$51.41
[REDACTED]	

Retain this copy for statement validation

Station: [REDACTED]

17 Feb. 2023 5:38:27p.m.
CA\$51.41 | Method: EMV

TBCC → HeTe1

CALGARYUNITDCABS#9991
5660 10 ST NE UNI T2E8W7
CALGARY AB
www.calgarycabs.ca
403-777-1111
23921338
TM2392133801

SALE

Batch #: [REDACTED] RRN: [REDACTED]
02/16/23

Invoice #: [REDACTED] REF: [REDACTED]

APPR CODE: [REDACTED]

MASTERCARD Chip
[REDACTED]

Mastercard
[REDACTED]

AMOUNT	\$9.20
TIP	\$2.00

TOTAL \$11.20

001 APPROVED

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CUSTOMER COPY



CHECKER CABS
316 MERIDIAN RD SE
CALGARY, AB T2A 1X2
4032999999

<https://www.thecheckergroup.com>

Checker Cabs Calgary

Cashier: [REDACTED]

Transaction [REDACTED]

Total **CA\$9.10**

CREDIT CARD SALE **CA\$9.10**
[REDACTED]

Retain this copy for statement
validation

Station: [REDACTED]

17-Feb.-2023 7:36:52a.m.

CA\$9.10 | Method: EMV

YEG → Home

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

Purchase

Feb 17, 2023 [REDACTED] 21 18 59
MASTERCARD
INVOICE # [REDACTED]
TID [REDACTED] Entry. Chip (C)
Sequence [REDACTED] Response [REDACTED]
Auth# [REDACTED]
Batch 001

Amount \$ 62.00
Tip \$ 9.30

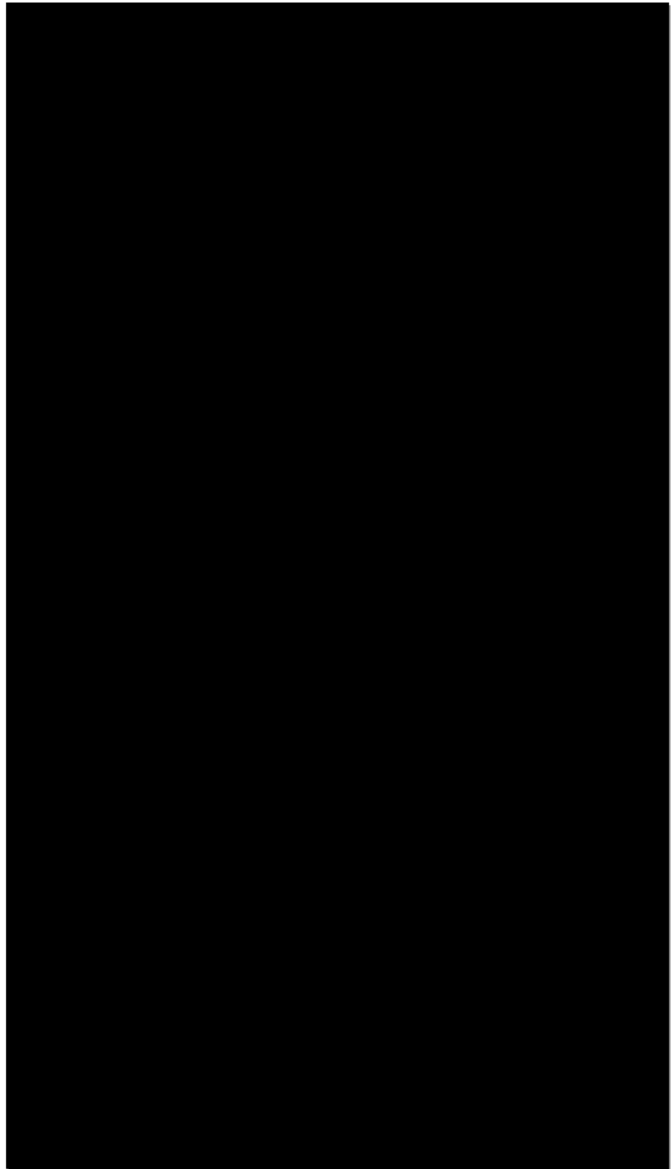
Total \$ 71.30

[REDACTED]

Approved

Important: Retain this copy for your record

- -holder copy



Home → YEG

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

Purchase

Feb 16, 2023 [REDACTED] 06:30.52
MASTERCARD
INVOICE # [REDACTED]
TID [REDACTED] Entry. Chip (C)
Sequence [REDACTED]
Auth# [REDACTED] Response: [REDACTED]
Batch 001

Amount \$ 57.00
Tip \$ 8.55

Total \$ 65.55

[REDACTED]

Approved

Important: Retain this copy for your record

Cardholder copy

Aloft Calgary University
 2359 Banff Trail NW
 Calgary, AB T2M 4LZ
 Canada
 Tel: 403-289-1973 Fax: 403-282-1241



Brenda Hubley

Page Number :
 Guest Number :
 Folio ID :

Invoice Nbr :

16-FEB-23 18:10
 17-FEB-23 07:25

Tax Invoice

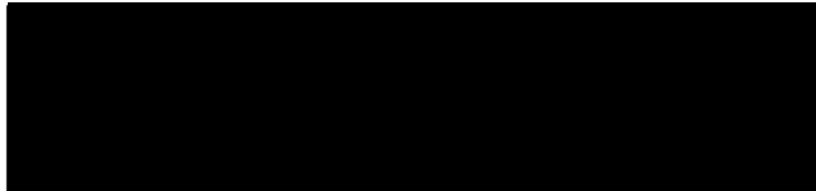
Tax ID : 893755702RT0001

Aloft Calgary YYCUL FEB-17-2023 07:30

Date	Reference	Description	Charges (CAD)	Credits (CAD)
16-FEB-23		Room Chrg - Special Corp	129.00	
16-FEB-23		GST	6.64	
16-FEB-23		Tourism Levy	5.31	
16-FEB-23		Destination Marketing Fee	3.87	
17-FEB-23	MC			-144.82

For Authorization Purpose Only

Date	Time	Code	Authorized
16-FEB-23	18:10		167.70



** Total 144.82 -144.82
 *** Balance 0.00

Continued on the next page

AHS Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
HUBLEY, BRENDA	Chief Program Officer CancerControl Alberta	Edmonton	\$ 95.00								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
2/16/2023	Meeting in Calgary Feb 16 - 17, 2023 to meet with senior leaders and tour of new cancer hospital	AB - Other Zones	Meals Per Diem	\$ 95.00				2			
Approver(s) for the claim	Approval Status	Approval Date									
HORON, KAREN L	Approve	1-Mar-23									

AHS Executive Expenses Report P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
HUBLEY, BRENDA	Chief Program Officer Cancer Care Alberta	Edmonton	\$ 53.70								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
2/16/2023	Cancer Care Alberta Executive Leadership Meeting	AB - Other Zones	Taxi	\$ 53.70	Calgary Airport	Tom Baker Cancer Centre		1			
Approver(s) for the claim	Approval Status	Approval Date									
HORON, KAREN L	Approve	22-Mar-23									

YYC → TRCC

ASSOCIATED CAB
/ALLIED LIMOUSINE
307-41 AVENUE N E
CALGARY, AB T2E2N4
(403) 299-1199

SALE

REF#: [REDACTED]
Batch [REDACTED] SEQ: [REDACTED]
02/16/23 09:11:53
APPR CODE: [REDACTED]
MASTERCARD
***** [REDACTED] **/**

AMOUNT	\$48.70
TIP	\$5.00
TOTAL	\$53.70

00 - APPROVED - 001

Mastercard
AID: [REDACTED]
TVR: [REDACTED]
TS: [REDACTED]

Thank You

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 :	Mar-23
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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	Calgary Cancer Centre Tour with AHS Leaders; Meetings with leaders at the Tom Baker Cancer Centre. Travel from Edmonton on Feb 16; return from Calgary on Feb 17, 2023	Vision Travel DT Ontario-West Inc	\$460.25
28-Feb-23	Direct Billing	Airline Ticket	Meetings with Tom Baker Cancer Centre Leadership (Mar 20) and presenter at the Canadian Partnership Against Cancer Board of Directors Reception on March 21, 2023	Vision Travel DT Ontario-West Inc	\$541.25
	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	
Total Paid in the Month					\$ 1,001.50

From: [REDACTED]
To: [REDACTED]
Subject: Invoice and Itinerary for HUBLEY/BRENDA MS - 16February23 - Direct Travel Locator: [REDACTED]
Date: Thursday, January 12, 2023 12:58:23 PM
Attachments: [E-Ticket Receipt 1 - \[REDACTED\] - February 16 2023 \[REDACTED\].pdf](#)

Some people who received this message don't often get email from [REDACTED]. [Learn why this is important](#)

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
 , , Canada,
 www.dt.ca
 GST Reg :

Invoice/Itinerary

Invoice [REDACTED] Agency Ref. [REDACTED] Customer Number: [REDACTED]
 Issued: 12 January 2023 Sales Person: [REDACTED] Customer Ref.: N/A
ALBERTA HEALTH SERVICES 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 - Thursday, February 16 2023		Add To Calendar
Air Canada Flight AC [REDACTED] Economy Class - Seat [REDACTED] (Non smoking, Aisle) Confirmed		
Depart	Edmonton, Alberta Weather	Arrive Calgary, Alberta Weather
	Edmonton International Airport	Calgary International Airport
	07:45 AM Thursday, February 16 2023	08:39 AM Thursday, February 16 2023
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	
Baggage Allowance:	1 Piece(s)	
Remarks:	PLEASE CHECK IN WITH AIR CANADA EXPRESS JAZZ	

[REDACTED]

AIR - Friday, February 17 2023 [Add To Calendar](#)

Air Canada Flight AC [REDACTED] Economy Class - Seat [REDACTED] (Non smoking, Aisle) Confirmed

Depart	Calgary, Alberta Weather	Arrive	Edmonton, Alberta Weather
	Calgary International Airport		Edmonton International Airport
	07:45 PM Friday, February 17 2023		08:39 PM Friday, February 17 2023

Duration: 0 hour(s) and 54 minute(s) Non-stop
Status: Confirmed - Air Canada Booking Reference: 3CWB4V
Operated By: AIR CANADA EXPRESS - JAZZ
FF Number: XXXXXX[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]	376.00	84.25	0.00	0.00	460.25
				Billed to: CA [REDACTED]	
Totals:	376.00	84.25	0.00	0.00	460.25
			Total Credit Card Billing:		460.25
			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 D24CAN AT DT.COM
 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.

 ENSURE ALL TRAVELLERS HAVE PROPER TRAVEL DOCUMENTS
 CHECK THIS WEBSITE FOR AIRPORT SECURITY INFO
 WWW.CATSA.GC.CA
 ---AIRPORT SECURITY REVISIONS---
 BAGGAGE ALLOWANCE-SPECIFIC SIZE AND WEIGHT
 RESTRICTIONS VARY BETWEEN AIRLINES. EXCESS CHARGES

AIR - Wednesday, March 22 2023

[Add To Calendar](#)

Air Canada Flight AC [REDACTED] Economy Class			
Depart	Calgary, Alberta Weather Calgary International Airport 07:45 PM Wednesday, March 22 2023	Arrive	Edmonton, Alberta Weather Edmonton International Airport 08:39 PM Wednesday, March 22 2023
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:	XXXXXX [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]	457.00	84.25	0.00	0.00	541.25
Totals:	457.00	84.25	0.00	0.00	541.25
			Total Credit Card Billing:		541.25
			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 D24CAN AT DT.COM
PLEASE QUOTE ACCESS CODE [REDACTED]

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