

## AHS Board and Executive Expense Report

**Name** Katherine Chubbs  
**Title** Chief Zone Officer, South Zone  
**Location** Lethbridge  
 Expenses submitted during the month of January 2018

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)
Jan-18	P-Card	Meetings					-	817		
Jan-18	Expense Claim	Meetings		34			34			
Jan-18	Direct Billing	Meetings	328				328			
<b>Total</b>			\$ 328	\$ 34	\$ -	\$ -	\$ 362	\$ 817	\$ -	\$ -

**Total for the Month** \$ 1,179

Maximum daily single meal expense claimed in the month \$ 24  
 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.

## AHS Public Disclosure P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
CHUBBS, KATHERINE	Chief Zone Officer, South Zone	Lethbridge	\$ 816.50								
1/9/2018	Conference fee for the National Health Leadership Conference in June 2018. Registered now to take advantage of the early bird rate	ON	Conference Fees	\$ 816.50			Conference fee for the National Health Leadership Conference in June 2018. Reduced early bird registration fee.	1			
Approver(s) for the claim		Approval Status	Approval Date								
HUBAND, BRENDA		Approve	25-Jan-18								

**From:** Katherine Chubbs  
**Sent:** Tuesday, January 09, 2018 12:21 PM  
**To:** [REDACTED]  
**Subject:** FW: Purchase Receipt

Katherine Chubbs  
Chief Zone Officer – South Zone  
Alberta Health Services

Executive Assistant:  
[REDACTED]

*Conference fee for  
the National Health  
Leadership Conference  
in St. Johns NF  
June 3-5 2018*

-----Original Message-----

**From:** National Health Leadership Conference [mailto:info@nhlc-cnls.ca]  
**Sent:** Tuesday, January 09, 2018 12:21 PM  
**To:** Katherine Chubbs [REDACTED]  
**Subject:** Purchase Receipt

INTERNET PURCHASE RECEIPT

Order Date: 2018-01-09 11:19:59 AM  
Order Number: [REDACTED]  
Bank Auth Number: [REDACTED]  
Order Total: 816.50 CAD

Name on Card: Katherine Chubbs  
Card Type: MC  
Email Address: [REDACTED]

BILL TO:

Name: Katherine Chubbs  
Address Line 1: [REDACTED]  
Address Line 2:  
City: [REDACTED]  
State/Province: [REDACTED]  
Zip/Postal Code: [REDACTED]  
Country: CA  
Phone Number: [REDACTED]

SHIP TO:

Name:  
Address Line 1:  
Address Line 2:

*103.0164.71260700005*

City:  
State/Province:  
Zip/Postal Code:  
Country:  
Phone Number:  
Shipping Method:

**MERCHANT INFO:**

Online Address:  
Merchant Name: Canadian College of Health Leaders - National Health Leaders Con  
Address: 292 Somerset St W  
City: Ottawa  
Province: ON  
Postal Code: K2P 0J6  
Country: CA  
Phone Number: (613)235-7218

**PRODUCT INFO:**

## AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
CHUBBS, KATHERINE	Chief Zone Officer, South Zone	Lethbridge	\$ 34.50								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
1/19/2018	In Edmonton for the QSO Improvement Exec Committee meeting	AB - Other Zones	Meals Per Diem	\$ 34.50			In Edmonton for the QSO Improvement Exec Committee meeting. Flight departed Lethbridge @ 0515 hours. Return flight departed @ 1945 from Edmonton. Bfast \$10.50 Dinner \$24.00	1			
Approver(s) for the claim		Approval Status		Approval Date							
HUBAND, BRENDA		Approve		25-Jan-18							

## 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

<b>Name :</b> Katherine Chubbs	<b>Reporting Period for the Month of :</b> Jan-18
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
3-Jan-2018	DIRECT BILLING	Airline Ticket	Changed the departure date and time of AC flight 7212 previously booked in December 8, 2017 for travel on January 19, 2018, trip #159836. Need departure date of January 17, 2018 from Lethbridge to be in Edmonton @ SSP at 0800 hours on January 18, 2018 for a CCEC in-person meeting. Return flight remains the same as initially recorded. Fare difference and change fee equal \$135. January 16, 2018: Rescheduling this flight a second time and will now depart on Friday, Jan. 19, Lethbridge to Edmonton to attend the in-person QSO Meeting. CCEC meeting in Edmonton on January 18 now available by telehealth. See below for entry	Marlin Travel	135.00
16-Jan-2018	DIRECT BILLING	Airline Ticket	Changed the January 17 Lethbridge to Edmonton departure flight to a January 19 departure flight Lethbridge to Edmonton. Saved 2 nights of accommodations and meal per diems. The Connect Care Exec Meeting on Thursday, Jan. 18 is now available via telehealth; therefore travel to Edmonton not required. On Jan. 19 Katherine is in Edmonton to attend the Quality Safety Outcomes meeting @ SSP @ 1200	Marlin Travel	192.95
<b>Total Paid in the Month</b>					<b>\$ 327.95</b>



**Invoice**

ALBERTA HEALTH SERVICES KATHERINE CHUBBS 10030 107 STREET EDMONTON AB CA T5J3E4	<b>Trip #:</b> [REDACTED] <b>Booking Date:</b> 03 Jan 18 <b>Client:</b> [REDACTED] <b>Agent:</b> [REDACTED]  <b>File Locator:</b> [REDACTED]
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**PASSENGERS:** MS KATHERINE CHUBBS

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
AIR CANADA Ticket # [REDACTED]	60.00	0.00	\$0.00	0.00	0.00	60.00 CAD
AIR CANADA Ticket # [REDACTED]	75.00	0.00	\$0.00	0.00	0.00	75.00 CAD
<b>Total:</b>	<b>135.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>135.00 CAD</b>

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	01/03/2018		[REDACTED]	60.00 CAD
	[REDACTED]	01/03/2018		[REDACTED]	75.00 CAD
		<b>Total Payment:</b>			<b>135.00 CAD</b>
				<b>Balance Due CAD Currency</b>	<b>0.00 CAD</b>

Total GST                    0.00                    Total HST                    \$0.00

CORPORATE UNIT 101  
REASON FOR TRAVEL QUALITY SAFETY OIE COMMITTEE

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL  
 \*\*\*\*\* 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

ALBERTA HEALTH SERVICES  
KATHERINE CHUBBS  
10030 107 STREET  
EDMONTON AB  
CA  
T5J3E4

Trip #: [REDACTED]  
Booking Date: 03 Jan 18  
Client: [REDACTED]  
Agent: [REDACTED]

File Locator: [REDACTED]

## MY ITINERARY

Passengers	Citizenship	Required Travel Documents
KATHERINE CHUBBS	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: KATHERINE CHUBBS

Booking Date: 03 Jan 18

File Locator/Ticket #: [REDACTED]

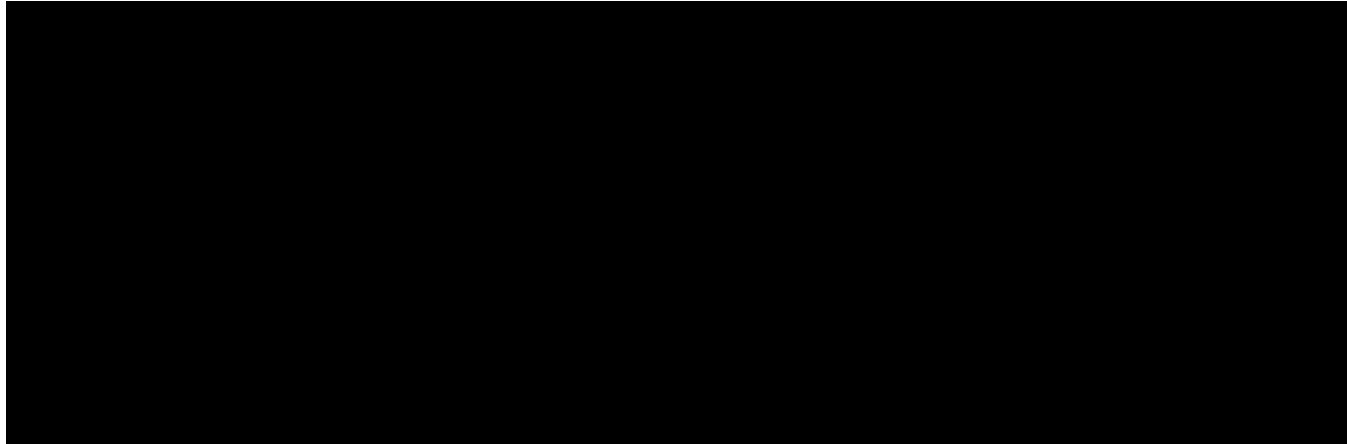
Airline	Flight	From	Terminal	To	Class/Seat	Stops
AIR CANADA	07216	LETHBRIDGE 17 Jan 18 1:05PM		CALGARY INTL 17 Jan 18 1:56PM	G/	
AIR CANADA	08146	CALGARY INTL 17 Jan 18 3:25PM		EDMONTON INTL 17 Jan 18 4:23PM	G/	

Passengers: KATHERINE CHUBBS

Booking Date: 03 Jan 18

File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
AIR CANADA	07216	LETHBRIDGE 17 Jan 18 1:05PM		CALGARY INTL 17 Jan 18 1:56PM	G/	
AIR CANADA	08146	CALGARY INTL 17 Jan 18 3:25PM		EDMONTON INTL 17 Jan 18 4:23PM	G/	





ALBERTA HEALTH SERVICES  
KATHERINE CHUBBS  
10030 107 STREET  
EDMONTON AB  
CA  
T5J3E4

Trip #: [REDACTED]  
Booking Date: 03 Jan 18  
Client: [REDACTED]  
Agent: [REDACTED]  
File Locator: [REDACTED]



AIR

Passengers: KATHERINE CHUBBS

Booking Date: 03 Jan 18  
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
AIR CANADA	08157	EDMONTON INTL 19 Jan 18 7:45PM		CALGARY INTL 19 Jan 18 8:46PM	A/	

Passengers: KATHERINE CHUBBS

Booking Date: 03 Jan 18  
File Locator/Ticket #: [REDACTED]

Passengers: KATHERINE CHUBBS

Booking Date: 03 Jan 18  
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
AIR CANADA	07221	CALGARY INTL 19 Jan 18 11:35PM		LETHBRIDGE 20 Jan 18 12:26AM	A/	

Passengers: KATHERINE CHUBBS

Booking Date: 03 Jan 18  
File Locator/Ticket #: [REDACTED]



**Invoice**

ALBERTA HEALTH SERVICES  
 KATHERINE CHUBBS  
 10030 107 STREET  
 EDMONTON AB  
 CA  
 T5J3E4

Trip #: [REDACTED]  
 Booking Date: 17 Jan 18  
 Client: [REDACTED]  
 Agent: [REDACTED]  
 File Locator: [REDACTED]

**PASSENGERS:** MS KATHERINE CHUBBS

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
AIR CANADA Ticket # [REDACTED]	117.95	0.00	\$0.00	0.00	0.00	117.95 CAD
AIR CANADA Ticket # [REDACTED]	75.00	0.00	\$0.00	0.00	0.00	75.00 CAD
<b>Total:</b>	<b>192.95</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>192.95 CAD</b>

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	01/16/2018		[REDACTED]	117.95 CAD
		01/16/2018			75.00 CAD
				<b>Total Payment:</b>	<b>192.95 CAD</b>

**Balance Due CAD Currency 0.00 CAD**

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101  
 REASON FOR TRAVEL QUALITY SAFETY OIE COMMITTEE

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL  
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 \*\*\*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

ALBERTA HEALTH SERVICES  
KATHERINE CHUBBS  
10030 107 STREET  
EDMONTON AB  
CA  
T5J3E4

Trip #: [REDACTED]  
Booking Date: 17 Jan 18  
Client: [REDACTED]  
Agent: [REDACTED]  
File Locator: [REDACTED]

### MY ITINERARY

Passengers	Citizenship	Required Travel Documents
KATHERINE CHUBBS	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: KATHERINE CHUBBS

Booking Date: 16 Jan 18  
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
AIR CANADA	07212	LETHBRIDGE 19 Jan 18 5:15AM		CALGARY INTL 19 Jan 18 6:06AM	V/	
AIR CANADA	08130	CALGARY INTL 19 Jan 18 7:15AM		EDMONTON INTL 19 Jan 18 8:13AM	V/	
AIR CANADA	08157	EDMONTON INTL 19 Jan 18 7:45PM		CALGARY INTL 19 Jan 18 8:46PM	A/	

Passengers: KATHERINE CHUBBS

Booking Date: 16 Jan 18  
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
AIR CANADA	07212	LETHBRIDGE 19 Jan 18 5:15AM		CALGARY INTL 19 Jan 18 6:06AM	V/	
AIR CANADA	08130	CALGARY INTL 19 Jan 18 7:15AM		EDMONTON INTL 19 Jan 18 8:13AM	V/	
AIR CANADA	08157	EDMONTON INTL 19 Jan 18 7:45PM		CALGARY INTL 19 Jan 18 8:46PM	A/	

Passengers: KATHERINE CHUBBS

Booking Date: 16 Jan 18  
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
AIR CANADA	07221	CALGARY INTL 19 Jan 18 11:35PM		LETHBRIDGE 20 Jan 18 12:26AM	A/	

Passengers: KATHERINE CHUBBS

Booking Date: 16 Jan 18  
File Locator/Ticket #: [REDACTED]