

## AHS Board and Executive Expense Report

**Name** Brian Stevenson  
**Title** Chief Program Officer Capital Management  
**Location** Edmonton  
 Expenses submitted during the month of October 2016

### Travel (1)

MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Oct-16	P-Card	Meetings			149	326	475			
Oct-16	Expense Claim	Meetings		406		846	1,252			
Oct-16	Direct Billing	Meetings	610				610			
<b>Total</b>			<b>\$ 610</b>	<b>\$ 406</b>	<b>\$ 149</b>	<b>\$ 1,172</b>	<b>\$ 2,337</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Total for the Month** \$ 2,337

Maximum daily single meal expense claimed in the month \$ 24  
 Maximum daily base hotel rate claimed in the month \$ 137  
 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.

### 5) Remuneration, Allowances Reported in the Financial Statements

Car allowance, honoraria, meeting fees, and any other employment benefits reported in the annual financial statements are excluded from this report.

**Instruction:**

- Attached ALL original detailed receipts and supporting documents in the same order as it appears on this statement
- Cardholder AND Approver's signatures required where indicated below

STEVENSON, BRIAN	CHIEF PROGRAM OFFICER	Billing Reporting Period:	20/10/2016
Cardholder's Name	Cardholder's Position/Title		
CAPITAL MANAGEMENT	SEVENTH STREET PLAZA	Total Statement Amount:	\$475.33
Cardholder's Dept	Cardholder's Site/Location		
BRIAN.STEVENSON@ALBERTAHEALTHSERVICES.CA		Last 6 digits of the P-Card #:	██████████
Cardholder's e-mail address			

**Statement of Transactions**

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
(1) 12/10/2016	██████████	ST ALBERT TAXI, LIMOUSINES AND TAXICABS	79.20	CAD	79.20	3.77	.00	Taxi - Home to Edmonton airport - CCP Local Community Open House
(2) 12/10/2016	██████████	ASSOCIATED CAB/ALLIED, LIMOUSINES AND TAXICABS	57.09	CAD	57.09	2.72	.00	Taxi - Calgary airport to Southport - CCP Local Community Open House & other mtgs
(3) 12/10/2016	██████████	CHECKER CABS LTD., LIMOUSINES AND TAXICABS	10.40	CAD	10.40	.50	.00	Taxi - CCP PMO to hotel - CCP Local Community Open House
(4) 12/10/2016	██████████	CHECKER CABS LTD., LIMOUSINES AND TAXICABS	34.40	CAD	34.40	1.64	.00	Taxi - Southport to CCP PMO - CCP Local Community Open House
(5) 13/10/2016	██████████	CALGARY UNITED CABS, LIMOUSINES AND TAXICABS	44.45	CAD	44.45	2.12	.00	Taxi - FMC to Calgary airport - CCP Mandatory SME Training
(6) 13/10/2016	██████████	AIRPORT TAXI SERVICE, LIMOUSINES AND TAXICABS	92.13	CAD	92.13	4.39	.00	Taxi - Edmonton airport to home - CCP Community Open House & SME Training
(7) 13/10/2016	██████████	CALGARY UNITED CABS, LIMOUSINES AND TAXICABS	8.25	CAD	8.25	.39	.00	Taxi - Hotel to FMC - CCP Mandatory SME Training
(8) 14/10/2016	██████████	HAMPTON INN AND SUITES, LODGING HOTELS, MOTELS, RESORTS	149.41	CAD	149.41	.00	.00	Hotel in Calgary - CCP Community Open House & SME Training

**Signatures**

**Cardholder Designate (if Applicable)**

By signing this statement

- I hereby certify that I have reviewed and reconciled this statement in BMO Online to the best of my ability in accordance to AHS Corporate Policies, Program User Guide and Training. I have allocated the transaction(s) to the proper cost centre.

IGGULDEN, KATHY,

Name of Cardholder Designate

Signature of Cardholder Designate

EXECUTIVE ASSISTANT

Cardholder Designate Position/Title

Date of Signature

**Cardholder**

By signing this statement

- I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy.
- I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization. A personal cheque for any personal expenses inadvertently charged is attached.
- I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.

STEVENSON, BRIAN

Name of Cardholder

Signature of Cardholder

CHIEF PROGRAM OFFICER

Cardholder Position/Title

Date of Signature

**Approver Designate (if Applicable)**

By signing this statement

- I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy.
- I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization. A personal cheque for personal expenses inadvertently charged has been obtained.
- I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.

BEST, SUSAN

Name of Approver Designate

Signature of Approver Designate

EXECUTIVE ASSISTANT

Approver Designate Position/Title

Date of Signature

**Approver**

By signing this statement

- I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy.
- I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization. A personal cheque for personal expenses inadvertently charged has been obtained.
- I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.

RHODES, DEBORAH

Name of Approver

Signature of Approver

VP & CHIEF FINANCIAL OFFICER

Approver Position/Title

Date of Signature

**Submit approved statement with attachments to Accounts Payable:**

**Attach:**

- Original (or scanned) itemized receipts with documented business reasons including names of participants where required
- Signed Cardholder Statement Report (or copies of electronic signatures if signatures are not on report) And where applicable:
- Copies of pre-approvals for travel
- Personal cheque payable to "Alberta Health Services"
- Return, refund and/or credit receipts
- Disputes letter
- Business reasons for travel require detailed descriptions – include where travelled to, who attended (if meal), why travel was necessary and detailed explanation of reason.

**Address:**

Alberta Health Services  
Accounts Payable  
7th Street Plaza  
10th Floor, North Tower, 10030-107 Street  
Edmonton, AB T5J 3E4

**Accounts Payable only:**

Reference #:

Reviewed by:

Date:

(1) Taxi - Home to Edmonton  
airport - CCP Local Community  
Open House - Oct 12/16

(2) Taxi - Calgary airport to  
Southport - CCP Local Community  
Open House & other mtgs -  
Oct 12/16

(3) Taxi - CCP PMO to hotel - CCP  
Local Community Open House -  
Oct 12/16

ST. ALBERT TAXI  
3A RAYBORN CRESCENT  
ST. ALBERT AB T8N 4A9

ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
CAR#1224

CHECKER/YELLOW CAB  
316 MERIDIAN ROAD SE  
CALGARY, AB T2A 1X2

TERM # [REDACTED]  
RECORD # [REDACTED]  
HOST INVOICE # [REDACTED]  
HOST SEQ # [REDACTED]

Merchant ID: [REDACTED]  
Driver ID: [REDACTED]  
Record Num: [REDACTED]

CARD [REDACTED]  
CREDIT/MASTERCARD D  
2016/10/12 05:14:38

MID: [REDACTED] REF#: [REDACTED]  
TID: [REDACTED]  
Batch #: [REDACTED] SEQ: [REDACTED]  
10/12/16 08:20:19  
APPR CODE: [REDACTED]  
MASTERCARD [REDACTED]

Sale  
Transaction Method: MasterCard

**Purchase**  
AMOUNT \$72.00  
TIP \$7.20  
TOTAL \$79.20

AMOUNT \$51.90  
TIP \$5.19  
TOTAL \$57.09

AID: [REDACTED]  
MASTERCARD Entry Method: Chip  
Amount: \$ 8.40  
Tip: \$ 2.00  
Total: CAD\$ 10.40

AUTH#: [REDACTED]  
HTS: [REDACTED]

00 - APPROVED - 001

2016/10/12 19:41:51

TRANSACTION  
APPROVED - 000  
THANK YOU

MasterCard  
AID: [REDACTED]  
TVR: [REDACTED]  
TSI: [REDACTED]

Resp Code: [REDACTED]  
TVR: [REDACTED]  
TSI: [REDACTED]

MasterCard  
AID: [REDACTED]  
TC: [REDACTED]  
TVR: [REDACTED]  
TSI: [REDACTED]

THANK YOU  
CUSTOMER COPY

Inv#: [REDACTED] Appr Code: [REDACTED]  
Apprvd: Online Batch#: [REDACTED]  
TRN Ref #: [REDACTED]

CUSTOMER COPY

DESCRIPTION: \_\_\_\_\_

POWERED BY MONEX

THANK YOU  
(403) 299-5595  
WWW.CHECKERGROUP.COM

WWW.MONEXGROUP.COM





(6) Taxi - Edmonton airport to home - CCP  
Community Open House & SME Training - Oct 13/16

(7) Taxi - Hotel to FMC - CCP Mandatory SME  
Training - Oct 13/16

AIRPORT TAXI SERVICE  
4608 101 ST.  
(7808907070)  
EDMONTON AB

CARD [REDACTED]  
CARD TYPE MASTERCARD  
DATE 2016/10/13  
TIME 5045 20:40:06  
INVOICE # [REDACTED]  
RECEIPT [REDACTED]

-----  
PURCHASE  
AMOUNT \$83.00  
TIP \$9.13  
TOTAL

\$92.13  
-----

MasterCard  
[REDACTED]

APPROVED

AUTH# [REDACTED]

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

GST#872524319

CALGARY UNITED CABS  
5660 10TH ST NE  
SUITE 8  
CALGARY AB T2E 8W7  
(403) 777-1111

SALE

MID: [REDACTED] GST: 794386326RT0001  
TID: [REDACTED] REF#: [REDACTED]  
Batch #: [REDACTED] SEQ: [REDACTED]  
10/13/16 10:45:28  
APPR CODE: [REDACTED]  
MASTERCARD [REDACTED]

AMOUNT \$6.25  
TIP \$2.00  
TOTAL \$8.25

00 - APPROVED - 001

MasterCard

AID: [REDACTED]

TVR: [REDACTED]

TSI: [REDACTED]

CUSTOMER COPY



### Hampton Inn & Suites by Hilton - Calgary University N.W.

2231 Banff Trail NW • Calgary, AB T2M 4L2  
Phone (403) 289-9800 • Fax (403) 289-9200  
www.hamptoncalgary.com

name  
address  
STEVENSON, BRIAN  
[Redacted]

room number: [Redacted]  
arrival date: 10/12/2016 7:50:00 PM  
departure date: 10/13/2016  
adult/child: 1/0  
room rate: 137.08

If the debit/credit card you are using for check-in is attached to a bank or checking account, a hold will be placed on the account for the full anticipated dollar amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such funds will not be released for 72 business hours from the date of check-out or longer at the discretion of your financial institution.

Confirmation Number [Redacted]  
10/13/2016

Rate Plan: [Redacted]  
HH # [Redacted]  
AL: [Redacted]  
Car: [Redacted]

Rates subject to applicable sales, occupancy, or other taxes. Please do not leave any money or items of value unattended in your room. A safety deposit box is available for you in the lobby. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. I have accepted delivery of the National Post. If refused, a \$1.00 (Mon-Fri) & \$2.00 (Sat) credit will be applied to my account. In the event of an emergency, I, or someone in my party, require special evacuation assistance due to a physical disability. Please indicate yes by checking here:   
signature:

date	reference	description	amount
10/12/2016	[Redacted]	GUEST ROOM	\$137.08
10/12/2016	[Redacted]	ROOM TAX	\$5.48
10/12/2016	[Redacted]	GST 129123600 RT 0004	\$6.85
10/13/2016	[Redacted]	MC [Redacted]	(\$149.41)
		**BALANCE**	\$0.00

You have earned approximately [Redacted] Hilton HHonors points for this stay. Hilton HHonors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 3,900

Hampton hotels are all over the world. Find us in Canada, Costa Rica, Ecuador, Germany, India, Mexico, Poland, Turkey, United Kingdom, and United States of America. Coming soon in Italy and Romania.

Total Invoice Amount      \$137.08      \$12.33

**(8) Hotel in Calgary - CCP Community Open House & SME Training - Oct 12-13/16**

for reservations call **1.800.hampton** or visit us online at **hampton.com** **thanks.**

account no. MC [Redacted]	date of charge 10/13/2016	folio/check no. [Redacted]
card member name STEVENSON, BRIAN	authorization [Redacted]	initial
establishment no. and location establishment agrees to transmit to card holder for payment	purchases & services	
	taxes	
	tips & misc.	
signature of card member <b>X</b>	total amount	-149.41

## AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
STEVENSON, BRIAN	Chief Program Officer, Capital Management	Calgary	\$ 1,252.49								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
3/24/2016	CCP Executive Steering Committee		Mileage-Local-Home Zone	\$ 6.06			SSP to AI offices round trip to attend CCP Executive Steering Committee	1			12
3/28/2016	Trip to Calgary for interviews for Senior Project Manager CCP position	AB - Other Zones	Meals Per Diem	\$ 41.55			Trip to Calgary for interviews for Senior Project Manager CCP position Bfast - \$9.20 Lunch - \$11.60 Dinner - \$20.75	2			
3/28/2016	Interviews for Senior Project Manager CCP position		Mileage-Other	\$ 56.56			Home to Edmonton airport - round trip - Interviews for Senior Project Manager CCP position	2			56
4/5/2016	Joint Capital Steering Committee		Mileage-Local-Home Zone	\$ 6.06			SSP to AI offices round trip to attend Joint Capital Steering Committee	1			12
4/22/2016	Government Announcement Event with Dr. Verna Yiu		Mileage-Local-Home Zone	\$ 3.54			SSP to UAH round trip to attend Government Announcement Event with Dr. Verna Yiu	1			7
4/29/2016	CapM Business Review Mtg		Mileage-Other	\$ 171.70			Edmonton to Red Deer round trip to attend CapM Business Review Mtg	1			340
5/9/2016	Trip to Calgary for meetings with new Senior Project Manager CCP	AB - Other Zones	Meals Per Diem	\$ 62.35			Trip to Calgary for meetings with new Senior Project Manager CCP Bfast - 2 * 9.20 = \$18.40 Lunch - 2 * 11.60 = \$23.20 Dinner - 1 * 20.75 = \$20.75	2			



## AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
STEVENSON, BRIAN	Chief Program Officer, Capital Management	Calgary		\$ 1,252.49							
5/11/2016	CapM South Zone Staff Engagement session in Lethbridge	AB - Other Zones	Meals Per Diem	\$ 62.30			CapM South Zone Staff Engagement session in Lethbridge Bfast - 1 * 9.20 = \$9.20 Lunch - 1 * 11.60 = \$11.60 Dinner - 2 * 20.75 = \$41.50	2			
5/13/2016	CapM Central Zone Staff Engagement session in Stettler	AB - Other Zones	Meals Per Diem	\$ 11.60			CapM Central Zone Staff Engagement session in Stettler Lunch - \$11.60	1			
5/16/2016	CapM Edmonton Zone Staff Engagement session		Mileage-Local-Home Zone	\$ 3.03			SSP to RAH round trip to attend CapM Edmonton Zone Staff Engagement session	1			6
5/17/2016	Health Capital Projects Senior Executive Meeting		Mileage-Local-Home Zone	\$ 6.06			SSP to AI offices round trip to attend Health Capital Projects Senior Executive Meeting	1			12
5/19/2016	Joint Capital Steering Committee		Mileage-Local-Home Zone	\$ 3.03			SSP to AI offices one way to attend Joint Capital Steering Committee	1			6
5/20/2016	CapM Calgary Zone Staff Engagement session in Calgary	AB - Other Zones	Meals Per Diem	\$ 20.80			CapM Calgary Zone Staff Engagement session in Calgary Bfast - \$9.20 Lunch - \$11.60	1			
5/24/2016	Trip to Calgary to attend CMBES39 Conference	AB - Other Zones	Meals Per Diem	\$ 41.50			Trip to Calgary to attend CMBES39 Conference Dinner - 2 * 20.75 = \$41.50	2			

## AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
STEVENSON, BRIAN	Chief Program Officer, Capital Management	Calgary		\$ 1,252.49							
5/24/2016	CMBES39 Conference in calgary		Mileage-Other	\$ 56.56			Home to Edmonton airport round trip - Trip to Calgary to attend CMBES39 Conference	2			56
5/26/2016	CCP Executive Steering Committee		Mileage-Local-Home Zone	\$ 6.06			SSP to AI offices round trip to attend CCP Executive Steering Committee	1			12
6/6/2016	Grande Prairie Regional College/Alberta Infrastructure mtg and site tour	AB - Other Zones	Meals Per Diem	\$ 47.50			Grande Prairie Regional College/Alberta Infrastructure mtg and site tour Bfast - \$10.50 Lunch - \$13.00 Dinner - \$24.00	1			
6/7/2016	Joint Capital Steering Committee		Mileage-Local-Home Zone	\$ 3.03			SSP to AI offices one way to attend Joint Capital Steering Committee	1			6
6/20/2016	Senior Leaders Meeting Re: 2017-2020 Health Plan		Mileage-Other	\$ 55.55			Home to Leduc round trip - To attend Senior Leaders Meeting Re: 2017-2020 Health Plan	1			110
6/22/2016	- Trip to Calgary to attend CCP Industry Information Mtg & ACH Foundation Dinner	AB - Other Zones	Meals Per Diem	\$ 23.50			Trip to Calgary to attend CCP Industry Information Mtg & ACH Foundation Dinner Bfast - \$10.50 Lunch - \$13.00	1			
6/23/2016	CCP Executive Steering Committee		Mileage-Local-Home Zone	\$ 6.06			SSP to AI offices round trip to attend CCP Executive Steering Committee	1			12

## AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
STEVENSON, BRIAN	Chief Program Officer, Capital Management	Calgary	\$ 1,252.49								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
6/28/2016	CapM Business Review Mtg		Mileage-Other	\$ 171.70			Edmonton to Red Deer round trip to attend CapM Business Review Mtg	1			340
7/4/2016	Health Capital Projects Senior Executive Meeting		Mileage-Local-Home Zone	\$ 6.06			SSP to AI offices round trip to attend Health Capital Projects Senior Executive Meeting	1			12
7/5/2016	Joint Capital Steering Committee		Mileage-Local-Home Zone	\$ 6.06			SSP to AI offices round trip to attend Joint Capital Steering Committee	1			12
7/7/2016	Executive Steering Committee		Mileage-Local-Home Zone	\$ 6.06			SSP to AI offices round trip to attend CCP Executive Steering Committee	1			12
7/11/2016	Capital Projects meeting with ADM		Mileage-Local-Home Zone	\$ 6.06			SSP to AI offices round trip to attend Capital Projects meeting with ADM	1			12
7/19/2016	Joint Capital Steering Committee		Mileage-Local-Home Zone	\$ 6.06			SSP to AI offices round trip to attend Joint Capital Steering Committee	1			12
8/11/2016	CCP Executive Steering Committee		Mileage-Local-Home Zone	\$ 6.06			SSP to AI offices round trip to attend CCP Executive Steering Committee	1			12
8/12/2016	Tour of Misericordia 2W & 3W		Mileage-Local-Home Zone	\$ 10.10			SSP to MCH one way to attend tour of Misericordia 2W & 3W	1			20
8/16/2016	Joint Capital Steering Committee		Mileage-Local-Home Zone	\$ 6.06			SSP to AI offices round trip to attend Joint Capital Steering Committee	1			12

## AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
STEVENSON, BRIAN	Chief Program Officer, Capital Management	Calgary	\$ 1,252.49								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
8/22/2016	Mtg with Town of Rocky Mountain House re: helipad at RMH		Mileage-Other	\$ 217.15			SSP to Rocky Mountain House round trip to attend mtg with Town of Rocky Mountain House re: helipad at RMH	1			430
8/25/2016	CCP Executive Steering Committee		Mileage-Local-Home Zone	\$ 6.06			SSP to AI offices round trip to attend CCP Executive Steering Committee	1			12
8/26/2016	Acheson Centre facility tour		Mileage-Local-Home Zone	\$ 9.60			SSP to Acheson Centre one way to tour facility	1			19
9/6/2016	Joint Capital Steering Committee		Mileage-Local-Home Zone	\$ 6.06			SSP to AI offices one way to attend Joint Capital Steering Committee	1			12
10/12/2016	Trip to Calgary to attend CCP Local Community Open House & CCP Mandatory SME Training	AB - Other Zones	Meals Per Diem	\$ 95.00			Trip to Calgary to attend CCP Local Community Open House & CCP Mandatory SME Training Bfast - 2 * 10.50 = \$21.00 Lunch - 2 * 13.00 = \$26.00 Dinner - 2 * 24.00= \$48.00	2			
Approver(s) for the claim		Approval Status		Approval Date							
RHODES, DEBORAH		Approve		9-Nov-16							



## Executive Expenses Report Direct Billing Summary

**Purpose of This Form:**

The purpose of this form is to report expenses incurred on behalf of a designated Executive 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.
- 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> Brian Stevenson	<b>Reporting Period for the Month of :</b> Oct-16
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DD-MMM-YY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
05-Oct-16	Direct Billing	Airline Ticket	Oct 12-13/16 - Edmonton to Calgary round trip - attend Calgary cancer Project Local Community Open House & CCP SME training	Marlin Travel	345.34
21-Oct-16	Direct Billing	Airline Ticket	Oct 27/16 - Edmonton to Calgary - attend Executive Steering Committee Meeting for Calgary Cancer Project	Marlin Travel	138.48
21-Oct-16	Direct Billing	Airline Ticket	Oct 27/16 - Edmonton to Calgary - attend Executive Steering Committee Meeting for Calgary Cancer Project	Marlin Travel	126.11
	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>					<b>\$ 609.93</b>



**Trip Statement**

ALBERTA HEALTH SERVICES "SUITE 800, NORTH TOWER" 10030-107 ST EDMONTON, AB T5J 3E4 CANADA	<b>Trip #:</b> [REDACTED] <b>Booking Date:</b> 05 Oct 16 <b>Client:</b> [REDACTED] <b>Client Phone #:</b> [REDACTED] <b>Client Email:</b> [REDACTED] <b>Agent:</b> CASANDRA WAGNER  <b>File Locator:</b> [REDACTED]
---	--

**INSURANCE**

**PASSENGERS:** MR BRIAN L STEVENSON  
BRIAN STEVENSON

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
WESTJET Ticket # [REDACTED]	246.38	0.00	\$0.00	98.96	0.00	345.34 CAD
<b>Total:</b>	<b>246.38</b>	<b>0.00</b>	<b>0.00</b>	<b>98.96</b>	<b>0.00</b>	<b>345.34 CAD</b>

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	10/04/2016		[REDACTED]	345.34 CAD
	[REDACTED]	/04/2016			0.00 CAD
Total Payment:					345.34 CAD

**Balance Due CAD Currency 0.00 CAD**

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL  
 \*\*\*\*\* AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ...1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147 PLEASE QUOTE ACCESS CODE 2EC0 \*\*\*\*\*  
 \*\*\*PLEASE REVIEW YOUR ITINERARY FOR ACCURACY\*\*\*  
 PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS MAY BE YOUR RESPONSIBILITY

ALBERTA HEALTH SERVICES  
"SUITE 800, NORTH TOWER"  
10030-107 ST  
EDMONTON, AB T5J 3E4  
CANADA

Trip #: [REDACTED]  
Booking Date: 05 Oct 16  
Client: [REDACTED]  
Client Phone #: [REDACTED]  
Client Email: [REDACTED]  
Agent: CASANDRA WAGNER

File Locator: [REDACTED]

### MY ITINERARY

Passengers	Citizenship	Required Travel Documents
BRIAN L STEVENSON	Not Specified	Not Specified
BRIAN STEVENSON	Not Specified	Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



AIR

Passengers: BRIAN L STEVENSON

Booking Date: 04 Oct 16  
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
WESTJET	00238	EDMONTON INTL 12 Oct 16 6:45AM		CALGARY INTL 12 Oct 16 7:35AM	M		



AIR

Passengers: BRIAN L STEVENSON

Booking Date: 04 Oct 16  
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
WESTJET	03291	CALGARY INTL 13 Oct 16 7:00PM		EDMONTON INTL 13 Oct 16 7:51PM	M		



**Trip Statement**

ALBERTA HEALTH SERVICES  
ALBERTA HEALTH SERVICES  
10030 - 107 STREET  
EDMONTON AB  
T5J 3E4

Trip #: [REDACTED]  
Booking Date: 21 Oct 16  
Client: [REDACTED]  
Client Phone #: [REDACTED]  
Client Email: [REDACTED]  
Agent: CASANDRA WAGNER

File Locator: [REDACTED]

**INSURANCE**

**PASSENGERS:** MR BRIAN L STEVENSON

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
AIR CANADA Ticket # [REDACTED]	101.00	0.00	\$0.00	37.48	0.00	138.48 CAD
<b>Total:</b>	<b>101.00</b>	<b>0.00</b>	<b>0.00</b>	<b>37.48</b>	<b>0.00</b>	<b>138.48 CAD</b>

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	10/20/2016		[REDACTED]	138.48 CAD
Total Payment:					138.48 CAD

**Balance Due CAD Currency 0.00 CAD**

TRAVEL APPROVED BY DEBORAH.RHODES  
CORPORATE UNIT 101  
REASON FOR TRAVEL CCP LUNCH & MTG WITH PROJECT EXEC & GOV?T

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-----WESTJET AIRLINE RULES----- TICKET IS NON REFUNDABLE CHANGES PERMITTED UP TO 2 HOURS PRIOR TO FLIGHT TIME CHANGE FEES PLUS ANY FARE INCREASE WILL APPLY TICKET MUST BE CANCELLED AT LEAST 2 HOURS PRIOR OR NO CREDIT WILL APPLY 24 HOURS IN ADVANCE GO TO WWW.WESTJET.COM TO CHECK IN AND PRINT YOUR BOARDING PASS. -----AIR CANADA RULES----- TICKET IS NON REFUNDABLE CHANGES PERMITTED UP TO 2 HOURS PRIOR TO FLIGHT TIME CHANGE FEES PLUS ANY FARE INCREASE WILL APPLY 24HOURS IN ADVANCE GO TO WWW.AIRCANADA.COM TO CHECK IN AND PRINT YOUR BOARDING PASS.



ALBERTA HEALTH SERVICES  
ALBERTA HEALTH SERVICES  
10030 - 107 STREET  
EDMONTON AB  
T5J 3E4

Trip #: [REDACTED]  
Booking Date: 21 Oct 16  
Client: [REDACTED]  
Client Phone #: [REDACTED]  
Client Email: [REDACTED]  
Agent: CASANDRA WAGNER

File Locator: [REDACTED]

### MY ITINERARY

Passengers	Citizenship	Required Travel Documents
BRIAN L STEVENSON	Not Specified	Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



AIR

Passengers:	BRIAN L STEVENSON	Booking Date:	20 Oct 16
		File Locator/Ticket #:	[REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	08133	EDMONTON INTL 27 Oct 16 7:10AM		CALGARY INTL 27 Oct 16 8:05AM	L		



**Trip Statement**

ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4	<b>Trip #:</b> [REDACTED] <b>Booking Date:</b> 21 Oct 16 <b>Client:</b> [REDACTED] <b>Client Phone #:</b> [REDACTED] <b>Client Email:</b> [REDACTED] <b>Agent:</b> CASANDRA WAGNER  <b>File Locator:</b> [REDACTED]
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**INSURANCE**

**PASSENGERS:** MR BRIAN L STEVENSON

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
WESTJET Ticket # [REDACTED]	76.63	0.00	\$0.00	49.48	0.00	126.11 CAD
<b>Total:</b>	<b>76.63</b>	<b>0.00</b>	<b>0.00</b>	<b>49.48</b>	<b>0.00</b>	<b>126.11 CAD</b>

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	10/20/2016		[REDACTED]	126.11 CAD
Total Payment:					126.11 CAD

**Balance Due CAD Currency 0.00 CAD**

TRAVEL APPROVED BY DEBORAH.RHODES  
CORPORATE UNIT 101  
REASON FOR TRAVEL CCP LUNCH & MTG WITH PROJECT EXEC & GOV?T

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ALBERTA HEALTH SERVICES  
ALBERTA HEALTH SERVICES  
10030 - 107 STREET  
EDMONTON AB  
T5J 3E4

Trip #: [REDACTED]  
Booking Date: 21 Oct 16  
Client: [REDACTED]  
Client Phone #: [REDACTED] 8  
Client Email: [REDACTED]  
Agent: CASANDRA WAGNER

File Locator: [REDACTED]

### MY ITINERARY

Passengers	Citizenship	Required Travel Documents
BRIAN L STEVENSON	Not Specified	Not Specified

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AIR

Passengers:	BRIAN L STEVENSON	Booking Date:	20 Oct 16
		File Locator/Ticket #:	[REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
WESTJET	00345	CALGARY INTL 27 Oct 16 4:28PM		EDMONTON INTL 27 Oct 16 5:20PM	X		