

AHS Board and Executive Expense Report

Name Katherine Chubbs
Title Chief Zone Officer, South Zone
Location Lethbridge

Expenses submitted during the month of December 2019

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)
Dec-19	P-Card	Meetings			121		121			
Dec-19	Expense Claim	Meetings			144		144			
Dec-19	Direct Billing	Meetings	373				373			
Total			\$ 373	\$ -	\$ 265	\$ -	\$ 638	\$ -	\$ -	\$ -

Total for the Month \$ 638

Maximum daily single meal expense claimed in the month \$ -
Maximum daily base hotel rate claimed in the month \$ 118
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									
CHUBBS, KATHERINE	Chief Zone Officer, South Zone	Lethbridge	\$ 120.99									
Expense Date	Business reason		Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
11/22/2019	Evening staff engagement activity at the Medicine Hat Regional Hospital on November 22, 2019		AB - Local	Accommodations	\$ 120.99				1			
Approver(s) for the claim		Approval Status		Approval Date								
HUBAND, BRENDA		Approve		3-Jan-20								

Home Stay Inn & Suites
954 - 7th Street SW
Medicine Hat, AB T1A 7R7
403-527-8844

Overnight
following
staff engagement
evening event. ①

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1764239 Alberta Ltd.

GST #: 850078775RT0001

Katherine Chubbs

Room	Folio	CheckIn	CheckOut	Balance
		11/22/2019	11/23/2019	0.00
Master Folio		Best Available Rate		

Date	Room	Description / Voucher	Charges	Credits	Balance
11/22/2019	101	Visa/MC Payment	0.00	120.99	-120.99
11/22/2019	311	Room Charge	109.00	0.00	-11.99
11/22/2019	311	GST - 5%	5.45	0.00	-6.54
11/22/2019	311	TOURISUM LEVY - 4%	4.36	0.00	-2.18
11/22/2019	311	DMF - 2%	2.18	0.00	0.00
		Balance Due			0.00
		Summary and Taxes			
		Taxable Sales	109.00		
		GST	5.45		
		TOURISUM LEVY	4.36		
		DMF	2.18		

SG

11/23/2019 08:31 AM

Thank you for staying with us!

AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
CHUBBS, KATHERINE	Chief Zone Officer, South Zone	Lethbridge	\$ 143.94									
Expense Date	Business reason		Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
12/7/2019	AMH Provincial Advisory Council 2 day meeting in Calgary		AB - Other Zones	Accommodations	\$ 143.94			Katherine stayed a second night and is only seeking reimbursement for the 1 night required for the AMH PAC.	1			
Approver(s) for the claim		Approval Status		Approval Date								
HUBAND, BRENDA		Approve		3-Jan-20								

Katherine Chubbs

From: Katherine Chubbs [REDACTED]
Sent: Sunday, December 08, 2019 8:41 PM
To: Katherine Chubbs
Subject: Fwd: Expedia travel confirmation - Fri., 6 Dec.. - (Itinerary # [REDACTED])

Caution - This email came from an external address and may contain unsafe content. Ensure you trust this sender before opening attachments or clicking any links in this message.

Sent from my iPad

Begin forwarded message:

From: "Expedia.ca" <Expedia@ca.expdiamail.com>
Date: December 4, 2019 at 2:59:12 PM MST
To: [REDACTED]
Subject: Expedia travel confirmation - Fri., 6 Dec.. - (Itinerary # [REDACTED])
Reply-To: r-364126281000010015302-c19338-7685a236c09a43f89fff9c84ad9eac08@mg.ca.expdiamail.com



Thank you, Katherine! Your hotel booking is confirmed.

[VIEW FULL ITINERARY](#)

[DOWNLOAD TO YOUR PHONE](#)

*11/2 reimbursement
(1 night)*

*Atlantic Cove w.
Sheraton Cavalier
Calgary*

*Am H
Prov Advisory
Council
mtg.*



Grey Eagle Resort

3779 Grey Eagle Drive Southwest, Calgary, AB, T3E 3X8 Canada

Check-in

Fri., 6 Dec.

Check-in time starts at 3 PM

Check-out

Sun., 8 Dec.

11 AM

Room Details

Room 1

Deluxe Room, 1 King Bed

Free Wireless Internet

Free Parking

Breakfast Buffet

Reserved for

Katherine Chubbs

2 adults

Special requests*

1 King Bed

Non-smoking room

*All special requests (such as in-room amenities, bed type, and smoking preference) are shared with the hotel, but requests are not guaranteed and may incur additional charges. We recommend you confirm them directly with the hotel before travel.

Manage Booking
Change or cancel

Free cancellation until December 5 at 6:00 p.m. (Hora estándar de las Rocosas (EE.UU. y Canadá))

Pricing Summary

Room 1 Price	C\$287.87
Fri., 6 Dec.	C\$117.90
Sat., 7 Dec.	C\$117.90
Property fee	C\$22.64
Taxes	C\$29.43

Total **C\$287.87**

Collected by Expedia at checkout

Unless specified otherwise, rates are quoted in Dólares de Canadá.

VIEW RECEIPT

Claiming only \$143.94

Additional hotel fees

These fees and deposits only apply if they are not included in your selected room rate.

The price DOES NOT include any applicable hotel service fees, charges for optional incidentals (such as minibar snacks or telephone calls), or regulatory surcharges. The hotel will assess these fees, charges, and surcharges upon check-out.

Rules and restrictions

For rules and restrictions please view your [full itinerary](#).

Cancellations and changes

We understand that sometimes plans fall through. We do not charge a cancel or change fee. When the property charges such fees in accordance with its own policies, the cost will

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 :	Katherine Chubbs	Reporting Period for the Month of :	Dec-19
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
21-Nov-2019	Direct Billing	Airline Ticket	WestJet return flights Lethbridge to Regina, January 29-January 31, 2020 for a site visit and meetings with Health Leadership at the Fort Qu'Appelle All Nations Healing Hospital	Marlin Travel	372.96
	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					\$ 372.96



A DIRECT TRAVEL[®] COMPANY

Vision Travel DT Ontario-West Inc

, , Canada

www.visiontravel.ca

GST Reg : 723782728 RT 0001

E-Ticket Receipt

Ticket Number

Invoice

Sales Person

Issuing Airline: WS

Agency Ref.:

IATA Number:

Issued: 21Nov19

Customer Number

Customer Ref.: N/A

Passenger(s):

CHUBBS/KATHERINE

AIR - Wednesday, January 29 2020

WestJet Flight WS3003 Economy Class - Seat Assigned at Check-in

Depart	Lethbridge, Alberta Lethbridge Airport 11:30 AM Wednesday, January 29 2020	Arrive	Calgary, Alberta Calgary International Airport 12:19 PM Wednesday, January 29 2020
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Duration: 0 hour(s) and 49 minute(s) Non-stop

Status: Confirmed - WestJet Booking Reference:

Operated By: WESTJET LINK BY PACIFIC COASTAL

Online Check In: Available 24 hours prior

Baggage Allowance: 0 Piece(s)

Remarks: PLEASE CHECK IN WITH WESTJET LINK BY PACIFIC COASTAL

Fare Basis: LAVF4ELK

Not Valid Before: 29Jan

Not Valid After: 29Jan

AIR - Wednesday, January 29 2020

WestJet Flight WS3196 Economy Class - Seat Assigned at Check-in

Depart	Calgary, Alberta Calgary International Airport 01:30 PM Wednesday, January 29 2020	Arrive	Regina, Saskatchewan Regina International Airport 04:04 PM Wednesday, January 29 2020
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Duration: 1 hour(s) and 34 minute(s) Non-stop

Status: Confirmed - WestJet Booking Reference:

Operated By: WESTJET ENCORE

Online Check In: Available 24 hours prior

Baggage Allowance: 0 Piece(s)

Remarks: PLEASE CHECK IN WITH WESTJET ENCORE

Fare Basis: LAVF4ELK

Not Valid Before: 29Jan

Not Valid After: 29Jan

AIR - Friday, January 31 2020**WestJet Flight WS3301 Economy Class - Seat Assigned at Check-in**

Depart	Regina, Saskatchewan Regina International Airport 08:00 AM Friday, January 31 2020	Arrive	Calgary, Alberta Calgary International Airport 09:00 AM Friday, January 31 2020
Duration:	2 hour(s) and 0 minute(s) Non-stop		
Status:	Confirmed - WestJet Booking Reference [REDACTED]		
Operated By:	WESTJET ENCORE		
Online Check In:	Available 24 hours prior		
Baggage Allowance:	0 Piece(s)		
Remarks:	PLEASE CHECK IN WITH WESTJET ENCORE		
Fare Basis:	LAVD0ELK		
Not Valid Before:	31Jan		
Not Valid After:	31Jan		

AIR - Friday, January 31 2020**WestJet Flight WS3008 Economy Class - Seat Assigned at Check-in**

Depart	Calgary, Alberta Calgary International Airport 10:05 AM Friday, January 31 2020	Arrive	Lethbridge, Alberta Lethbridge Airport 10:59 AM Friday, January 31 2020
Duration:	0 hour(s) and 54 minute(s) Non-stop		
Status:	Confirmed - WestJet Booking Reference [REDACTED]		
Operated By:	WESTJET LINK BY PACIFIC COASTAL		
Online Check In:	Available 24 hours prior		
Baggage Allowance:	0 Piece(s)		
Remarks:	PLEASE CHECK IN WITH WESTJET LINK BY PACIFIC COASTAL		
Fare Basis:	LAVD0ELK		
Not Valid Before:	31Jan		
Not Valid After:	31Jan		

Fare

Form of payment:	Credit Card [REDACTED]
Endorsements / restrictions:	NONE
Fare calculation:	
Fare:	CAD 372.96
Equivalent amount paid:	

Positive identification required for airport check in**Notice:**

Transportation and other services provided by the carrier are subject to conditions of contract and other important notices. Please ensure that you have received these notices, and if not, contact the travel agent or issuing carrier to obtain a copy prior to the commencement of your trip.

If the passenger journey involves an ultimate destination or stop in a country other than the country of departure, the Warsaw Convention may be applicable. This convention governs and on most cases limits the liability of carriers for death or personal injury and in respect of loss of, or damage to baggage.