

Official Administrator and Executive Expense Report

Name Deborah Rhodes
Title VP Corporate Services & Chief Financial Officer
Location Edmonton
 Expenses submitted during the month of November 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)
Nov-15	Expense Claim	Meetings		30		40	70	65		263
Nov-15	Direct Billing	Meetings	181				181			
Total			\$ 181	\$ 30	\$ -	\$ 40	\$ 251	\$ 65	\$ -	\$ 263

Total for the Month \$ 579

Maximum daily single meal expense claimed in the month \$ 21
 Maximum daily base hotel rate claimed in the month \$ 161
 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

AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total
RHODES, DEBORAH	VP Corporate Services & Chief Financial Officer	Edmonton	397.23

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
10/27/2015	ICD-Governance Leadership in the Public Sector Breakfast Session	AB - Local	Conference Fees	65.00				1			
11/2/2015	Stoneridge Resort, Canmore, AB - Exec Leadership Retreat - Executive Package incl. room fee and meals.	AB - Local	Other	262.76			Stoneridge Resort in Canmore charged one fee that included accommodation and meals while attending the Executive Leadership Team Retreat	1			
11/2/2015	Breakfast - Travel to Canmore for Executive Leadership Retreat		Meals Per Diem	9.20				1			
11/2/2015	Travel home to Gilchrist residence to car pool to Canmore for ELT Retreat		Mileage	19.76	Home	Gilchrist residence to car pool		1			38
11/3/2015	Dinner - ravel back to Edmonton from ELT Retreat		Meals Per Diem	20.75				1			
11/3/2015	Travel from Gilchrist residence home		Mileage	19.76	Gilchrist residence	Home		1			38

Approver(s) for the claim	Approval Status	Approval Date
KAMINSKI, VICTORIA	Approve	14-Dec-15

Susan Best

From: [REDACTED]
Sent: Thursday, October 01, 2015 11:52 AM
To: Deborah Rhodes; [REDACTED]
Subject: Order Confirmation

Categories: Susan

Institute of Corporate Directors

2701-250 Yonge Street, Toronto, ON M5B 2L7

Order Number [REDACTED]
Order Date 10/1/2015
Order Total 65.00
Payment Method Master Card [REDACTED]
Name on Card Deborah Rhodes

Qty	Item	Price Total
1	Governance and Leadership in the Public Sector - Mrs Deborah Rhodes When: 10/27/2015 - 10/27/2015 Where: Royal Mayfair 9450 Groat Road, NW Edmonton, AB	65.00 65.00
	Item Total	65.00
	Shipping	0.00
	Handling	0.00
	Transaction Grand Total	65.00

GST# 12179 8201

QST# 12048 55478

Sign Out

Institute of Corporate Directors
2701-250 Yonge Street, Toronto, ON M5B 2L7

Order Number [Redacted]

Order Date 10/1/2015

Payment Method [Redacted]

Name on Card Deborah Rhodes

Item	Quantity	Price	Total
Governance and Leadership in the Public Sector - Mrs Deborah Rhodes When: 10/27/2015 - 10/27/2015 Where: Royal Mayfair 2450 Great Road, NW Edmonton, AB	1	65.00	65.00
		Item Total	65.00
		Shipping	0.00
		Handling	0.00
		Tax	
		Transaction	
		Grand Total	65.00

A confirmation is being sent to: deborah.rhodes@albertahealthservices.ca

Send another copy to: SEND

Stoneridge Resort
 30 Lincoln Park
 Canmore, AB T1N 3E9

TAX ID: GST#873770648RT005

Deborah Rhodes

Room	Folio	CheckIn	CheckOut	Balance
		11/02/15	11/03/15	0.00
Master Folio		Meeting Room Package Executive		

Date	Room	Description / Voucher	Charges	Credits	Balance
11/02/15		Meeting Room Package Executive	239.00	0.00	239.00
11/02/15		GST	12.20	0.00	251.20
11/02/15		Resort Fee	4.87	0.00	256.07
11/02/15		Alberta Tourism Levy	6.69	0.00	262.76
11/03/15		Balance Due	0.00	262.76	0.00

Summary and Taxes
 Taxable Sales 239.00
 Resort Fee - 3% 4.87
 Alberta Tourism Levy - 4% 6.69
 GST - 5% 12.20

= \$262.76

Room package includes

Rm. Rate 161.46

Mtg. room > meals 77.54

239.00 (Lunch - Nov. 2)
 (Breakfast - Nov. 3)
 (Lunch - Nov. 3)

The room package includes accommodation at base rate of \$161.46 per night, meals and meeting room usage along with visual/audio supplies/equipment.

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 : Nov-15
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
30-Oct-2015	Direct Billing	Airline Ticket	Oct 29-30 return flight Vancouver WCFO-WCEO meetings	Marlin Travel	131.25
15-Dec-2015	Direct Billing	Airline Ticket	Change Fee for Oct 30.Return flight from Vancouver to earlier one	Marlin Travel	50.00
	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					\$ 181.25

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:

December 15, 2015

Page:

1/2

Our Reference: [REDACTED]

INVOICE

For

MS DEBORAH RHODES

Thursday, October 29, 2015

✈ Air

AIR CANADA

From: EDMONTON INTL AB

To: VANCOUVER BC

Stops: 0 Arrival: 29Oct15

BOOKING REFERENCE [REDACTED]

TICKET NUMBER [REDACTED]

SEAT SELECTION 20C

Flight: 247 M CLASS

02:20 PM Equipment: E90

03:02 PM

Mile(s) Flown: 509

Friday, October 30, 2015

✈ Air

AIR CANADA

From: VANCOUVER BC

To: EDMONTON INTL AB

Stops: 0 Arrival: 30Oct15

AIR CANADA CONFIRMATION [REDACTED]

TICKET NUMBER [REDACTED]

SEAT 26C

Flight: 240 U CLASS

12:30 PM Equipment: A319

03:00 PM

Mile(s) Flown: 509

Cost:

AIR CANADA WEB [REDACTED]

125.00

GST:

6.25

Ticket Total:

131.25

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

Invoice Number: [REDACTED]
Date: December 15, 2015
Page: 2/2
Our Reference: [REDACTED]

INVOICE

Total:

Grand Total:	131.25
Less Credit Card Payments:	131.25
Total GST/HST:	6.25
Credit / Balance Due To This Invoice:	0.00
Total Previous Payments:	50.00
Total Charges Previous Invoices:	50.00
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.

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
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CA T5J 3E4

Invoice Number: [REDACTED]
Date: October 30, 2015
Page: 1/2
Our Reference: [REDACTED]

INVOICE

For
MS DEBORAH RHODES

Thursday, October 29, 2015

 Air

AIR CANADA
From: EDMONTON INTL AB Flight: 247 M CLASS
To: VANCOUVER BC 02:20 PM Equipment: E90
Stops: 0 Arrival: 29Oct15 03:02 PM Mile(s) Flown: 509
BOOKING REFERENCE [REDACTED]
TICKET NUMBER [REDACTED]
SEAT SELECTION [REDACTED]

Friday, October 30, 2015

 Air

AIR CANADA
From: VANCOUVER BC Flight: 240 U CLASS
To: EDMONTON INTL AB 12:30 PM Equipment: A319
Stops: 0 Arrival: 30Oct15 03:00 PM Mile(s) Flown: 509
AIR CANADA CONFIRMATION [REDACTED]
TICKET NUMBER [REDACTED]
SEAT 26C [REDACTED]

Cost:
AIR CANADA WE [REDACTED] [REDACTED] 50.00

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

Invoice Number: [REDACTED]
Date: October 30, 2015
Page: 2/2
Our Reference: [REDACTED]

INVOICE

Total:

Grand Total:	50.00
Less Credit Card Payments:	50.00
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.....
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