

AHS Board and Executive Expense Report

Name Dr. Francois Belanger
Title VP, Quality & Chief Medical Officer
Location Calgary

Expenses submitted during the month of June 2018

			Travel (1)					Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel			
Jun-18	Direct Billing	Meetings	163				163			
Total			\$ 163	\$ -	\$ -	\$ -	\$ 163	\$ -	\$ -	\$ -

Total for the Month \$ 163

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.

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.

Expense Report Direct Bill Summary

Purpose of This Form:

The purpose of this form is to report expenses incurred on behalf of a designated Executive or an AHS Board Member 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 : Francois Belanger	Reporting Period for the Month of : Jun-18
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
21-Jun-2018	Direct Billing	Airline Ticket	Fees change for flight time change due to scheduling conflict.	Marlin Travel	21.00
13-May-2018	Direct Billing	Airline Ticket	Fees for travelling to YEG May 13-14th (\$100, \$21.30, \$21 - invoice reflects the total: \$142.30). Initial travel was booked for round trip May 15-17, later changed to May 13th with a return of May 14th due to change in schedule of meetings.	Marlin Travel	142.30
	Direct Billing	Airline Ticket		Marlin Travel	
	Direct Billing	Airline Ticket		Marlin Travel	
	Direct Billing	Airline Ticket		Marlin Travel	
Total Paid in the Month					\$ 163.30



A DIRECT TRAVEL® COMPANY

Invoice

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

Trip #:
Booking Date: 15 Jun 18
Client:
Agent:
Agents email: @MARLINTRAVEL.C
File Locator:

PASSENGERS: DR FRANCOIS P BELANGER

Table with 7 columns: REFERENCE/ DESCRIPTION, FARE, HST/GST, PST, OTHER TAXES, PENALTY, TOTAL. Rows include AIR CANADA Ticket # and a Total row.

Table with 5 columns: Invoice #, Payment Date, Card Holder, Form of Payment, Amount. Includes Total Payment: 257.96 CAD.

Balance Due CAD Currency 0.00 CAD

Payment Due Date: 13 Jun 18

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101
REASON FOR TRAVEL EXECUTIVE LEADERSHIP MEETING

***** AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ...1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147 PLEASE QUOTE ACCESS CODE 2EC0 *****
***** PLEASE REVIEW YOUR ITINERARY FOR ACCURACY*** PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS MAY BE YOUR RESPONSIBILITY -----AIR CANADA RULES----- TICKET IS NON REFUNDABLE CHANGES PERMITTED UP TO 2 HOURS PRIOR TO FLIGHT TIME CHANGE FEES PLUS ANY FARE INCREASE WILL APPLY 24HOURS IN ADVANCE GO TO WWW.AIRCANADA.COM TO CHECK IN AND PRINT YOUR BOARDING PASS.

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

Trip #: [REDACTED]
Booking Date: 15 Jun 18
Client: [REDACTED]
Agent: [REDACTED]
Agents email: [REDACTED]@MARLINTRAVEL.C
File Locator: [REDACTED]

MY ITINERARY

Passengers	Citizenship	Required Travel Documents
FRANCOIS P BELANGER	Not Specified	Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



AIR

Passengers: FRANCOIS P BELANGER
Booking Date: 13 Jun 18
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
AIR CANADA	08130	CALGARY INTL 21 Jun 18 7:00AM		EDMONTON INTL 21 Jun 18 7:54AM	L/	
	08155	EDMONTON INTL 21 Jun 18 8:00PM		CALGARY INTL 21 Jun 18 8:58PM		

Vision

A DIRECT TRAVEL® COMPANY

Invoice

June 2018

ALBERTA HEALTH SERVICES
 FRANCOIS BELANGER
 9929 108TH STREET GOVERNMENT CENTRE
 EDMONTON AB
 CA
 T5K1G8

Trip #: [REDACTED]
 Booking Date: 11 May 18
 Client: [REDACTED]
 Agent: [REDACTED]
 File Locator: [REDACTED]

PASSENGERS: DR FRANCOIS P BELANGER

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
AIR CANADA Ticket # [REDACTED] 21	425.85	0.00	\$0.00	74.96	0.00	500.81 CAD
AIR CANADA Ticket # [REDACTED] 21.3	142.30	0.00	\$0.00	0.00	0.00	142.30 CAD
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Total:	568.15	0.00	0.00	74.96	0.00	643.11 CAD

INVOICE #	PAYMENT DATE	CARD HOLDER	FORM OF PAYMENT	AMOUNT
[REDACTED]	05/09/2018	[REDACTED]	[REDACTED]	500.81 CAD
Total Payment:				500.81 CAD

Balance Due CAD Currency 142.30 CAD

Payment Due Date: 11 May 18

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101
 REASON FOR TRAVEL DM CONVENAT HEALTH LEADERS MEETING

***** AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ...1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147 PLEASE QUOTE ACCESS CODE 2EC0 *****PLEASE REVIEW YOUR ITINERARY FOR ACCURACY***
 PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS MAY BE YOUR RESPONSIBILITY
 ***** FOR AIR TRAVEL TO A FOREIGN COUNTRY PASSENGERS MUST ENSURE THAT THEY HAVE ALL NECESSARY TRAVEL DOCUMENTS SUCH AS A VALID CANADIAN PASSPORT OR TRAVEL VISA AS DIRECTED BY EMBASSIES AND CONSULATES. PLEASE VISIT HTTP://WWW.TRAVEL.GC.CA AND SELECT YOUR DESTINATION FOR IMPORTANT INFORMATION ON IDENTIFICATION REQUIRED FOR TRAVEL. *****
 ****PLEASE NOTE CHECKIN TIMES***** **DOMESTIC FLIGHTS--CHECKIN 90 MINUTES PRIOR **DOMESTIC COUNTER WILL CLOSE 45 MINUTES PRIOR -----AIR CANADA RULES----- TICKET IS NON REFUNDABLE CHANGES PERMITTED UP TO 2 HOURS PRIOR TO FLIGHT TIME CHANGE FEES PLUS ANY FARE INCREASE WILL APPLY 24HOURS IN ADVANCE GO TO WWW.AIRCANADA.COM TO CHECK IN AND PRINT YOUR BOARDING PASS. -----AIR CANADA CANADA TRAVEL BAGGAGE POLICY----- 1ST CHECKED BAG 25.00 UP TO 50LBS----- 2ND CHECKED BAG 35.00 UP TO 50LBS----- FEES WILL BE COLLECTED AT AIRPORT CHECK IN ***** AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ...1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147 PLEASE QUOTE ACCESS CODE 2EC0 *****PLEASE REVIEW YOUR ITINERARY FOR ACCURACY***
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GOVERNMENT CENTRE
 MAIN FLOOR, 9929- 108TH ST, EDMONTON, AB T5K1G8
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