

AHS Board and Executive Expense Report

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

			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)
Jun-23	P-Card	Meetings			426	189	615			
Jun-23	Expense Claim	Meetings		59			59			
Jun-23	Direct Bill	Meetings	861				861			
Total			<u>\$ 861</u>	<u>\$ 59</u>	<u>\$ 426</u>	<u>\$ 189</u>	<u>\$ 1,534</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**Total for
the Month** \$ 1,534

Maximum daily single meal expense claimed in the month \$ 24
 Maximum daily base hotel rate claimed in the month \$ 199
 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	\$ 615.29									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
6/13/2023	AHS Senior Leadership Team Meeting-June 14 and Cancer Care AB Leadership Team Meeting-June 15	AB - Local	Taxi	\$ 65.55	home	Edmonton Airport		1				
6/15/2023	AHS Senior Leadership Team Meeting-June 14 and Cancer Care AB Leadership Team Meeting-June 15	AB - Local	Taxi	\$ 71.30	Edmonton Airport	home		1				
6/15/2023	AHS Senior Leadership Team Meeting-June 14 and Cancer Care AB Leadership Team Meeting-June 15	AB - Other Zones	Taxi	\$ 52.10	Tom Baker Cancer Centre	Calgary Airport		1				
6/15/2023	AHS Senior Leadership Team Meeting-June 14 and Cancer Care AB Leadership Team Meeting-June 15 in Calgary	AB - Other Zones	Accommodations	\$ 426.34			Base room rate below guideline limit	2				
Approver(s) for the claim	Approval Status	Approval Date										
HORON, KAREN L	Approve	26-Jun-23										

Home → YEG

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

Purchase

Jun 13, 2023 16:58:30
MASTERCARD
INVOICE # [REDACTED]
TID: [REDACTED] Entry: Chip (C)
Sequence: [REDACTED]
Auth#: [REDACTED] Response: [REDACTED]
Batch: 001

Amount \$ 57.00
Tip \$ 8.55
Total \$ 66.55

[REDACTED]

Approved

Important: Retain this copy for your record
Cardholder copy

TBCC → YYC

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

SALE

Batch #: 028 REF#: [REDACTED]
06/15/23 SEQ: [REDACTED] 15:17:10
APPR CODE: [REDACTED]
MASTERCARD
[REDACTED] **/*

AMOUNT \$45.30
TIP \$6.80
TOTAL \$52.10

00 - APPROVED - 001

[REDACTED]

YEG → Home

----- TRANSACTION RECORD -----
AIRPORT TAXI SERVICE
4608 101 ST NW
EDMONTON AB

Download our convenient app.

Purchase

Jun 15, 2023 18:06:18
MASTERCARD [REDACTED]
Entry: Chip (C)
Ref#: [REDACTED]
Auth#: [REDACTED] Response: [REDACTED]
Order: [REDACTED]
Username: [REDACTED]

Amount \$ 62.00
Tip \$ 9.30
Total \$ 71.30

[REDACTED]

Approved

For GST# see \"Username\" above



**MARRIOTT
CALGARY AIRPORT
IN-TERMINAL HOTEL**

**Calgary Airport Marriott In-Terminal Hotel
2008 Airport Road NE Calgary, Alberta, Canada T2E 3B9
Telephone: (403) 717-0522 Fax: (587) 232-0600**

AHS
Brenda Hubley

Room: [REDACTED]
Folio: [REDACTED]
Cashier: [REDACTED]
Arrival: 06-13-23
Departure: 06-15-23

Group: AHS Leadership Attendees [REDACTED]

Date	Description	Additional Information	Charges	Credits
06-13-23	Room Charge		199.00	
06-13-23	Rooms Destination Market Fee		5.97	
06-13-23	Rooms Tourism Levy		8.20	
06-13-23	Room GST		10.25	
06-13-23	Room Charge	06-14-23	199.00	
06-13-23	Rooms Destination Market Fee	06-14-23	5.97	
06-13-23	Rooms Tourism Levy	06-14-23	8.20	
06-13-23	Room GST	06-14-23	10.25	
06-13-23	GST Exempt	82203 GST Exempt	-20.50	
06-15-23	Master Card	[REDACTED]		426.34

GST Summary	
Reg No: 741907497 RT0001	
Room	20.50
F&B	0.00
Other	0.00
Total	20.50

Total	426.34	426.34
Balance Due	0.00	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.

AHS Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
HUBLEY, BRENDA	Chief Program Officer Cancer Care Alberta	Edmonton	\$ 58.50								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
6/13/2023	AHS Senior Leadership Team Meeting-June 14 and Cancer Care AB Leadership Team Meeting-June 15	AB - Other Zones	Meals Per Diem	\$ 48.00				2			
6/15/2023	AHS Senior Leadership Team Meeting-June 14 and Cancer Care AB Leadership Team Meeting-June 15	AB - Other Zones	Meals Per Diem	\$ 10.50				1			
Approver(s) for the claim	Approval Status	Approval Date									
HORON, KAREN L	Approve	26-Jun-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 : Brenda Hubley	Reporting Period for the Month of : Jun-23
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
4-May-2023	Direct Billing	Airline Ticket	Attend the Cancer Care Alberta CCA Managers meeting in Calgary on June 20 & 21, 2023	Vision Travel DT Ontario-West Inc	\$410.25
9-May-2023	Direct Billing	Airline Ticket	Attend the AHS Senior Leaders Team meeting in Calgary on June 14, 2023. Attend the Cancer Care AB Executive Leadership Team meeting in Calgary on June 15, 2023	Vision Travel DT Ontario-West Inc	\$450.25
	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					\$ 860.50

Invoice/Itinerary

Invoice [REDACTED]
Issued: 09 May 2023
ALBERTA HEALTH SERVICES
10030 107 STREET
EDMONTON AB
T5J 3E4

Agency Ref. [REDACTED]
Sales Person [REDACTED]
Passenger(s):

Customer Number [REDACTED]
Customer Ref.: N/A
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 Information Related To Your Travels:

For complete Canadian Government details for returning to or travelling to Canada – click [here](#)
Please [click here](#) upon receipt of your itinerary for valuable information that may be critical to the success of your travels. We strongly recommend you continue to come back to this information regularly in advance of and during travel as requirements and restrictions could change.

AIR - Tuesday, June 13 2023		Add To Calendar	
Air Canada Flight [REDACTED] Economy Class			
Depart	Edmonton, Alberta Weather Edmonton International Airport 06:15 PM Tuesday, June 13 2023	Arrive	Calgary, Alberta Weather Calgary International Airport 07:07 PM Tuesday, June 13 2023
Duration:	0 hour(s) and 52 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		
Baggage Allowance:	1 Piece(s)		
Remarks:	PLEASE CHECK IN WITH AIR CANADA EXPRESS JAZZ		

AIR - Thursday, June 15 2023		Add To Calendar	
Air Canada Flight [REDACTED] Economy Class			
Depart	Calgary, Alberta Weather Calgary International Airport 04:30 PM Thursday, June 15 2023	Arrive	Edmonton, Alberta Weather Edmonton International Airport 05:20 PM Thursday, June 15 2023
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:	██████████					
Air Canada	██████████	366.00	84.25	0.00	0.00	450.25
					Billed to ██████████	
Totals:		366.00	84.25	0.00	0.00	450.25
				Total Credit Card Billing:		450.25
				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
PLEASE QUOTE ACCESS CODE ██████████

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
MAY APPLY. VISIT THE AIRLINES WEBSITE TO SEE THE
EXACT BAGGAGE RESTRICTIONS AND FEES.
MOST AIRLINE BAGGAGE LINKS ARE AVAILABLE BY VISITING
WWW.DT.CA/BAGGAGE/
--- AIRPORT ARRIVAL TIMES FOR DOMESTIC FLIGHTS ---
DUE TO COVID 19-RELATED TRAVEL REQUIREMENTS
AIRPORTS ARE MUCH BUSIER THAN USUAL
CUSTOMERS FLYING WITHIN CANADA MUST NOW ARRIVE AT THE
AIRPORT AT LEAST 120 MINUTES PRIOR TO THEIR FLIGHT
TO ENSURE A SMOOTH AIRPORT EXPERIENCE.
FAILURE TO DO SO MAY CAUSE THEM TO MISS THEIR FLIGHT.
*****BAGGAGE CHECK IN FOR FLIGHTS WITHIN CANADA
WILL CLOSE 45 MINUTES PRIOR DEPARTURE.
WITH THE EXCEPTION OF FLIGHTS LEAVING
FROM TORONTO CITY AIRPORT YTZ-WHERE CHECK-IN
AND BAG DROP-OFF WILL REMAIN AVAILABLE UNTIL
20 MINUTES BEFORE DEPARTURE.
THIS IS AN ELECTRONIC TICKET VALID ONLY ON ISSUING AIRLINE

Invoice/Itinerary

Invoice [REDACTED]
Issued: 04 May 2023
ALBERTA HEALTH SERVICES
10030 107 STREET
EDMONTON AB
T5J 3E4

Agency Ref [REDACTED]
Sales Person [REDACTED]
Passenger(s):

Customer Number [REDACTED]
Customer Ref.: N/A
HUBLEY/BRENDA MS

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AIR - Tuesday, June 20 2023		Add To Calendar	
Air Canada Flight [REDACTED] Economy Class			
Depart	Edmonton, Alberta Weather Edmonton International Airport 10:20 AM Tuesday, June 20 2023	Arrive	Calgary, Alberta Weather Calgary International Airport 11:13 AM Tuesday, June 20 2023
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 22 2023

[Add To Calendar](#)

Air Canada Flight [REDACTED] Economy Class

Depart	Calgary, Alberta Weather Calgary International Airport 09:25 PM Thursday, June 22 2023	Arrive	Edmonton, Alberta Weather Edmonton International Airport 10:15 PM Thursday, June 22 2023
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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]	326.00	84.25	0.00	0.00	410.25
				Billed to [REDACTED]	
Totals:	326.00	84.25	0.00	0.00	410.25
			Total Credit Card Billing:		410.25
			Balance Due:		0.00

Remarks

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 EMAIL D24CAN AT DT.COM
 PLEASE QUOTE ACCESS CODE [REDACTED]

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