

AHS Board and Executive Expense Report

Name: Brenda Hubley
Title: Chief Program Officer Cancer Care Alberta
Location: Edmonton
 Expenses posted during the month of October 2024

| 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-24 | P-Card | Meetings | | | 187 | 223 | 410 | | | |
| Oct-24 | Expense Claim | Meetings | | 11 | | | 11 | | | |
| Oct-24 | Direct Bill | Meetings | 1,038 | | | | 1,038 | | | |
| Total by category | | | \$ 1,038 | \$ 11 | \$ 187 | \$ 223 | \$ 1,458 | \$ - | \$ - | \$ - |

**Total
posted for
the Month** \$ 1,458

Maximum daily single meal expense posted in the month \$ 11
 Maximum daily base hotel rate posted in the month \$ 161
 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 membership dues, 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 | \$ 410.36 | | | | | | | | |
| Expense Date | Business reason | Expense Location | Expense Type | Amount | From Location | To Location | Justification | # of days | # of Attendees | Attendee Name(s) | Trip Distance |
| 9/13/2024 | Cancer Campaign Celebration Event in Calgary | AB - Local | Taxi | \$ 65.55 | Home | Edmonton Airport | | 1 | | | |
| 9/13/2024 | Cancer Campaign Celebration Event in Calgary | AB - Other Zones | Taxi | \$ 45.43 | Hotel Clique | Arthur Child Cancer Centre | | 1 | | | |
| 9/13/2024 | Cancer Campaign Celebration Event in Calgary | AB - Other Zones | Taxi | \$ 51.41 | Arthur Child Cancer Centre | Hotel Clique | | 1 | | | |
| 9/14/2024 | Cancer Campaign Celebration Cancer Event in Calgary - Sept. 13, 2024 | AB - Other Zones | Accommodations | \$ 187.02 | | | | 1 | | | |
| 9/14/2024 | Cancer Campaign Celebration Event in Calgary | AB - Local | Taxi | \$ 60.95 | Edmonton Airport | Home | | 1 | | | |
| Approver(s) for the claim | Approval Status | Approval Date | | | | | | | | | |
| HORON, KAREN | Approve | 1-Oct-24 | | | | | | | | | |

Home → YEG



Greater Edmonton Taxi Service

10135 - 31 AVE
EDMONTON, AB T6N 1C2
7804623456
WWW.EDMTAXI.COM

Greater Edmonton Taxi Service

Cashier: [REDACTED]

Transaction [REDACTED]

Total \$57.00
Tip \$8.55
CREDIT CARD SALE \$65.55
MASTERCARD [REDACTED]

Retain this copy for statement
validation

13-Sep.-2024 9:22:53a.m.
\$65.55 | Method: EMV



NAME AND ACCOUNT NO.

Hotel → Archer
Child

REF-C-000136 STEWART PRINTING & GRAPHICS INC.

CHECKER CABS

Use Checker Cab Calgary APP
TEXT4TAXI

FROM:

Hotel Cligue

TO:

Foothill Hospital

NAME:

[REDACTED]

SIGNATURE

* METER

FORM J1(P

ES TAX (G.S.T.)

| | |
|-------------|------------|
| CAR NUMBER | [REDACTED] |
| DRIVER GST# | [REDACTED] |
| DATE | 13 Sep/24 |
| TIME | 5:10 AM |

(403) 299-9999

| | |
|-------|--------------|
| 45 43 | METER CHARGE |
| | GRATUITY |
| 45 43 | TOTAL |

INVOICE NUMBER

[REDACTED]

Event → Hotel

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

SALE

MID: [REDACTED]

REF#: [REDACTED]

Batch #: [REDACTED]

SEQ: [REDACTED]

09/13/24

23:06:40

APPR CODE: [REDACTED]

MASTERCARD

***** [REDACTED] **/**

AMOUNT \$44.70
TIP \$6.71
TOTAL \$51.41

00 - APPROVED - 001

VERIFIED BY PIN

Mastercard

[REDACTED]

CARDHOLDER ACKNOWLEDGES RECEIPT
OF GOODS AND/OR SERVICES IN THE
AMOUNT OF THE TOTAL SHOWN ABOVE

Thank You
Please Come Again!

MERCHANT COPY

YEG → Home

TRANSACTION RECORD
AIRPORT TAXI SERVICE
4608 101 ST NW
EDMONTON AB
T6E5G9

Purchase

Sep 14, 2024 13:23:42
MASTERCARD ***** [REDACTED]

Entry: Chip (C)

Ref# [REDACTED]

Auth# [REDACTED]

Response: [REDACTED]

Order: [REDACTED]

Username: [REDACTED]

Amount \$ 53.00
Tip \$ 7.95

Total \$ 60.95

[REDACTED] Mastercard



Invoice

Hotel Clique
24 Aero Crescent NE
Calgary AB T2E 7Y5
Canada

HUBLEY, BRENDA

Invoice Date: 09/14/2024 16:21:52
Invoice Number: [REDACTED]

Arrival Date: 09/13/2024
Departure Date: 09/14/2024
Room Number: [REDACTED]
Confirmation Number: [REDACTED]
: CAD

| Date of Charge | Charge Description | Charge Amount | Credit Amount |
|----------------|--------------------|---------------|---------------|
|----------------|--------------------|---------------|---------------|

| | | | |
|------------|--|--|--|
| [REDACTED] | | | |
|------------|--|--|--|

| | | |
|------------|----------------------|------------|
| 09/13/2024 | Direct Global | CAS 160.65 |
| 09/13/2024 | Hotel Amenity Fee | CAS 6.10 |
| 09/13/2024 | HMF | CAS 4.82 |
| 09/13/2024 | Alberta Tourism Levy | CAS 6.86 |
| 09/13/2024 | GST | CAS 8.34 |
| 09/13/2024 | GST HMF Fee | CAS 0.25 |

| | | |
|------------|------------------------------------|------------|
| 09/14/2024 | Mastercard XXXXXXXXXXXX [REDACTED] | CAS 187.02 |
|------------|------------------------------------|------------|

A1



Thank you for staying with us! We look forward to seeing you again soon.

info@hotelclique.ca | +1 403.460.9588

AHS Executive Expenses Report Expenses

| Claimant Name | Claimant Title | Claimant Location | Expense Claim Total | | | | | | | | |
|---------------------------|--|-------------------|---------------------|----------|---------------|-------------|---------------|-----------|----------------|------------------|---------------|
| HUBLEY, BRENDA | Chief Program Officer Cancer Care Alberta | Edmonton | \$ 10.50 | | | | | | | | |
| Expense Date | Business reason | Expense Location | Expense Type | Amount | From Location | To Location | Justification | # of days | # of Attendees | Attendee Name(s) | Trip Distance |
| 9/14/2024 | Cancer Campaign Celebration Event in Calgary | AB - Other Zones | Meals Per Diem | \$ 10.50 | | | | 1 | | | |
| Approver(s) for the claim | Approval Status | Approval Date | | | | | | | | | |
| HORON, KAREN | Approve | 1-Oct-24 | | | | | | | | | |

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-24 |
|---------------|---------------|--|--------|

| Invoice Date DD-MMM-YYYY | Payment Method | Category | Business Reason | Name of Vendor | Amount Paid |
|--------------------------------|----------------|----------------------------|---|-----------------------------------|-------------|
| 11-Sep-2024 | Direct Billing | Airline Ticket | Round trip airfare from Edmonton to Calgary (Sep 13 to Sep 14) to attend the OWN.CANCER donor event in support of fundraising initiatives for the Arthur Child Comprehensive Cancer Centre. Event held the evening of September 13th. | Vision Travel DT Ontario-West Inc | \$489.92 |
| 11-Sep-2024 | Direct Billing | Airline Ticket | Airfare from Edmonton to Calgary on Sep 20 with Air Canada. Attend meeting on Sep 20 with AHS CEO and Alberta Cancer Foundation leaders to discuss Cancer Care access and optimization. | Vision Travel DT Ontario-West Inc | \$316.46 |
| 11-Sep-2024 | Direct Billing | Airline Ticket | Airfare from Calgary to Edmonton on Sep 20 with WestJet. Attend meeting on Sep 20 with AHS CEO and Alberta Cancer Foundation leaders to discuss Cancer Care access and optimization. | Vision Travel DT Ontario-West Inc | \$231.18 |
| | 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 | | | | | \$1,037.56 |



Your Direct Itinerary

DIRECT TRAVEL
9929-108TH STREET NW
EDMONTON AB T5K 1G8
1-833-692-4120

ALBERTA HEALTH SERVICES
10030 107 STREET
EDMONTON AB Z/T5H3E4

Agency reference: [REDACTED]

Agent name: [REDACTED]

Traveler name

Client reference

BRENDA HUBLEY

Thank you for choosing Direct Travel. Complete details for your trip are below. Please review this document and the trip details thoroughly. If a discrepancy exists, please contact us immediately upon receipt. Missing your flight without cancelling will result in the forfeiture of the value of your airline ticket.

Government issued photo I.D. is required for all travel and the name on your photo I.D. must match the name on your ticket.

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 come back to this information regularly in advance of and during travel as documentation and health requirements could change without notice.



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Itinerary summary

| | From / To | Flight / Provider | Departure / Arrival | |
|------------|--|--|---------------------------|--------------------------|
| Flight | Fri. Sep. 13, 2024 Edmonton(YEG) - Calgary(YYC) | Air Canada [REDACTED] OPERATED BY AIR CANADA EXPRESS - JAZZ | 10:35 a.m.- 11:31 a.m. | Check in |
| [REDACTED] | | | | |
| Flight | Sat. Sep. 14, 2024 Calgary(YYC) - Edmonton(YEG) | Air Canada [REDACTED] OPERATED BY AIR CANADA EXPRESS - JAZZ | 12:10 p.m.- 1:04 p.m. | Check in |

Quick links

- [Check-in Information](#)
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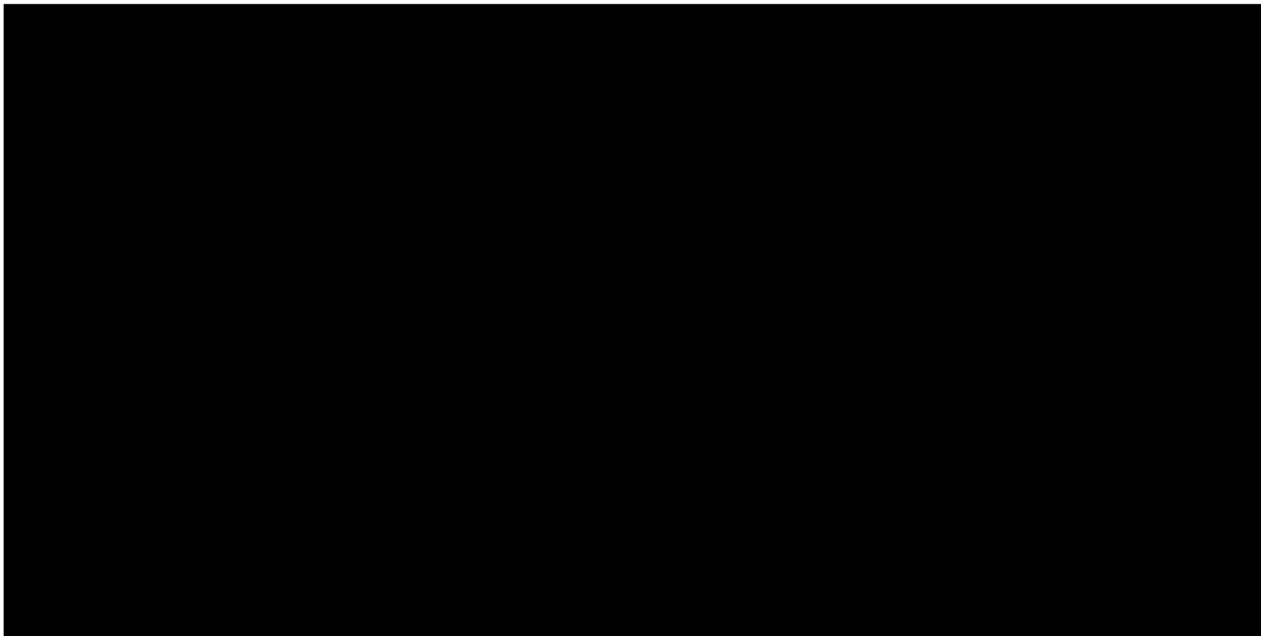
| | | | |
|-------------------------|--|----------------------------|---|
| | AC [REDACTED] | Edmonton Edmonton (YEG) | Calgary Calgary (YYC) |
| Departure | Fri. Sep. 13, 2024 10:35 a.m. | | Arrival Fri. Sep. 13, 2024 11:31 a.m. |
| Terminal | | | Terminal |
| Class | Economy(W) | | Seat |
| Status | Confirmed | | Airline check-in ID [REDACTED] |
| Special requests | | | Frequent traveler [REDACTED] |
| Equipment | DHC8 Dash 8-400 | | Duration/ Meal service 00:56/No meal service |
| eTicket | [REDACTED] | | |
| Remarks | OPERATED BY AIR CANADA EXPRESS - JAZZ **CHECK IN WITH AIR CANADA EXPRESS - JAZZ** | | |
| Baggage | | | |




DIRECT TRAVEL

ONE CLICK.
ONE QUESTION.

[TAKE SURVEY](#)



| | | |
|---|--|---|
|  | Calgary Calgary (YYC) | Edmonton Edmonton (YEG) |
| Departure | Sat. Sep. 14, 2024 12:10 p.m. | Arrival Sat. Sep. 14, 2024 1:04 p.m. |
| Terminal | | Terminal |
| Class | Economy(G) | Seat |
| Status | Confirmed | Airline check-in ID |
| Special requests | | Frequent traveler |
| Equipment | DHC8 Dash 8-400 | Duration/ Meal service |
| eTicket | | 00:54/No meal service |
| Remarks | OPERATED BY AIR CANADA EXPRESS - JAZZ **CHECK IN WITH AIR CANADA EXPRESS - JAZZ** | |
| Baggage | | |

| | | | | |
|--|-----------------------------|-------------|------------------------|------------|
| Invoice/Ticket information for BRENDA HUBLEY | | | | |
| Ticket: | Air Canada [REDACTED] | | Invoice: | [REDACTED] |
| Base: | CAD372.00 | | | |
| Other tax: | CAD117.92 | | | |
| GST/HST tax: | CAD0.00 | | | |
| QST tax: | CAD0.00 | | | |
| | | | Amount: | CAD489.92 |
| Payment: | CA XXXXXXXXXXXXX [REDACTED] | Issue date: | 29-Aug.-2024 | |
| | | | Total invoiced amount: | CAD489.92 |
| | | | Balance due: | CAD0.00 |

General remarks
AIRFARES ARE NOT GUARANTEED UNTIL TICKETED
AIRLINES RECOMMEND CHECKING IN 2 HOURS PRIOR TO FLIGHT.
Agency registration
TPS/GST-723782728 RT 0001



Your Direct Itinerary

DIRECT TRAVEL
9929-108TH STREET NW
EDMONTON AB T5K 1G8
1-833-692-4120

ALBERTA HEALTH SERVICES
10030 107 STREET
EDMONTON AB Z/T5H3E4

Agency reference: [REDACTED]Agent name: [REDACTED]

| Traveler name | Client reference |
|---------------|------------------|
| BRENDA HUBLEY | |

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| Itinerary summary | | |
|--|--|---|
| From / To | Flight / Provider | Departure / Arrival |
| Flight Fri. Sep. 20, 2024 Edmonton(YEG) - Calgary(YYC) | Air Canada [REDACTED] OPERATED BY AIR CANADA EXPRESS - JAZZ | 10:35 a.m.- 11:31 a.m. Check in |

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| AC Edmonton Edmonton (YEG) | | Calgary Calgary (YYC) | |
|----------------------------------|--|-------------------------------------|-------------------------------|
| Departure | Fri. Sep. 20, 2024 10:35 a.m. | Arrival | Fri. Sep. 20, 2024 11:31 a.m. |
| Terminal | | Terminal | |
| Class | Economy(L) | Seat | |
| Status | Confirmed | Airline check-in ID | [REDACTED] |
| Special requests | | Frequent traveler | [REDACTED] |
| Equipment | DHC8 Dash 8-400 | Duration/ Meal service | 00:56/No meal service |
| eTicket | [REDACTED] | | |
| Remarks | OPERATED BY AIR CANADA EXPRESS - JAZZ **CHECK IN WITH AIR CANADA EXPRESS - JAZZ** | | |
| Baggage | | | |

DIRECT TRAVEL

ONE CLICK.
ONE QUESTION.

TAKE SURVEY

Invoice/Ticket information for BRENDA HUBLEY**Ticket:** Air Canada
[REDACTED]**Invoice:**

[REDACTED]

Base: CAD272.00**Other tax:** CAD44.46**GST/HST tax:** CAD0.00**QST tax:** CAD0.00**Amount:** CAD316.46**Payment:** CA XXXXXXXXXXXX [REDACTED] **Issue date:** 05-Sep.-2024**Total invoiced amount:** CAD316.46**Balance due:** CAD0.00

General remarks

AIRFARES ARE NOT GUARANTEED UNTIL TICKETED
AIRLINES RECOMMEND CHECKING IN 2 HOURS PRIOR TO FLIGHT.

Agency registration

TPS/GST-723782728 RT 0001



Your Direct Itinerary

DIRECT TRAVEL
9929-108TH STREET NW
EDMONTON AB T5K 1G8
1-833-692-4120

ALBERTA HEALTH SERVICES
10030 107 STREET
EDMONTON AB Z/T5H3E4

Agency reference: [redacted]Agent name: [redacted]

| Traveler name | Client reference |
|---------------|------------------|
| BRENDA HUBLEY | |

Thank you for choosing Direct Travel. Complete details for your trip are below. Please review this document and the trip details thoroughly. If a discrepancy exists, please contact us immediately upon receipt. Missing your flight without cancelling will result in the forfeiture of the value of your airline ticket.

Government issued photo I.D. is required for all travel and the name on your photo I.D. must match the name on your ticket.

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 come back to this information regularly in advance of and during travel as documentation and health requirements could change without notice.

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| Itinerary summary | | | |
|-------------------|--|--------------------|---|
| | From / To | Flight / Provider | Departure / Arrival |
| Flight | Fri. Sep. 20, 2024 Calgary(YYC) - Edmonton(YEG) | Westjet [redacted] | 8:00 p.m.- 8:58 p.m. Check in |

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 - [Airport & Flight Status](#)
 - [Weather](#)

| | Calgary Calgary (YYC) | Edmonton Edmonton (YEG) |
|-------------------------|------------------------------|---|
| Departure | Fri. Sep. 20, 2024 8:00 p.m. | Arrival Fri. Sep. 20, 2024 8:58 p.m. |
| Terminal | | Terminal |
| Class | Economy/Coach Discounted(B) | Seat |
| Status | Confirmed | Airline check-in ID [redacted] |
| Special requests | | Frequent traveler |
| Equipment | Boeing 737 | Duration/ Meal service 00:58/No meal service |
| eTicket | [redacted] | |
| Baggage | | |

ONE CLICK.
ONE QUESTION.

TAKE SURVEY

Invoice/Ticket information for BRENDA HUBLEY

Ticket: Westjet

Invoice:

Base: CAD170.72

Other tax: CAD60.46

GST/HST tax: CAD0.00

QST tax: CAD0.00

Amount: CAD231.18

Payment: CA XXXXXXXXXXXX Issue date: 05-Sep.-2024

Total invoiced amount: CAD231.18

Balance due: CAD0.00

General remarks

THIS TICKET IS NON-REFUNDABLE. CHANGES/CANCELLATIONS MUST
BE MADE PRIOR TO DEPARTURE OR TICKET WILL HAVE ZERO VALUE
AIRLINE CHANGE/CANCELLATION FEES MAY APPLY.
AIRFARES ARE NOT GUARANTEED UNTIL TICKETED
AIRLINES RECOMMEND CHECKING IN 2 HOURS PRIOR TO FLIGHT.

Agency registration

TPS/GST-723782728 RT 0001