

## Official Administrator and Executive Expense Report

**Name** Catherine MacNeill  
**Title** Corporate Secretary - Acting  
**Location** Calgary  
 Expenses submitted during the month of June 2015

Travel (1)										
Month-Year	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Jun-15	Expense Claim	Meetings		142	326	375	843			
Jun-15	Direct Billing	Meetings	423				423			
<b>Total</b>			\$ 423	\$ 142	\$ 326	\$ 375	\$ 1,266	\$ -	\$ -	\$ -

**Total for the Month**      \$                      1,266

Maximum daily single meal expense claimed in the month      \$      40  
 Maximum daily base hotel rate claimed in the month              \$      145  
 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 Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total
MACNEILL, CATHERINE	Acting Corporate Secretary, Office of the Official Administrator	Calgary	842.93

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
6/3/2015	Travel to Edmonton for OA Committee Meetings	AB	Taxi	37.00	Calgary			1			
6/3/2015	Dinner in Edmonton		Meals- Dinner	40.00					1		
6/3/2015	Hotel in Edmonton	AB	Accommodations	162.79				1			
6/4/2015	Travel from Edmonton	AB	Taxi	35.00				1			
6/24/2015	Attendance at Human Resources Advisory Committee meeting	AB	Meals- Dinner	40.00					1		
6/24/2015	Hotel in Edmonton	AB	Accommodations	162.79				1			
6/4/2015	Meals while attending OA Committee meetings	AB	Meals Per Diem	41.55				1			
6/25/2015	Meals while attending OA Human Resources Advisory Committee meeting	AB	Meals Per Diem	20.80				1			
6/24/2015	Travel to attend OA Human Resources Advisory Committee meeting	AB	Mileage	151.50				1			300km
6/25/2015	Return from attending OA Human Resources Advisory Committee meeting	AB	Mileage	151.50				1			300km
<b>Approver(s) for the claim</b>		<b>Approval Status</b>		<b>Approval Date</b>							
WALJI-SHIVJI, SALIMAH		Approve		07-Jun-15							

Dinner - June 3rd.

Matrix Hotel  
MZ Lounge  
10640-100 Avenue  
GST # 866344302

3 IN ROOM

Check: [redacted] Guests: 1  
0910  
06/03/2015 08:22PM

1 NACHOS	16.00
1 MARGHERITA PIZZA	15.00
1 FRUIT SALAD	6.00
1 POP	2.38
Grat 17%	6.69
Delivery Charge	2.00

Subtotal	39.38
G.S.T.	2.40
Service Chrg	8.69
<b>Total Due</b>	<b>\$50.47</b>

GRATUITY \_\_\_\_\_  
TOTAL 55.47

Signature \_\_\_\_\_

Guest Name \_\_\_\_\_

Room # [redacted]

*claimed \$40 only*

3

**Associated Cab Alta. Ltd.**  
TEL: 299-1111

ACCT NO. \_\_\_\_\_

NAME OF ACCOUNT \_\_\_\_\_

TAXI FROM: \_\_\_\_\_ TO: \_\_\_\_\_

DATE: 2 June 3/15 DRIVER NAME & CAR NO. 1249

SIGNATURE: In Writing \_\_\_\_\_

METER CHARGE G.S.T. INCLUDED 37.40

GRATUITY \_\_\_\_\_

TOTAL - Subsidy (Payable by A.C.E.) 37.40

BILLING COPY

Home → Red Arrow

Driver # MH Car # [redacted]

To: \_\_\_\_\_

From: \_\_\_\_\_

Date: 04-06-15 Amount: 35.00

GST# \_\_\_\_\_

3 IN ROOM

Check: [redacted]

06/24/2015 07:43PM

Guests: 1  
401

1 NACHOS	16.00
1 MATRIX HOUSE SALAD	10.00
1 **add prawns	7.00
1 FRUIT SALAD	6.00
1 POP	2.38
Delivery Charge	2.00
Grat 17%	7.03

Subtotal	41.38
G.S.T.	2.52
Service Chrg	9.03
<b>Total Due</b>	<b>\$52.93</b>

*claimed \$40 only*

GRATUITY \_\_\_\_\_  
TOTAL \_\_\_\_\_

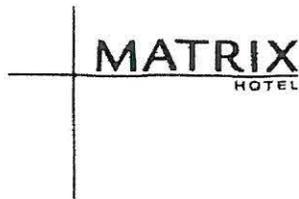
Signature \_\_\_\_\_

Guest Name \_\_\_\_\_

Room # [redacted]

Matrix Hotel  
MZ Lounge  
10640-100 Avenue  
GST # 866344302

Dinner → June 24



Mrs Catherine Macneill



Room Number: [Redacted]  
Arrival Date: 06-24-15  
Departure Date: 06-25-15  
Page No: 1 of 1

Guest Name

**INFORMATION INVOICE**

Folio No:

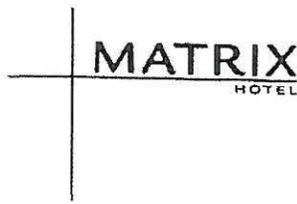
06-24-15

Date	Description	Charges	Credits
06-24-15	Room Service Room# [Redacted]	52.93	
06-24-15	Room Revenue	145.00	
06-24-15	Destination Marketing Fee - 3%	4.35	
06-24-15	Tourism Levy - 4%	5.97	
06-24-15	Room GST - 5%	7.47	
<b>Total</b>		<b>215.72</b>	<b>0.00</b>
<b>Balance</b>		<b>215.72</b>	

*Handwritten notes:*  
- meal - claimed \$40 only.  
162.79

**Signature:** \_\_\_\_\_

I agree that my liability for all charges 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. G.S.T. #866344302 RT 0001



Catherine Macneill



Room Number: [Redacted]  
Arrival Date: 06-03-15  
Departure Date: 06-04-15  
Page No: 1 of 1

Guest Name

**INFORMATION INVOICE**

Folio No:

06-03-15

Date	Description	Charges	Credits
06-03-15	Room Service [Redacted]	55.47	
06-03-15	Room Revenue	145.00	
06-03-15	Destination Marketing Fee - 3%	4.35	
06-03-15	Tourism Levy - 4%	5.97	
06-03-15	Room GST - 5%	7.47	
<b>Total</b>		<b>218.26</b>	<b>0.00</b>
<b>Balance</b>		<b>218.26</b>	

*55.47 - Dinner - claimed \$40  
162.79 ✓ only*

**Signature:** \_\_\_\_\_

I agree that my liability for all charges 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. G.S.T. #866344302 RT 0001

## 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> Catherine MacNeill	<b>Reporting Period for the Month of :</b> April to June 2015
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DD-MMM-YY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
23-Mar-15	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton (April 1) and Return (April 2) to attend Finance and Audit & Risk Committee Meetings	Marlin Travel	140.96
06-Apr-15	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton and Return on April 16 to attend Human Resources Advisory Committee Meetings	Marlin Travel	140.96
19-May-15	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton (May 26) and Return (May 28) to attend Finance, Audit & Risk and Quality & Safety Committee Meetings	Marlin Travel	140.96
25-May-15	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton (June 3) and Return (June 4) to attend Finance and Audit & Risk Committee Meetings	Marlin Travel	140.96
26-May-15	Direct Billing	Other Transportation	Red Arrow ticket cancelled for May 26 and May 28.	Marlin Travel	(140.96)
<b>Total Paid in the Month</b>					<b>\$ 422.88</b>

MARLIN TRAVEL  
O-O PERCY HUNT TRAVELGROUP INC  
MAIN FLOOR, 9929 108TH ST.  
EDMONTON, AB T5K 1G8  
GST Reg#: 885101915

Branch: [REDACTED]  
Agent: [REDACTED]

To: ALBERTA HEALTH SERVICES  
SUITE 800, NORTH TOWER  
10030-107 ST  
EDMONTON AB  
CA T5J 3E4

Invoice Number: [REDACTED]  
Date: March 23, 2015  
Page: 1/2  
Our Reference: [REDACTED]

# INVOICE

**For**  
MRS CATHERINE MACNEILL

Wednesday, April 1, 2015

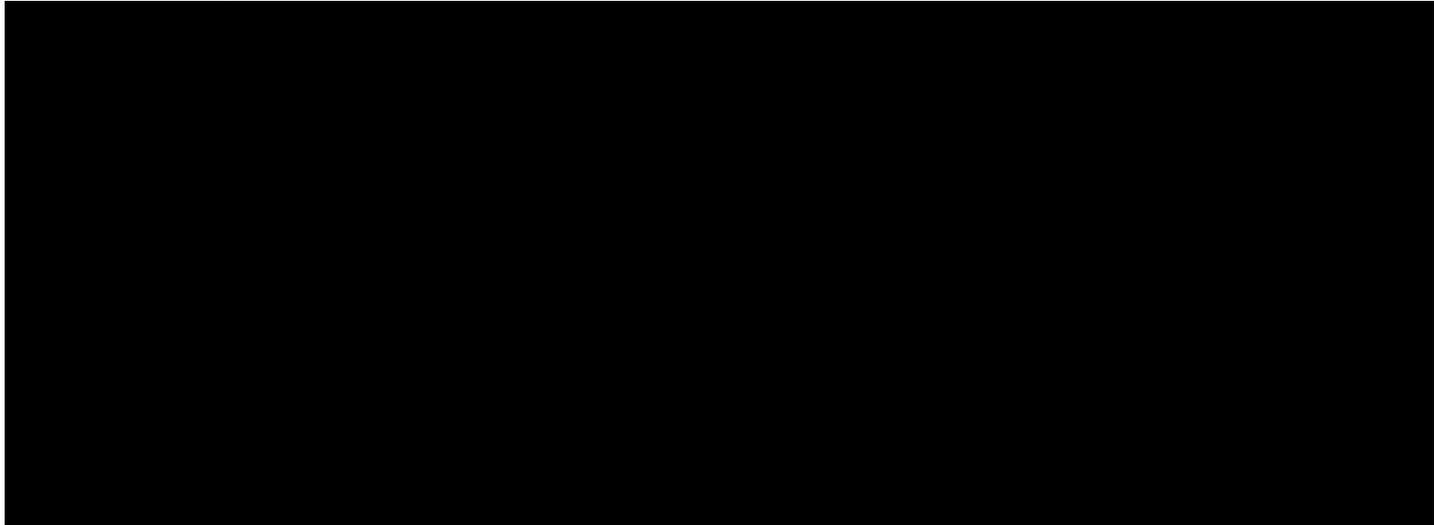
 **Air**

MCO  
From: CALGARY AB  
To: EDMONTON AB  
Stops: 0 Arrival: 01Apr15  
RED ARROW BUS  
ORDER NUMBER [REDACTED] SEAT 06A  
DEPART DOWNTOWN ARRIVE DOWNTOWN

**Flight:** 101  
12:30 PM  
03:50 PM

ECONOMY CLASS

**Mile(s) Flown:** 163



To: ALBERTA HEALTH SERVICES  
SUITE 800, NORTH TOWER  
10030-107 ST  
EDMONTON AB  
CA T5J 3E4

Invoice Number: [REDACTED]  
Date: March 23, 2015  
Page: 2/2  
Our Reference: [REDACTED]

# INVOICE

Thursday, April 2, 2015

## ✈ Air

MCO  
From: EDMONTON AB Flight: 202 ECONOMY CLASS  
To: CALGARY AB 04:30 PM  
07:50 PM Mile(s) Flown: 163  
Stops: 0 Arrival: 02Apr15  
RED ARROW BUS  
ORDER NUMBER [REDACTED] SEAT 05C  
DEPART DOWNTOWN ARRIVE DOWNTOWN

Cost:  
RED ARROW MOTORCOACH [REDACTED] 140.96  
Total:

Grand Total: 140.96  
Less Credit Card Payments: 140.96  
Credit / Balance Due To This Invoice: 0.00  
Total Balance Due: 0.00

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE  
ACCEPTED:.....DECLINED:.....  
DOCUMENTATION REQUIRED:VALID PASSPORT...VISA..TOURIST CARD..  
...PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER.....  
PLEASE RECONFIRM ALL FLIGHTS BETWEEN 48 AND 72 HOURS PRIOR  
TO EACH DEPARTURE DIRECTLY WITH THE AIRLINE.  
CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY  
GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL  
24 HOUR EMERGENCY HELP DESK WITHIN CANADA OR USA CALL  
1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT  
1 303 801 2147. PLEASE QUOTE ACCESS CODE 2EC0  
OUR PRIVACY POLICY CAN BE FOUND AT WWW.MARLINTRAVEL.CA.

MARLIN TRAVEL  
O-O PERCY HUNT TRAVELGROUP INC  
MAIN FLOOR, 9929 108TH ST.  
EDMONTON, AB T5K 1G8  
GST Reg#: 885101915

Branch: [REDACTED]

Agent: [REDACTED]

To: ALBI [REDACTED]  
SUITE 800, NORTH TOWER  
10030-107 ST  
EDMONTON AB  
CA T5J 3E4

Invoice Number: [REDACTED]  
Date: April 6, 2015  
Page: 1/2  
Our Reference: [REDACTED]

## INVOICE

**For**  
MRS CATHERINE MACNEILL

Thursday, April 16, 2015

 **Air**

MCO  
**From:** CALGARY AB  
**To:** EDMONTON AB  
**Stops:** 0 **Arrival:** 16Apr15  
RED ARROW BUS  
ORDER NUMBER [REDACTED] SEAT 04A  
DEPART DOWNTOWN ARRIVE DOWNTOWN

**Flight:** 101 ECONOMY CLASS  
08:00 AM  
11:50 AM **Mile(s) Flown:** 163

 **Air**

MCO  
**From:** EDMONTON AB  
**To:** CALGARY AB  
**Stops:** 0 **Arrival:** 16Apr15  
RED ARROW BUS  
ORDER NUMBER [REDACTED] SEAT 04A  
DEPART DOWNTOWN ARRIVE DOWNTOWN

**Flight:** 202 ECONOMY CLASS  
05:00 PM  
08:35 PM **Mile(s) Flown:** 163

**Cost:**

RED ARROW MOTORCOAC [REDACTED]

[REDACTED] 140.96

To: ALBERTA HEALTH SERVICES  
SUITE 800, NORTH TOWER  
10030-107 ST  
EDMONTON AB  
CA T5J 3E4

Invoice Number: [REDACTED]  
Date: April 6, 2015  
Page: 2/2  
Our Reference: [REDACTED]

## INVOICE

Total:

Grand Total:	140.96
Less Credit Card Payments:	140.96
Credit / Balance Due To This Invoice:	0.00
Total Balance Due:	0.00

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE  
ACCEPTED:.....DECLINED:.....  
DOCUMENTATION REQUIRED: VALID PASSPORT...VISA..TOURIST CARD..  
...PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER.....  
PLEASE RECONFIRM ALL FLIGHTS BETWEEN 48 AND 72 HOURS PRIOR  
TO EACH DEPARTURE DIRECTLY WITH THE AIRLINE.  
CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY  
GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL  
24 HOUR EMERGENCY HELP DESK WITHIN CANADA OR USA CALL  
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1 303 801 2147. PLEASE QUOTE ACCESS CODE 2EC0  
OUR PRIVACY POLICY CAN BE FOUND AT [WWW.MARLINTRAVEL.CA](http://WWW.MARLINTRAVEL.CA).

MARLIN TRAVEL  
O-O PERCY HUNT TRAVELGROUP INC  
MAIN FLOOR, 9929 108TH ST.  
EDMONTON, AB T5K 1G8  
GST Reg#: 885101915

Branch:

Agent:

To: ALBE  
SUITE 800, NORTH TOWER  
10030-107 ST  
EDMONTON AB  
CA T5J 3E4

Invoice Number:

Date:

Page:

Our Reference:

May 19, 2015

1/2

## INVOICE

**For**

MRS CATHERINE MACNEILL

Tuesday, May 26, 2015

 Air

OTHER TRAVEL

From: CALGARY AB

To: EDMONTON AB

Stops: 0 Arrival: 26May15

RED ARROW CONFIRMATION

DEPART CALGARY TICKET OFFICE

ARRIVE EDMONTON TICKET OFFICE

SEAT 5A

Flight: 001

04:30 PM

07:50 PM

ECONOMY CLASS

Mile(s) Flown: 163



MARLIN TRAVEL  
O-O PERCY HUNT TRAVELGROUP INC  
MAIN FLOOR, 9929 108TH ST.  
EDMONTON, AB T5K 1G8  
GST Reg#: 885101915

Branch:

Agent:

To: ALBERTA HEALTH SERVICES  
SUITE 800, NORTH TOWER  
10030-107 ST  
EDMONTON AB  
CA T5J 3E4

Invoice Number:

Date:

Page:

Our Reference:

May 25, 2015

1/2

## INVOICE

**For**

MRS CATHERINE MACNEILL

Wednesday, June 3, 2015

 **Air**

OTHER TRAVEL

**From:** CALGARY AB

**To:** EDMONTON AB

**Stops:** 0 **Arrival:** 03Jun15

RED ARROW ORDER NUMBER

DEPART DOWNTOWN ARRIVE DOWNTOWN

SEAT 4a

**Flight:** 101

04:30 PM

07:50 PM

ECONOMY CLASS

**Mile(s) Flown:** 163

To: ALBERTA HEALTH SERVICES  
SUITE 800, NORTH TOWER  
10030-107 ST  
EDMONTON AB  
CA T5J 3E4

Invoice Number: [REDACTED]  
Date: May 20, 2015  
Page: 2/2  
Our Reference: [REDACTED]

# INVOICE

Thursday, June 4, 2015

 Air

OTHER TRAVEL  
From: EDMONTON AB Flight: 202 ECONOMY CLASS  
To: CALGARY AB 04:30 PM  
07:50 PM Mile(s) Flown: 163  
Stops: 0 Arrival: 04Jun15  
RED ARROW ORDER NUMBER [REDACTED]  
DEPART DOWNTOWN ARRIVE DOWNTOWN  
SEAT 3C

**Cost:**

RED ARROW MOTORCOACH [REDACTED] 140.96

**Total:**

Grand Total: 140.96  
Less Credit Card Payments: 140.96  
Credit / Balance Due To This Invoice: 0.00  
Total Balance Due: 0.00

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE  
ACCEPTED:.....DECLINED:.....  
DOCUMENTATION REQUIRED: VALID PASSPORT...VISA..TOURIST CARD..  
...PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER.....  
PLEASE RECONFIRM ALL FLIGHTS BETWEEN 48 AND 72 HOURS PRIOR  
TO EACH DEPARTURE DIRECTLY WITH THE AIRLINE.  
CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY  
GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL  
24 HOUR EMERGENCY HELP DESK WITHIN CANADA OR USA CALL  
1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT  
1 303 801 2147. PLEASE QUOTE ACCESS CODE 2EC0  
OUR PRIVACY POLICY CAN BE FOUND AT WWW.MARLINTRAVEL.CA.

MARLIN TRAVEL  
O-O PERCY HUNT TRAVELGROUP INC  
MAIN FLOOR, 9929 108TH ST.  
EDMONTON, AB T5K 1G8  
GST Reg#: 885101915

Branch:

Agent:

To: ALBERTA HEALTH SERVICES  
SUITE 800, NORTH TOWER  
10030-107 ST  
EDMONTON AB  
CA T5J 3E4

Invoice Number:

Date:

Page:

Our Reference:

May 26, 2015

1/2

## INVOICE

For

MRS CATHERINE MACNEILL

Tuesday, May 26, 2015

 Air

OTHER TRAVEL

From: CALGARY AB

To: EDMONTON AB

Stops: 0 Arrival: 26May15

RED ARROW CONFIRMATION

DEPART CALGARY TICKET

ARRIVE EDMONTON TICKET OFFICE

SEAT 5A

Flight: 001

04:30 PM

07:50 PM

ECONOMY CLASS

Mile(s) Flown: 163

