

AHS Board and Executive Expense Report

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

Expenses submitted during the month of October 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)
Oct-18	Expense Claim	Meetings		59	178	61	298			
Oct-18	Direct Billing	Meetings				138	138			
Total			\$ -	\$ 59	\$ 178	\$ 199	\$ 436	\$ -	\$ -	\$ -

Total for the Month \$ 436

Maximum daily single meal expense claimed in the month \$ 24
Maximum daily base hotel rate claimed in the month \$ 159
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	\$ 298.45									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
10/30/2018	To attend APL Board meeting in Edmonton	AB - Local	Taxi	\$ 31.20	Home	Red Arrow	To attend APL Board meeting in Edmonton	1				
10/30/2018	To attend APL Board meeting in Edmonton	AB - Other Zones	Meals Per Diem	\$ 24.00			To attend APL Board meeting in Edmonton Dinner \$24.00	1				
10/31/2018	To attend APL Board meeting in Edmonton	AB - Other Zones	Meals Per Diem	\$ 34.50			To attend APL Board meeting in Edmonton Bfast \$10.50 Lunch \$24.00	1				
10/31/2018	To attend APL Board meeting in Edmonton	AB - Local	Taxi	\$ 30.24	Red Arrow	Home	To attend APL Board meeting in Edmonton	1				
10/31/2018	To attend APL Board meeting in Edmonton	AB - Other Zones	Accommodations	\$ 178.51			To attend APL Board meeting in Edmonton	1				
Approver(s) for the claim		Approval Status	Approval Date									
GIESBRECHT, TINA		Approve	13-Nov-18									

Home → Red Arrow

ASSOCIATED CAB
ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299-1111
CAR#127

SALE

MID: [REDACTED]
TID: [REDACTED] REF#: [REDACTED]
Batch # [REDACTED] SEQ: [REDACTED]
10/30/18 16:12:01
APPR CODE: [REDACTED]
MASTERCARD [REDACTED]

AMOUNT \$26.00
TIP \$5.20
TOTAL \$31.20

00 - APPROVED - 001

MasterCard

[REDACTED]

THANK YOU

CUSTOMER COPY

Red Arrow → Home

316 MERIDIAN ROAD SE
CALGARY, AB T2A 1X2

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

[REDACTED]

10/31/2018
START: 20:16
DISTANCE: 142.00

END: 20:36
RATE: 1

FARE AMOUNT: \$ 24.00

TAX AMOUNT: \$ 1.20
TIP AMOUNT: \$ 5.04

TOTAL : \$ 30.24

MASTER CARD SALE :

[REDACTED]

APPROVAL NUMBER :

PASSENGER COPY

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



MATRIX HOTEL

MS Catherine Macneill

Room No. : [REDACTED]
 Arrival : 10-30-18
 Departure Date : 10-31-18
 Folio No. : [REDACTED]
 Conf. No. : [REDACTED]
 P.O. No. :

Company Name: AHS - Vision/Marlin Travel

Group Name:

INVOICE

Date	Description	Charges	Credits
[REDACTED]			
10-30-18	Room Revenue	159.00	
10-30-18	Destination Marketing Fee	4.77	
10-30-18	Room GST	8.19	
10-30-18	Tourism Levy	6.55	
10-30-18	Mastercard		215.22
		Total Charges	215.22
		Total Credits	215.22

Balance

0.00
 (36.71)

 178.51

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

Name : Catherine MacNeill	Reporting Period for the Month of : Oct-18
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DD-MMM-YY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
30-Oct-18	Direct Billing	Other Transportation	Red Arrow from Calgary to Edmonton and Return (October 31) to attend APL 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	
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
Total Paid in the Month					\$ 137.52

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

You can reach us at:

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
	2018-10-04				2018-10-30	2018-10-31	-	Website User

Travellers:

MacNeill/Catherine

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
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CEEXP 16:30. 3 hrs 20 mins Adult 1 \$ 72.38 \$ 68.76

Assigned to: 12A
 Departs Calgary (CALTO / CTO 205 9 Ave SE) at 16:30 on 2018-10-30.
 Arrives Edmonton (EDMTO / ETO 10014 104 St) at 19:50 on 2018-10-30. (3 hrs 20 mins)

ECEXP 16:30. 3 hrs 20 mins Adult 1 \$ 72.38 \$ 68.76

Assigned to: 12A
 Departs Edmonton (EDMTO / ETO 10014 104 St) at 16:30 on 2018-10-31.
 Arrives Calgary (CALTO / CTO 205 9 Ave SE) at 19:50 on 2018-10-31. (3 hrs 20 mins)

Base Price: \$ 144.76
Discounts: \$ 7.24
Service Charges: \$ 0.00

Payments Received

DATE	GUEST	REFERENCE	AMOUNT
2018-10-04	Catherine MacNeill	MasterCard	\$ 137.52

Invoice Total: \$ 137.52
Payments Received: \$ 137.52
Balance Due: \$ 0.00