

AHS Board and Executive Expense Report

Name: Brenda Hubley
Title: Chief Program Officer Cancer Care Alberta
Location: Edmonton
 Expenses approved during the month of August 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)
Aug-23	P-Card	Meetings			260	84	344			
Aug-23	Expense Claim	Meetings		61			61			
Aug-23	Direct Bill	Meetings	770				770			
Total			\$ 770	\$ 61	\$ 260	\$ 84	\$ 1,174	\$ -	\$ -	\$ -

**Total for
the Month** \$ 1,174

Maximum daily single meal expense claimed in the month \$ 24
 Maximum daily base hotel rate claimed in the month \$ 99
 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	\$ 343.68								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
6/20/2023	Clinical Managers Meeting-Calgary Jun20-21, Alberta Cancer Foundation Board Mtg Jun 22	AB - Local	Taxi	\$ 71.30	Home	Edmonton Airport		1			
6/22/2023	Clinical Managers Meeting-Calgary Jun20-21, Alberta Cancer Foundation Board Mtg Jun 22	AB - Other Zones	Taxi	\$ 12.77	Holy Cross Hospital	Enbridge Bldg - Alberta Cancer Foundation Board Meeting		1			
6/22/2023	Clinical Managers Meeting-Calgary Jun20-21, Alberta Cancer Foundation Board Mtg Jun 22	AB - Other Zones	Accommodations	\$ 259.61				2			
Approver(s) for the claim	Approval Status	Approval Date									
HORON, KAREN	Approve	21-Jul-23									

Home → YEG

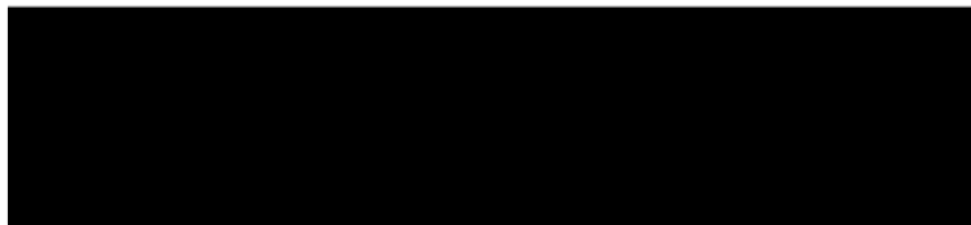
----- TRANSACTION RECORD -----
GREATER EDMONTON TAXI SERVICE
10135 31 AVE NW
EDMONTON AB

Purchase

Jun 20, 2023 09:20:03
MASTERCARD [REDACTED]
Invoice # [REDACTED]
TID: [REDACTED] Entry: Chip (C)
Sequence: [REDACTED]
Auth#: [REDACTED] Response: 01-027
Batch: 001

Amount \$ 62.00
Tip \$ 9.30

Total \$ 71.30



Approved

Important: Retain this copy for your record

Cardholder copy

Clique Hotels & Resorts

24 Aero Crescent N.E.
Calgary, AB T2E 7Y5

Ph#(403)460-9588 Fax#(587)349-5939
info@hotelclique.ca

GST#828485839RT0001:

Brenda Hubley

Room	Folio	CheckIn	CheckOut	Balance
		06/20/2023	06/22/2023	0.00
Master Folio				

Date	Room	Description / Voucher	Charges	Credits	Balance
06/20/2023		Clique Early Check In	25.00	0.00	25.00
06/20/2023		Hotel Amenity Fee - 3.8%	0.95	0.00	25.95
06/20/2023		HMF - 3%	0.75	0.00	26.70
06/20/2023		Alberta Tourism Levy - 4%	1.07	0.00	27.77
06/20/2023		Goods & Services Tax - 5%	1.30	0.00	29.07
06/20/2023		GST HMF Fee - 0.15%	0.04	0.00	29.11
06/20/2023		Hotel Clique Room Revenue	99.00	0.00	128.11
06/20/2023		Hotel Amenity Fee - 3.8%	3.76	0.00	131.87
06/20/2023		HMF - 3%	2.97	0.00	134.84
06/20/2023		Alberta Tourism Levy - 4%	4.23	0.00	139.07
06/20/2023		Goods & Services Tax - 5%	5.14	0.00	144.21
06/20/2023		GST HMF Fee - 0.15%	0.15	0.00	144.36
06/21/2023		Hotel Clique Room Revenue	99.00	0.00	243.36
06/21/2023		Hotel Amenity Fee - 3.8%	3.76	0.00	247.12
06/21/2023		HMF - 3%	2.97	0.00	250.09
06/21/2023		Alberta Tourism Levy - 4%	4.23	0.00	254.32
06/21/2023		Goods & Services Tax - 5%	5.14	0.00	259.46
06/21/2023		GST HMF Fee - 0.15%	0.15	0.00	259.61
06/22/2023		Mastercard	0.00	259.61	0.00

ASSOCIATED CAB
/ALLIED LIMOUSINE
307-41 AVENUE N E
CALGARY, AB T2E2N4
(403) 288-1198

HXH => ENbridge
SALE Builders

Batch #: [REDACTED] REF#: [REDACTED]
06/22/23 SEQ: [REDACTED] 12:22:51
APPR CODE: [REDACTED]
MASTERCARD
***** [REDACTED] **/*

AMOUNT	\$11.10
TIP	\$1.67
TOTAL	\$12.77

00 - APPROVED - 001

Mastercard



Thank You
Please Come Again!

[REDACTED]
CUSTOMER COPY

AHS Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
HUBLEY, BRENDA	Chief Program Officer Cancer Care Alberta	Edmonton	\$ 60.50								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
6/20/2023	Clinical Managers Meeting-Calgary Jun20-21, Alberta Cancer Foundation Board Mtg Jun 22	AB - Other Zones	Meals Per Diem	\$ 13.00				1			
6/21/2023	Clinical Managers Meeting-Calgary Jun20-21, Alberta Cancer Foundation Board Mtg Jun 22	AB - Other Zones	Meals Per Diem	\$ 24.00				1			
6/22/2023	Clinical Managers Meeting-Calgary Jun20-21, Alberta Cancer Foundation Board Mtg Jun 22	AB - Other Zones	Meals Per Diem	\$ 23.50				1			
Approver(s) for the claim	Approval Status	Approval Date									
HORON, KAREN	Approve	21-Jul-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 : Aug-23
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
28-Jun-23	Direct Billing	Airline Ticket	Travel to Calgary on July 13, 2023 to attend the Alberta Cancer Foundation Exec. Meeting and the Arthur Child Comprehensive Cancer Centre Site Visit/Meeting. Due to Calgary Stampede happening at same time, this was the best flight price that worked for schedule.	Vision Travel DT Ontario-West Inc	\$294.80
28-Jun-23	Direct Billing	Airline Ticket	Travel to Edmonton on July 13 following the Alberta Cancer Foundation Exec. Meeting and the Arthur Child Comprehensive Cancer Centre Site Visit/Meeting. Due to Calgary Stampede happening at same time, this was the best flight price that worked for schedule.	Vision Travel DT Ontario-West Inc	\$475.12
	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					\$ 769.92

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] Agency Ref.: [REDACTED] Customer Number: [REDACTED]
Issued: 28 June 2023 Sales Person: [REDACTED] Customer Ref.: N/A
ALBERTA HEALTH SERVICES Passenger(s): HUBLEY/BRENDA MS
10030 107 STREET
EDMONTON AB
T5J 3E4

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 - Thursday, July 13 2023 (Flown) Add To Calendar

WestJet Flight [REDACTED] Economy Class
Depart Edmonton, Alberta [Weather](#) Arrive Calgary, Alberta [Weather](#)
Edmonton International Airport Calgary International Airport
07:30 AM Thursday, July 13 2023 08:20 AM Thursday, July 13 2023
Duration: 0 hour(s) and 50 minute(s) Non-stop
Status: Confirmed - WestJet Booking Reference: [REDACTED]
Online Check In: Available 24 hours prior - [click here](#)
Baggage Allowance: 0 Piece(s)

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	[REDACTED]					
WestJet	[REDACTED]	236.68	58.12	0.00	0.00	294.80
Totals:		236.68	58.12	0.00	0.00	294.80
				Total Credit Card Billing:		294.80
				Balance Due:		0.00

Remarks

24 HOUR EMERGENCY TRAVEL ASSISTANCE



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: 28 June 2023

Agency Ref.: [REDACTED]
 Sales [REDACTED]

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

ALBERTA HEALTH SERVICES
 10030 107 STREET
 EDMONTON AB
 T5J 3E4

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 Information Related To Your Travels:

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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 - Thursday, July 13 2023 (Flown)		Add To Calendar
Air Canada Flight [REDACTED] Economy Class		
Depart	Calgary, Alberta Weather Calgary International Airport 04:40 PM Thursday, July 13 2023	Arrive Edmonton, Alberta Weather Edmonton International Airport 05:30 PM Thursday, July 13 2023
Duration:	0 hour(s) and 50 minute(s) Non-stop	
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]	
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:	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]	404.00	71.12	0.00	0.00	475.12
					Billed to: [REDACTED]	
Totals:		404.00	71.12	0.00	0.00	475.12
					Total Credit Card Billing:	475.12
					Balance Due:	0.00

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 [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
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