

Official Administrator and Executive Expense Report

Name Deborah Rhodes
Title VP Corporate Services & Chief Financial Officer
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	Meetings	559				559			
Total			\$ 559	\$ -	\$ -	\$ -	\$ 559	\$ -	\$ -	\$ -

Total for the Month \$ 559

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 Bill 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 : Deborah Rhodes	Reporting Period for the Month of : Aug-15
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
10-Aug-2015	Direct Billing	Airline Ticket	Return Flight to Toronto with CEO to attend Dynalife meeting	Marlin Travel	334.00
10-Aug-2015	Direct Billing	Airline Ticket	Change fee to change time of flight to Toronto to earlier one	Marlin Travel	75.00
13-Aug-2015	Direct Billing	Airline Ticket	Charge to cancel flight and reschedule to August 13 return flight to Toronto with CEO to attend Dynalife meeting	Marlin Travel	150.00
Total Paid in the Month					\$ 559.00

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: August 10, 2015
Page: 1/2
Our Reference: [REDACTED]

INVOICE

Return trip to
Toronto to attend
DynaLife mtg & CEO
\$75.00 change fee to
change flight to
Toronto from 5:45 to 3:50 pm

For
MS DEBORAH RHODES

Thursday, August 13, 2015

✈ Air

AIR CANADA
From: EDMONTON INTL AB
To: TORONTO PEARSON
Stops: 0 Arrival: 13Aug15
AIR CANADA CONFIRMATION [REDACTED]
TICKET NUMBER [REDACTED]

Flight: 154 H CLASS
03:50 PM Equipment: A320
09:28 PM

Mile(s) Flown: 1671

Friday, August 14, 2015

✈ Air

AIR CANADA
From: TORONTO PEARSON
To: EDMONTON INTL AB
Stops: 0 Arrival: 14Aug15
AIR CANADA CONFIRMATION [REDACTED]
TICKET NUMBER [REDACTED]

Flight: 127 S CLASS
02:45 PM Equipment: A320
04:57 PM

Mile(s) Flown: 1671

Cost:

AIR CANADA WEB [REDACTED]
AIR CANADA WEB [REDACTED]

[REDACTED]

75.00
334.00

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:

October 2, 2015

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INVOICE

For

MS DEBORAH RHODES

Thursday, August 13, 2015

 Air

AIR CANADA

From: EDMONTON INTL AB

To: TORONTO PEARSON

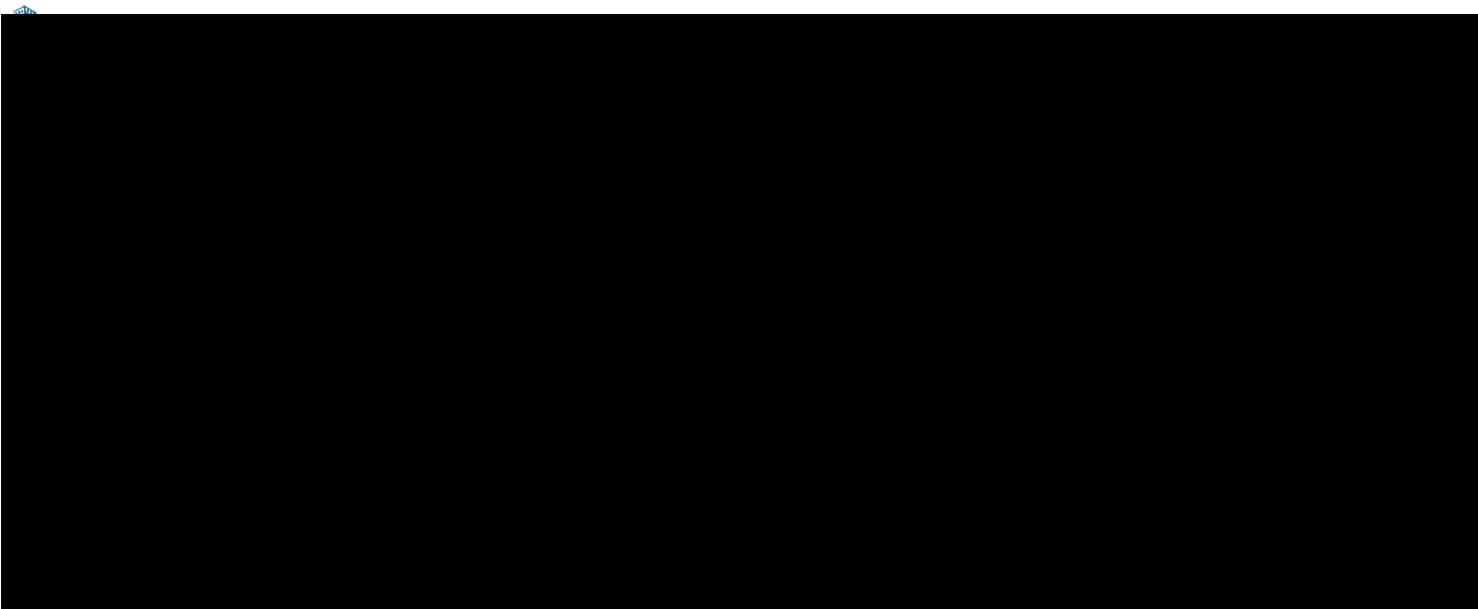
Stops: 0 Arrival: 13Aug15

AIR CANADA CONF

TICKET NUMBER 0

Flight: 154 H CLASS
03:50 PM Equipment: A320
09:28 PM

Mile(s) Flown: 1671



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

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

INVOICE

Friday, August 14, 2015

 Air

AIR CANADA
From: TORONTO PEARSON Flight: 127 S CLASS
To: EDMONTON INTL AB 02:45 PM Equipment: A320
Stops: 0 Arrival: 14Aug15 04:57 PM Mile(s) Flown: 1671
AIR CANADA CON [REDACTED]
TICKET NUMBER [REDACTED]

Cost:		
AIR CANADA WE [REDACTED]	[REDACTED]	150.00
Total:		

Grand Total:	150.00
Less Credit Card Payments:	150.00
Credit / Balance Due To This Invoice:	0.00
Total Previous Payments:	409.00
Total Charges Previous Invoices:	409.00
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.