

## AHS Board and Executive Expense Report

**Name** Dave Bilan  
**Title** VP Collaborative Practice, Nursing & Health Professions (Acting)  
**Location** Calgary

Expenses submitted during the month of March 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)
Mar-16	Expense Claim	Meetings	180	55	479	243	957			
<b>Total</b>			\$ 180	\$ 55	\$ 479	\$ 243	\$ 957	\$ -	\$ -	\$ -

**Total for the Month**      \$            957

Maximum daily single meal expense claimed in the month      \$        24  
Maximum daily base hotel rate claimed in the month            \$        144  
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
BILAN, DAVE	VP, Collaborative Practice, Nursing and Health Professions (Acting)	Calgary	957.09

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
2/29/2016	Hotel accomodation while in Edmonton for leadership meetings	AB - Other Zones	Accommodations	156.06			Hotel accomodation while in Edmonton for leadership meetings	1			
2/29/2016	Travel to and from Edmonton for leadership meetings	AB - Other Zones	Miscellaneous	148.00			Bus travel to and from Edmonton for leadership meetings	2			
3/1/2016	Lunch while in Edmonton for leadership meetings	AB - Other Zones	Meals - Lunch	11.03			Lunch while in Edmonton for leadership meetings	1	1	Dave Bilan	
3/7/2016	Travel to and from Edmonton for leadership meetings	AB - Other Zones	Miscellaneous	69.00			Travel to Edmonton (1 way) for leadership meetings	1			
3/7/2016	Hotel accomodations in Edmonton (2 nights) for leadership meetings	AB - Other Zones	Accommodations	323.34			Hotel accomodations in Edmonton (2 nights) for leadership meetings	2			
3/8/2016	Dinner while in Edmonton for leadership meetings	AB - Other Zones	Meals - Dinner	19.58			Dinner while in Edmonton for leadership meetings	1	1	Dave Bilan	
3/9/2016	Baggage charge on flight from Edmonton to Calgary folloiwng leadership meetings	AB - Other Zones	Miscellaneous	26.26			Baggage charge on flight from Edmonton to Calgary folloiwng leadership meetings	1			
3/9/2016	Dinner while in Edmonton for leadership meetings	AB - Other Zones	Meals - Dinner	24.14			Dinner while in Edmonton for leadership meetings	1	1	Dave Bilan	
3/9/2016	Flight from Edmonton to Calgary folloiwng leadership meetings	AB - Other Zones	Airfare	179.68	AB - Other Zones	AB - Other Zones	Flight from Edmonton to Calgary following leadership meetings	1			
<b>Approver(s) for the claim</b>		<b>Approval Status</b>		<b>Approval Date</b>							
YIU, VERNA		Approve		5-Apr-16							



# Invoice

Date : 2016-02-29

Billing To:

Website User

You can reach us at:

Order #	Ordered	Customer #	Departing	Returning	Sales Rep	Sales Agent
[REDACTED]	2016-02-24	[REDACTED]	2016-02-29	2016-03-01	-	Website User

Travellers: Bilan/Dave

Product	Details	Duration	Price Basis	Qty	Each	Billed
Parking Per Day	2016-02-29	2 days	Per Day Parking	1	9.52	10.00
CEEXP 18:30 YYC Assigned to: 08C	Departs Calgary (CGYNORTH / CALGARY NORTH) 2016-02-29 at 18:45 Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2016-02-29 at 22:05	3 hrs 20 mins	Senior	1	65.71	69.00
ECEXP 18:30 Assigned to: 12C	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2016-03-01 at 16:30 Arrives Calgary (CGYNORTH / CALGARY NORTH) 2016-03-01 at 19:35	3 hrs 5 mins	Senior	1	65.71	69.00

Payments:

Date	Received From	Reference	Amount
2016-02-24	Website User By: Website User	[REDACTED]	138.00 CAD
2016-02-29	Bilan/Dave By: [REDACTED]	[REDACTED]	10.00 CAD

Base Price:	140.94
Discounts:	0.00
Service Charges:	0.00
GST	7.06
Invoice Total:	148.00
Commission:	0.00
Received:	148.00
Balance Due:	0.00

TERMS: DUE UPON RECEIPT

GST# BN139981476

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. 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. If you wish to change or cancel your booking, please contact our Central Reservation line at 1-800-232-1958.

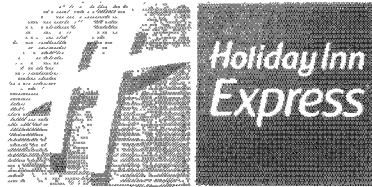
\*\*Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board For the full policy, please visit [www.redarrow.ca](http://www.redarrow.ca) 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 - PLEASE PAY OFF OF YOUR MONTHLY STATEMENT & NOT OFF OF INDIVIDUAL INVOICES.


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



03-01-16

<b>Dave Bilan</b> 	Folio No. :	Room No. :	
	A/R Number :	Arrival :	02-29-16
	Group Code :	Departure :	03-01-16
	Company :	Conf. No. :	
	Membership No. :	Rate Code :	
	Invoice No. :	Page No. :	

Date	Description	Charges	Credits
02-29-16	*Room	139.00	
02-29-16	GST Tax	6.95	
02-29-16	Trsm Levy Tax	5.56	
02-29-16	Municipal DMF	4.17	
02-29-16	Municipal DMF GST	0.21	
02-29-16	Municipal DMF Tourism Levy	0.17	
03-01-16	MasterCard 		156.06
<b>Total</b>		<b>156.06</b>	<b>156.06</b>
<b>Balance</b>		<b>0.00</b>	

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

I have received the goods and / or services in the amount shown heron. 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 associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Arabia  
10709 Jasper Ave. NW  
Edmonton, AB

Table Q#1

Trans #: [REDACTED] Serv: Terminal1  
3/1/2016 12:21 PM # Cust:1

Quan	Descript	Cost
1	Fup Can	\$1.75
1	Donair (reg)	\$8.00
1	>Add cheese	\$0.75
Net Total:		\$10.50
GST		\$0.53

**TOTAL: \$11.03**

Food: \$8.75  
Beverage: \$1.75

MasterCard \$11.03

Transaction Receipt/  
Releve De Transaction

COMPANY NAME  
COMPANY ADDRESS  
COMPANY CITY  
COMPANY PHONE#

Trans/Trans: [REDACTED]  
Table/Tableau: [REDACTED]  
Ref/Ref: [REDACTED]  
Server/Serveur: Terminal1  
MERCHANT ID: [REDACTED]

SALE

M/C [REDACTED] ENTRY METHOD: CHIP

DATE: 2016/03/01 TIME: 12:40:18

INV# [REDACTED] APPR CODE: [REDACTED]  
RETRIEVAL #: 0015

AMOUNT	CAD\$ 11.03
TIP	CAD\$ 0.00
TOTAL	CAD\$ 11.03

APPROVED - THANK YOU

BY ENTERING A VERIFIED PIN, CARDHOLDER  
AGREES TO PAY ISSUER SUCH TOTAL IN  
ACCORDANCE WITH ISSUER'S AGREEMENT WITH  
CARDHOLDER

Application Label:  
MasterCard  
AID:A0000000041010  
TVR:0000008000  
TSI:E800  
RESP CD:00

NO SIGNATURE REQUIRED

CUSTOMER COPY/COPIE CLIENT

Invoice

Red Arrow Reservations [itinerary@redarrow.ca]

Sent: March 4, 2016 10:21 AM

To: Tracy Knourek



Full To: Tracy Knourek

Website User

Order#	Ordered	Customer#	P.O	Group Name	Departing	Returning	Sales Rep	Sales Agent
[REDACTED]	-	-	-		2016-03-07	2016-03-07	-	Website User

Travellers:

Bilan/Dave

Product	Details	Duration	Price Basis	Qty Each	Billed
CFEXP 18:30 YYC	Departs Calgary (CGYNORTH / CALGARY NORTH) 2016-03-07 at 18:45	3 hrs 20 mins	Senior	1	65.71
Assigned to: 12A	Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2016-03-07 at 22:05				69.00

Payments Received

Date	From	Reference	Amount
2016-03-03	Website User	MasterCard [REDACTED]	138.00 CAD
2016-03-04	Website User	MasterCard [REDACTED]	-69.00 CAD

Base Price:	65.71
	CAD
Discounts:	0.00 CAD
Service	
Charges:	0.00 CAD
GST	3.29 CAD
Invoice Total:	69.00
	CAD
Commission:	0.00 CAD
Received:	69.00
	CAD
Balance:	0.00 CAD

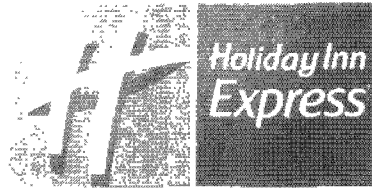
TERMS: FOR UPON RECEIPT  
GST# BN119981476

If you wish to time change, date change, or cancel for a full refund - 30 minutes notice prior to A.M. departure or 4 hours notice prior to P.M. 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. Red Arrow will not be responsible for the loss of or damage to checked baggage in excess of stated maximum liability. In addition, Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time.

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142

03-09-16

<b>David Bilan</b>	Folio No. :	[REDACTED]	Room No. :	[REDACTED]
[REDACTED]	A/R Number :	[REDACTED]	Arrival :	03-07-16
[REDACTED]	Group Code :	[REDACTED]	Departure :	03-09-16
[REDACTED]	Company :	Alberta Health Services	Conf. No. :	[REDACTED]
[REDACTED]	Membership No. :	[REDACTED]	Rate Code :	[REDACTED]
[REDACTED]	Invoice No. :	[REDACTED]	Page No. :	[REDACTED]

Date	Description	Charges	Credits	
03-07-16	*Room	144.00		
03-07-16	GST Tax	7.20		
03-07-16	Trsm Levy Tax	5.76		
03-07-16	Municipal DMF	4.32		
03-07-16	Municipal DMF GST	0.22		
03-07-16	Municipal DMF Tourism Levy	0.17		
03-08-16	*Room	144.00		
03-08-16	GST Tax	7.20		
03-08-16	Trsm Levy Tax	5.76		
03-08-16	Municipal DMF	4.32		
03-08-16	Municipal DMF GST	0.22		
03-08-16	Municipal DMF Tourism Levy	0.17		
03-09-16	MasterCard [REDACTED]		323.34	
Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - <a href="http://www.ihg.com/reviews">www.ihg.com/reviews</a> . We look forward to welcoming you back soon.		<b>Total</b>	<b>323.34</b>	<b>323.34</b>

**Balance 0.00**

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

I have received the goods and / or services in the amount shown heron. 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 associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Holiday Inn Express Downtown  
 Edmonton10010 - 104 Street  
 Canada T5J 0Z1 Edmonton, AB  
 Telephone: (780) 423-2450 Fax: (780) 426-6000  
 GST #B96724515  
[www.ihg.com/hotels/holidayinn/holidayinnexpress/holidayinnexpressdowntown.html](http://www.ihg.com/hotels/holidayinn/holidayinnexpress/holidayinnexpressdowntown.html)







BOSTON PIZZA  
EDMONTON AIRPORT

334974

GST 1

MAR09'16 7:42PM

DINE IN

1 SODA BAR M	3.49
FIRST RND SFTBEV	
COKE ZERO	
1 SND CLB CHPT CHX	16.50
SLD SD GARDEN	

SUBTOTAL	19.99
TAX	1.00
AMOUNT DUE	<b>\$20.99</b>

WE WANT TO HEAR YOUR FEEDBACK!  
PLEASE CONTACT 1-877-672-7467  
OR CUSTOMERSERVICE@HMSHOST.COM  
TO SHARE YOUR EXPERIENCE.

STOREID:YEGBPZ01  
GST #15712901

BOSTON PIZZA  
3688L-1000 AIRPORT RD  
EDMONTON INT. AIRPORT  
EDMONTON, AB T9E0V3  
7808182010

**SALE**

Serv [REDACTED]  
 MID. [REDACTED]  
 TID. 003 REF# [REDACTED]  
 Batch #. 073  
 03/09/16 20:18:10  
 APPR CODE: [REDACTED]  
 MASTERCARD [REDACTED]

AMOUNT	\$20.99
TIP	\$3.15
TOTAL	\$24.14

APPROVED

MasterCard  
AID: A0000000041010  
TVR: 04 00 00 80 00  
TST: E8 00

THANK YOU/MERCI!

CUSTOMER COPY

Dave Bilan

From: noreply@itinerary.westjet.com on behalf of WestJet Airlines [noreply@itinerary.westjet.com]  
Sent: March 04, 2016 10:08 AM  
To: Tracy Knourek  
Subject: Reservation Confirmation



WestJet  
22 Aerial Place N.E.  
Calgary, Alberta,  
Canada  
Tel: 1-888-9378538

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary.  
Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your flight.  
This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET).

**Booking Confirmation**

Your reservation code is: [REDACTED]  
Main contact: Mr David Bilan  
E-mail: dave.bilan@ahs.ca  
Phone Number: [REDACTED]

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#).  
Please ensure that if your travel plans include a flight on a WestJet Encore turboprop aircraft that you review the [following details](#) as there are some differences in allowances and amenities from flights on our larger WestJet Boeing 737 aircraft.  
If you are flying to Dublin, there are also some [specific regulations](#) you should be aware of before you leave.

**Guest**

Mr. David Bilan  
Flight: Edmonton (YEG)-Calgary (YYC)  
Ticket Number: [REDACTED]  
Seat: YEG-YYC: \*

**Air Itinerary Details**

WS3288  
Operated by WESTJET ENCORE  
Edmonton, CA  
Wed 09 Mar, 2016 08:45 PM  
Calgary, CA  
Wed 09 Mar, 2016 09:42 PM  
Fare type: Econo  
Non-stop

**Fare breakdown**

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult	CAD 122.00	CAD 12.00	CAD 45.68	CAD 179.68	x 1	CAD 179.68
						Total airfare: CAD 179.68

**Tax details**

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 8.56
CA	Air Travellers Security Charge (ATSC)	CAD 7.12
5Q	Airport Improvement Fee (AIF)	CAD 30.00

Total taxes: CAD 45.68

## Fare family benefits

YEG-YYC: Econo Seat Sale Benefits

- First checked bag fee of \$25-29.50 CAD<sup>1</sup>
- Second checked bag fee of \$35-41.30 CAD<sup>1</sup>

<sup>1</sup> Not applicable on flights operated by our airline partners

<b>Total</b>		
Charged to MASTERCARD [REDACTED]		CAD 179.68

## WestJet offers

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## Important Information

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 QST # 1202807956TQ0001 GST # 866112535

- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [air partners](#). It is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our [code-share baggage](#) info page.
- [Positive identification](#) is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Failure to show up for the first flight segment of a scheduled round trip or multi-segment reservation will result in the cancellation of the return segment or remaining segments. The fare paid for these segments will be forfeited and compensation will not be issued.
- For detailed information on your flight visit:
  - o [Fares, taxes and fees](#) (For [change/cancel guidelines](#), [baggage fees](#), [service fees](#) and other [taxes and fees](#))
  - o [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
  - o [Seat selection](#) (How it works, changing your seat and more)
  - o [inflight services](#) (Buy on board, up! magazine and more)
  - o [inflight entertainment](#) for information on our live seatback television.

\*\*\*\*\*

BILAN/DAVID MR  
\*\*NOT VALID FOR\*\*  
\*\*TRANSPORTATION\*

YEGYYC WS  
01 FIRST BAG FEE

CAD 25.00  
XG 1.25  
NA  
NA  
CAD 26.25

PASSENGER RECEIPT 1

09MAR16 21000184

YEG 4LI /EDMONTON INTL AB

25.00

SAQRBI/

0 838 2608875707 3

2  
REFUNDABLE ONLY WITH  
CA RELATED FLIGHT CPN  
RETAIN THIS RECEIPT  
6 THROUGHOUT YOUR  
JOURNEY

FOR CONDITIONS OF  
CONTRACT - SEE  
PASSENGER TICKET AND  
BAGGAGE CHECK

NOT VALID FOR TRAVEL