

## AHS Board and Executive Expense Report

**Name:** Brenda Hubley  
**Title:** Chief Program Officer Cancer Care Alberta  
**Location:** Edmonton  
 Expenses posted during the month of November 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)
Nov-24	P-Card	Meetings				442	442			
Nov-24	Expense Claim	Meetings		61			61			
Nov-24	Direct Bill	Meetings	311				311			
<b>Total by category</b>			\$ 311	\$ 61	\$ -	\$ 442	\$ 814	\$ -	\$ -	\$ -

**Total  
posted for  
the Month** \$ 814

Maximum daily single meal expense posted in the month \$ 24  
 Maximum daily base hotel rate posted 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 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	\$ 441.73								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
9/20/2024	Round Table discussion in Calgary on Sept 20 with AHS CEO/ACF (Alberta Cancer Foundation) to discuss cancer care access	AB - Local	Taxi	\$ 71.30	Edmonton Airport	Home		1			
9/20/2024	Round Table discussion in Calgary on Sept 20 with AHS CEO/ACF to discuss cancer care access	AB - Other Zones	Taxi	\$ 56.93	Calgary Petroleum Club	Calgary Airport		1			
9/20/2024	Round Table discussion in Calgary on Sept 20 with AHS CEO/ACF to discuss cancer care access	AB - Other Zones	Taxi	\$ 54.40	Calgary Airport	Calgary Petroleum Club		1			
9/20/2024	Round Table discussion in Calgary on Sept 20 with AHS CEO/ACF to discuss cancer care access	AB - Local	Taxi	\$ 65.55	home	Edmonton Airport		1			
10/16/2024	Ribbon Cutting in Calgary on Oct 17 of the Arthur Child Cancer Centre	AB - Other Zones	Taxi	\$ 47.27	Calgary Airport	Arthur Child Cancer Centre		1			
10/16/2024	Ribbon Cutting in Calgary on Oct 17 of the Arthur Child Cancer Centre	AB - Local	Taxi	\$ 65.55	home	Edmonton Airport		1			
10/17/2024	Ribbon Cutting in Calgary on Oct 17 of the Arthur Child Cancer Centre	AB - Local	Taxi	\$ 71.30	Edmonton Airport	Home		1			
10/17/2024	Ribbon Cutting in Calgary on Oct 17 of the Arthur Child Cancer Centre	AB - Other Zones	Taxi	\$ 9.43	Hotel	Arthur Child Cancer Centre		1			
Approver(s) for the claim	Approval Status	Approval Date									
MENTZELOPOULOS, ATHANA	Approve	7-Nov-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

YYC → Event

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

**SALE**

Batch #: 415 REF#: [REDACTED]  
09/20/24 SEQ: [REDACTED] 12:15:51  
APPR CODE: [REDACTED]  
MASTERCARD [REDACTED] \*\*/\*\*

AMOUNT \$47.30  
TIP \$7.10  
TOTAL \$54.40

00 - APPROVED - 001

Mastercard

Thank You  
Please Come Again!

CUSTOMER COPY

MHg  
↓  
YYC

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

**SALE**

Batch #: [REDACTED] REF#: [REDACTED]  
09/20/24 SEQ: [REDACTED] 15:54:21  
APPR CODE: [REDACTED]  
MASTERCARD [REDACTED] \*\*/\*\*

AMOUNT \$49.50  
TIP \$7.43  
TOTAL \$56.93

00 - APPROVED - 001

Thank You  
Please Come Again!

CUSTOMER COPY

YEG → Home

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

**Purchase**

Sep 20, 2024 22:13:13  
MASTERCARD [REDACTED]

Entry: Chip (C)

Ref#: [REDACTED]

Auth# [REDACTED]

Order: [REDACTED]

Username: [REDACTED]

Amount \$62.00  
Tip \$9.30

Total \$71.30

Mastercard

Home → Airport



**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

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

**SALE**

Batch #: [REDACTED] REF#: [REDACTED]  
10/16/24 SEQ: [REDACTED] 12:00:45  
APPR CODE: [REDACTED]  
MASTERCARD  
\*\*\*\*\* [REDACTED] \*\*/\*\*

AMOUNT \$41.10  
TIP \$6.17  
TOTAL \$47.27

00 - APPROVED - 001

Mastercard

Thank You  
Please Come Again!

CUSTOMER COPY

Hotel → AC

TRANSACTION RECORD  
CALGARY UNITED CABS  
5660 10 ST NE 8  
CALGARY AB

**Purchase**

Oct 17, 2024 07:05:26  
MASTERCARD \*\*\*\*\* [REDACTED]

Entry: Chip (C)

Ref#: [REDACTED]

Auth#: [REDACTED]

Response: [REDACTED]

Order: [REDACTED]

Username: [REDACTED]

Amount \$ 8.20  
Tip \$ 1.23

Total \$ 9.43

Mastercard

Approved  
VERIFIED BY PIN

Important: Retain this copy for your  
record

YEG → Home

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

**Purchase**

Oct 17, 2024 15:46:28  
MASTERCARD \*\*\*\*\* [REDACTED]

Entry: Chip (C)

Ref#: [REDACTED]

Auth#: [REDACTED]

Response: [REDACTED]

Order: [REDACTED]

Username: [REDACTED]

Amount \$ 62.00  
Tip \$ 9.30

Total \$ 71.30

## AHS Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
HUBLEY, BRENDA	Chief Program Officer Cancer Care Alberta	Edmonton	\$ 61.00								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
9/20/2024	Round Table discussion in Calgary on Sept 20 with AHS CEO/ACF (Alberta Cancer Foundation) to discuss cancer care access	AB - Other Zones	Meals Per Diem	\$ 24.00				1			
10/16/2024	Ribbon Cutting in Calgary on Oct 17 of the Arthur Child Cancer Centre	AB - Other Zones	Meals Per Diem	\$ 37.00				1			
Approver(s) for the claim	Approval Status	Approval Date									
MENTZELOPOULOS, ATHANA	Approve	7-Nov-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**

<b>Name :</b> Brenda Hubley	<b>Reporting Period for the Month of :</b> November, 2024
-----------------------------	---

Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
11-Oct-2024	Direct Billing	Airline Ticket	Travel to Calgary from Edmonton on October 16, 2024 to attend the official ribbon cutting event for the opening of the Arthur Child Cancer Centre	Vision Travel DT Ontario-West Inc	\$153.46
11-Oct-2024	Direct Billing	Airline Ticket	Travel from Edmonton to Calgary on October 17, 2024 following the official opening of the Arthur Child Cancer Centre	Vision Travel DT Ontario-West Inc	\$157.48
	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	
<b>Total Paid in the Month</b>					\$ 310.94



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.

Join today.  
Earn 1,000 points

REGISTER NOW

Itinerary summary		
From / To	Flight / Provider	Departure / Arrival
Flight Wed. Oct. 16, 2024 Edmonton(YEG) - Calgary(YYC)	Air Canada [REDACTED] OPERATED BY AIR CANADA EXPRESS - JAZZ	2:00 p.m.- 2:56 p.m. <a href="#">Check in</a>

- Quick links
- [Check-in Information](#)
  - [Passport & Visa Requirements](#)
  - [Canadian Government Travel Advisories](#)
  - [Airport & Flight Status](#)
  - [Weather](#)

TRAVEL INTELLIGENCE HUB

Get the latest information & advisories

LEARN MORE

	AC [REDACTED]	Edmonton Edmonton (YEG)	Calgary Calgary (YYC)
Departure	Wed. Oct. 16, 2024 2:00 p.m.	Arrival	Wed. Oct. 16, 2024 2:56 p.m.
Terminal		Terminal	
Class	Economy(G)	Seat	
Status	Confirmed	<a href="#">Airline check-in ID</a>	[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**		
<a href="#">Baggage</a>			

DIRECT TRAVEL

ONE CLICK.  
ONE QUESTION.

TAKE SURVEY

Invoice/Ticket information for BRENDA HUBLEY

Ticket: Air Canada

Invoice:

Base: CAD80.00

Other tax: CAD73.46

GST/HST tax: CAD0.00

QST tax: CAD0.00

Amount: CAD153.46

Payment: CA XXXXXXXXXXXX Issue date: 08-Oct.-2024

Total invoiced amount: CAD153.46

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:		Agent name:	
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.

Join today.  
Earn 1,000 points

REGISTER NOW

Itinerary summary			
	From / To	Flight / Provider	Departure / Arrival
Flight	Thu. Oct. 17, 2024 Calgary(YYC) - Edmonton(YEG)	Westjet	2:00 p.m.- 2:57 p.m. <a href="#">Check in</a>

TRAVEL INTELLIGENCE HUB

Get the latest information & advisories

LEARN MORE

- Quick links
- [Check-in Information](#)
  - [Passport & Visa Requirements](#)
  - [Canadian Government Travel Advisories](#)
  - [Airport & Flight Status](#)
  - [Weather](#)

	WS	Calgary Calgary (YYC)	Edmonton Edmonton (YEG)
Departure	Thu. Oct. 17, 2024 2:00 p.m.		Arrival Thu. Oct. 17, 2024 2:57 p.m.
Terminal			Terminal
Class	Economy/Coach Discounted(L)		Seat
Status	Confirmed		<a href="#">Airline check-in ID</a>
Special requests			Frequent traveler
Equipment	Boeing 737-700		Duration/ Meal service 00:57/No meal service
eTicket			
<a href="#">Baggage</a>			

ONE CLICK.  
ONE QUESTION.

TAKE SURVEY

Invoice/Ticket information for BRENDA HUBLEY

Ticket: Westjet

Invoice:

Base: CAD97.02

Other tax: CAD60.46

GST/HST tax: CAD0.00

QST tax: CAD0.00

Amount: CAD157.48

Payment: CA XXXXXXXXXXXX Issue date: 08-Oct.-2024

Total invoiced amount: CAD157.48

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