

## AHS Board and Executive Expense Report

**Name** Catherine MacNeill  
**Title:** Corporate Secretary & Legal Counsel  
**Location** Calgary

Expenses submitted during the month of August 2018

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)
Aug-18	Expense Claim	Meetings		106	617	121	844	1,050		
Aug-18	Direct Billing	Meetings				275	275			
<b>Total</b>			\$ -	\$ 106	\$ 617	\$ 396	\$ 1,119	\$ 1,050	\$ -	\$ -

**Total for the Month** \$ 2,169

Maximum daily single meal expense claimed in the month \$ 24  
 Maximum daily base hotel rate claimed in the month \$ 199  
 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.

## AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
MACNEILL, CATHERINE	Corporate Secretary & Legal Counsel	Calgary	\$ 1,894.38									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
7/25/2018	Travel to Edmonton for Board Meetings	AB - Local	Taxi	\$ 27.12	Home	Red Arrow	Travel to Edmonton for Board Meetings	1				
7/25/2018	To attend Board Meetings in Edmonton	AB - Other Zones	Meals Per Diem	\$ 24.00			To attend Board Meetings in Edmonton Dinner \$24.00	1				
7/26/2018	To attend Board Meetings in Edmonton	AB - Other Zones	Meals Per Diem	\$ 24.00			To attend Board Meetings in Edmonton Dinner \$24.00	1				
7/27/2018	To attend Board Meetings in Edmonton	AB - Other Zones	Accommodations	\$ 446.84			Requested to book room at Westin Hotel to provide assistance to Board Members staying at same hotel	2				
7/27/2018	Travel to Edmonton for Board Meetings	AB - Local	Taxi	\$ 31.92	Red Arrow	Home	Travel to Edmonton for Board Meetings	1				
8/22/2018	To attend Board Meetings in Edmonton	AB - Other Zones	Meals Per Diem	\$ 24.00			To attend Board Meetings in Edmonton Dinner \$24.00	1				
8/23/2018	To attend Board Meetings in Edmonton	AB - Other Zones	Meals Per Diem	\$ 34.50			To attend Board Meetings in Edmonton Bfast \$10.50 Dinner \$24.00	1				
8/22/2018	Travel to Edmonton for Board Meetings	AB - Local	Taxi	\$ 27.60	Home	Red Arrow	Travel to Edmonton for Board Meetings	1				
8/23/2018	Travel to Edmonton for Board Meetings	AB - Local	Taxi	\$ 34.08	Red Arrow	Home	Travel to Edmonton for Board Meetings	1				
8/23/2018	To attend Board meetings in Edmonton	AB - Other Zones	Accommodations	\$ 170.32			To attend Board meetings in Edmonton	1				
8/30/2018	Course fee for ICD session - Board Oversight of Strategy on November 9, 2018	AB - Local	Courses and Professional Development	\$ 1,050.00			Course fee for ICD session - Board Oversight of Strategy on November 9, 2018	1				
<b>Approver(s) for the claim</b>		<b>Approval Status</b>		<b>Approval Date</b>								
GIESBRECHT, TINA		Approve		24-Sep-18								

Red Arrow → Home

316 MERIDIAN ROAD SE  
CALGARY, AB T2A 1X2

TERMINAL ID:  
MERCHANT ID:  
VEHICLE ID :  
DRIVER ID :  
GST ACCOUNT #:  
TRIP NUMBER:  
PASSENGERS: 1

07/27/2018  
START: 18:15  
DISTANCE: 1.38.00  
END: 18:30  
RATE: 1

FARE AMOUNT: \$ 25.52

TAX AMOUNT: \$ 1.27  
TIP AMOUNT: \$ 4.23

TOTAL : \$ 31.02

MASTER CARD SALE :

APPROVAL NUMBER :

\*\*\*PASSENGER COPY\*\*\*

THANK YOU  
(403) 299-9999  
WWW.THECHECKERGROUP.COM



Home → Red Arrow

ASSOCIATED CAB  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
Car#62

SALE

MID: [REDACTED]  
TID: [REDACTED] REF#: [REDACTED]  
Batch #: [REDACTED] SEQ: [REDACTED] 16:05:15  
07/25/18  
APPR CODE: [REDACTED]  
MASTERCARD

AMOUNT \$22.60  
TIP \$4.52  
TOTAL \$27.12

00 - APPROVED - 001

MasterCard  
[REDACTED]

Thank You

CUSTOMER COPY

Home → Red Arrow

ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
CAR#350

SALE

MID: [REDACTED]  
TID: [REDACTED] REF#: [REDACTED]  
Batch #: [REDACTED] SEQ: [REDACTED] 16:03:08  
08/22/18  
APPR CODE: [REDACTED]  
MASTERCARD

AMOUNT \$23.00  
TIP \$4.60  
TOTAL \$27.60

00 - APPROVED - 001

MasterCard  
[REDACTED]

THANK YOU

Red Arrow → Home

CALGARY CITY CABS  
4852 50 AVE NE UNIT 6  
CALGARY, AB T3J4L8  
(403) 605-9999  
www.calgarycitycabs.org

SALE

MID: [REDACTED]  
TID: [REDACTED] REF#: [REDACTED]  
Batch #: [REDACTED] SEQ: [REDACTED] 20:23:40  
08/23/18  
APPR CODE: [REDACTED]  
MASTERCARD

AMOUNT \$28.40  
TIP \$5.68  
TOTAL \$34.08

00 - APPROVED - 001

MasterCard  
[REDACTED]

Thank You  
Please Come Again

CUSTOMER COPY

The Westin Edmonton  
 10135 100 St  
 Edmonton, AB T5J 0N7  
 Canada  
 Tel: 780-426-3636 Fax: 780-428-1454



Catherine Macneill  
 Alberta Health Services li

Page Number : 1 Invoice Nbr : [REDACTED]  
 Guest Number : [REDACTED]  
 Folio ID : [REDACTED]  
 Arrive Date : 25-JUL-18 20:07  
 Depart Date : 27-JUL-18 07:09  
 No. Of Guest : 1  
 Room Number : [REDACTED]  
 Club Account : [REDACTED]

Copy Tax Invoice

Tax ID : 815461330RT0001

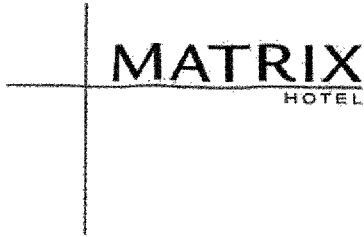
The Westin Edmonton JUL-30-2018 08:36 [REDACTED]

Date	Reference	Description	Charges (CAD)	Credits (CAD)
25-JUL-18	RT1810	Room Charge	199.00	
25-JUL-18	RT1810	GST	10.25	
25-JUL-18	RT1810	Destination Marketing Fee	5.97	
25-JUL-18	RT1810	Tourism Levy	8.20	
26-JUL-18	RT1810	Room Charge	199.00	
26-JUL-18	RT1810	GST	10.25	
26-JUL-18	RT1810	Destination Marketing Fee	5.97	
26-JUL-18	RT1810	Tourism Levy	8.20	
27-JUL-18	MC	Mastercard [REDACTED]		-515.67
** Total			515.67	-515.67
*** Balance			0.00	

Continued on the next page

(33.81)  
 (35.02)  
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 446.84

Claiming only \$446.84



MS Catherine Macneill

Room No. : [Redacted]  
Arrival : 08-22-18  
Departure Date : 08-23-18  
Folio No. : [Redacted]  
Conf. No. : [Redacted]  
P.O. No. :

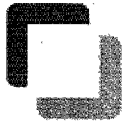
Company Name: AHS - Vision/Marlin Travel  
Group Name:

INVOICE

Date	Description	Charges	Credits
08-22-18	Room Revenue	159.00	
08-22-18	Destination Marketing Fee	4.77	
08-22-18	Tourism Levy	6.55	
08-22-18	Mastercard		197.01
<b>Total Charges</b>		197.01	
<b>Total Credits</b>			197.01
<b>Balance</b>			<b>0.00</b>

(26.69)  
170.32

Claiming only \$170.32



Institute of Corporate Directors  
 Institut des administrateurs de sociétés

# RECEIPT

2701-250 Yonge Street  
 Toronto, ON M5B 2L7

Invoice No. [REDACTED]

Sold To: Ms Catherine A. MacNeill  
 Corporate Secretary and Legal Counsel  
 Alberta Health Services

Ship To: Ms Catherine A. MacNeill  
 Corporate Secretary and Legal Counsel  
 Alberta Health Services

[REDACTED]

[REDACTED]

Account No.	Purchase Order No.	Order Date	Order Number	Terms	Invoice Date
[REDACTED]		8/30/2018	[REDACTED]		8/30/2018

Qty	Description	Unit Price	Extended Price
1	Calgary BOS 2 CAL BOS 002  11/9/2018 - 11/9/2018 Calgary, AB  CALBOS002/BOSREG BOS Course Registration	1,050.00	1,050.00
Paid by: MC [REDACTED] GST/HST: 52.50		Total PST/QST: 0.00	

Line Item Total	Other	Tax	Subtotal	Amount Received	Amount Due
1,050.00		52.50	1,102.50	1,102.50	0.00

GST Remittance Number: 12179 8201  
 QST Remittance Number: 1204855478

MI  
 OE1A

## 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

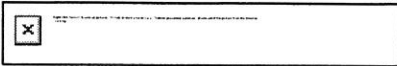
- Enter all items related to expenses incurred while conducting AHS business and paid for via a third party vendor (i.e. accommodations, airline tickets, car rentals, hosting events and working sessions)
- Enter all expenses pertaining to professional development such as conferences and courses, etc.
- 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> July and August 2018
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DD-MMM-YY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
25-Jul-18	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton and Return (July 27) to attend AHS Board Meeting	Marlin Travel	137.52
22-Aug-18	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton and Return (August 23) to attend CLS Board Meeting	Marlin Travel	137.52
	Direct Billing	Choose from Drop-down List		Marlin Travel	
	Direct Billing	Choose from Drop-down List		Marlin Travel	
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
<b>Total Paid in the Month</b>					<b>\$ 275.04</b>

**From:** Red Arrow Reservations <itinerary@redarrow.ca>  
**Sent:** Thursday, June 07, 2018 2:28 PM  
**To:** [REDACTED]  
**Subject:** Red Arrow Itinerary/Receipt

**INVOICE**



2018-06-07

*You can reach us at:*

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

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
[REDACTED]	2018-06-07	[REDACTED]			2018-07-25	2018-07-27	-	Website User

*Travellers:*

MacNeill/Catherine

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
<b>CEEXP 16:30.</b> Assigned to: 12A Departs Calgary (CALTO / CTO 205 9 Ave SE) at 16:30 on 2018-07-25. Arrives Edmonton (EDMTO / ETO 10014 104 St) at 19:50 on 2018-07-25. (3 hrs 20 mins)	3 hrs 20 mins	Adult	1	\$ 72.38	\$ 68.76
<b>EDMCAL 14:00 YYC.</b> Assigned to: 12A Departs Edmonton (EDMTO / ETO 10014 104 St) at 14:00 on 2018-07-27. Arrives Calgary (CALTO / CTO 205 9 Ave SE) at 18:05 on 2018-07-27. (4 hrs 5 mins)	4 hrs 5 mins	Adult	1	\$ 72.38	\$ 68.76



**Base Price:** \$ 144.76

**Discounts:** \$ 7.24

**Service  
Charges:** \$ 0.00

**Invoice  
Total:** \$ 137.52

**Payments  
Received:** \$ 137.52

**Balance  
Due:** \$ 0.00

**Payments Received**

DATE	GUEST	REFERENCE	AMOUNT
2018-06-07	ALBERTA HEALTH SERVICES	MasterCard [REDACTED]	\$ 137.52

**PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN.  
PLEASE CHECK IN 15 MINUTES PRIOR TO DEPARTURE**

TERMS: DUE UPON RECEIPT GST# BN139981476 Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on bags include purses, backpacks and laptop bags. Additional luggage will incur additional fees. If you wish to time change, date change, or cancel for a full refund – 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. December 15 - January 5 to cancel or make any changes to a reservation we require 24 hours notice. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change. Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. \*\*Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit [www.redarrow.ca](http://www.redarrow.ca) or view the policy posted on our information boards at our Ticket Offices\*\* \*\*Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time\*\* Corporate Billing Accounts: Payment due 30 days after completion of trip.

If you wish to change or cancel your booking, please contact a Passenger Experience Representative at 1-800-232-1958.

**Thank you for booking with Red Arrow Motorcoach. We appreciate your business!**

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication

# Vision

A DIRECT TRAVEL® COMPANY

**Invoice**

ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4	Trip #: [REDACTED] Booking Date: 20 Aug 18 Client: [REDACTED] Agent: [REDACTED]  File Locator: [REDACTED]
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**PASSENGERS:** MS CATHERINE MACNEILL

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
RED ARROW Confirmation # [REDACTED]	137.52	0.00	\$0.00	0.00	0.00	137.52 CAD
<b>Total:</b>	<b>137.52</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>137.52 CAD</b>

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	08/20/2018			0.00 CAD
<b>Total Payment:</b>					<b>0.00 CAD</b>

**Balance Due CAD Currency 137.52 CAD**

**Payment Due Date: 20 Aug 18**

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101  
 REASON FOR TRAVEL BUSINESS

\*\*\*\*\* 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 -----  
 -----RED ARROW----- RESERVATION MAY BE CHANGED OR CANCELLED AT LEAST 2 HOURS PRIOR TO DEPARTURE. PLEASE CHECK WWW.REDARROW.CA FOR A LISTING OF PICK UP AND DROP OFF LOCATIONS IN ALBERTA  
 RED ARROW TOLL FREE NUMBER 1 800 232 1958

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

Trip #: [REDACTED]  
Booking Date: 20 Aug 18  
Client: [REDACTED]  
Agent: [REDACTED]  
File Locator: [REDACTED]

**MY ITINERARY**

Passengers	Citizenship	Required Travel Documents
CATHERINE MACNEILL	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: CATHERINE MACNEILL  
Booking Date: 20 Aug 18  
File Locator/Ticket #: [REDACTED]

From: EDMONTON INTL  
To: EDMONTON INTL  
Departing on:  
Returning on:

