

Official Administrator and Executive Expense Report

Name: Deb Gordon
Title: VP & Chief Health Operations Officer Northern Alberta
Location: Edmonton
 Expenses submitted during the month of August 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)
Aug-15	Direct Billing	Meeting	475				475			
Jul-15	Direct Billing	Meeting	(11)				(11)			
Total			\$ 464	\$ -	\$ -	\$ -	\$ 464	\$ -	\$ -	\$ -

Total for the Month \$ 464

Maximum daily single meal expense claimed in the month \$ -
 Maximum daily base hotel rate claimed in the month \$ -
 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

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 : Deb Gordon	Reporting Period for the Month of : Aug-15
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DD-MMM-YY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
17-Aug-15	Direct Billing	Airline Ticket	Travel to Grande Prairie for meetings with staff and Site Tours with CEO	Marlin Travel	474.96
	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					\$ 474.96

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
10030 107 ST NW
EDMONTON AB
CA T5J 3E4

Invoice Number:

Date:

Page:

Our Reference:

August 17, 2015

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INVOICE

For

MS DEBORAH GORDON

AC

Thursday, August 20, 2015

✈ Air

AIR CANADA

From: EDMONTON INTL AB

To: GRANDE PRAIRIE

Stops: 0 Arrival: 20Aug15

Seat(s): 02D

AIR CANADA E

Flight: 8363

V CLASS

08:40 AM Equipment: D8 (300 SERIES)

09:51 AM

Mile(s) Flown: 247

Friday, August 21, 2015

Travel to Grande Prairie
for meetings & staff +
site tours & CEO

To: ALBERTA HEALTH SERVICES
10030 107 ST NW
EDMONTON AB
CA T5J 3E4

Invoice Number: [REDACTED]
Date: August 17, 2015
Page: 2/2
Our Reference: [REDACTED]

INVOICE

Friday, August 21, 2015

 Air

AIR CANADA
From: GRANDE PRAIRIE
To: EDMONTON INTL AB
Stops: 0 Arrival: 21Aug15
Seat(s): 02D
AIR CANADA E

Flight: 8366 V CLASS
03:20 PM Equipment: D8 (300 SERIES)
04:29 PM

Mile(s) Flown: 247

Cost:

TKT- [REDACTED] E-TKT [REDACTED]	410.00
	Tax: 64.96
	Ticket Total: 474.96

Total:

Grand Total:	474.96
Less Credit Card Payments:	474.96
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.

Executive Expenses Report Direct Bill Summary

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Direct Bill Report

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Name : Deb Gordon	Reporting Period for the Month of : Jul-15
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
21-Jul-2015	Direct Billing	Airline Ticket	Seat Selection Refund(Airline Ticket previously disclosed refunded and credit applied to the file-trip to Calgary cancelled will use airline credit for furute travel)	Marlin Travel	(10.50)
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
Total Paid in the Month					\$ (10.50)

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: July 21, 2015
Page: 1/2
Our Reference: [REDACTED]

INVOICE

For

MS DEBORAH GORDON
AC [REDACTED]

Wednesday, July 29, 2015

 **Air**

AIR CANADA
From: EDMONTON INTL AB
To: CALGARY AB
Stops: 0 Arrival: 29Jul15

Flight: 8133 ECONOMY CLASS
07:00 AM Equipment: CRJ JET
07:50 AM

Mile(s) Flown: 163

AIR CANADA E
AIR CANADA CONFIRMATION [REDACTED]
TICKET NUMBER [REDACTED]
SEAT 2D

 **Air**

AIR CANADA
From: CALGARY AB
To: EDMONTON INTL AB
Stops: 0 Arrival: 29Jul15

Flight: 8172 ECONOMY CLASS
05:30 PM Equipment: D8 (300 SERIES)
06:22 PM

Mile(s) Flown: 163

AIR CANADA E
AIR CANADA CONFIRMATION [REDACTED]
TICKET NUMBER [REDACTED]
SEAT 2C

Cost:

AIR CANADA WEB [REDACTED]	[REDACTED]	-10.00
	Tax:	-0.50
	Ticket Total:	-10.50

- Seat Selection refund
- Trip to Calgary was cancelled. Will use flight credit for future travel.

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

Invoice Number: [REDACTED]
Date: July 21, 2015
Page: 2/2
Our Reference: [REDACTED]

INVOICE

Total:

Grand Total:	-10.50
Less Credit Card Payments:	-10.50
Credit / Balance Due To This Invoice:	0.00
Total Previous Payments:	257.96
Total Charges Previous Invoices:	257.96
Total Balance Due:	0.00

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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
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