

AHS Board and Executive Expense Report

Name Dr. Kathryn Todd
Title VP Research Innovation & Analytics
Location Edmonton

Expenses submitted during the month of August 2016

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)
Aug-16	Direct Billing	Meetings	1,102				1,102			
Total			\$ 1,102	\$ -	\$ -	\$ -	\$ 1,102	\$ -	\$ -	\$ -

Total for the Month \$ 1,102

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.

Executive Expenses Report Direct Billing 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 : Kathryn Todd	Reporting Period for the Month of : Aug-16
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DD-MMM-YY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
18-Aug-16	Direct Billing	Airline Ticket	Fee to return YEG vs YYC as originally planned-YYC event cancelled	Marlin Travel	200.00
26-Aug-16	Direct Billing	Airline Ticket	Flight YEG to Boston-IHI Leadership Alliance Meeting (behalf of CEO)	Marlin Travel	902.48
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	-
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	-
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	-
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	-
Total Paid in the Month					\$ 1,102.48

MARLIN TRAVEL
 O-O PERCY HUNT TRAVELGROUP INC
 MAIN FLOOR, 9929 108TH ST.
 EDMONTON, AB T5K 1G8
GST Reg#: 885101915
Branch: N61107
Agent: CASANDRA WAGNER Tel: 780-425-8611

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

Invoice Number: [REDACTED]
Date: August 18, 2016
Page: 1/2
Our Reference: [REDACTED]

INVOICE

For
 MS KATHRYN GRACE TODD

Thursday, September 8, 2016

Air

DELTA AIRLINES	Flight: 1439	L CLASS	
From: SALT LAKE CITY UT	03:18 PM	Equipment: A320	
To: MINNEAPOLS/STPAUL	07:00 PM		Mile(s) Flown: 990
Stops: 0	Arrival: 08Sep16		

Air

DELTA AIRLINES	Flight: 4817	L CLASS	
From: MINNEAPOLS/STPAUL	08:10 PM	Equipment: CR9	
To: EDMONTON INTL AB	10:17 PM		Mile(s) Flown: 1087
Stops: 0	Arrival: 08Sep16		
SKYWEST DBA			

Cost:

TKT [REDACTED]	E-TKT EXCHANGED	[REDACTED]	200.00
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Total:

Grand Total:	200.00
Less Credit Card Payments:	200.00
Credit / Balance Due To This Invoice:	0.00
Total Balance Due:	0.00

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

Invoice Number:
Date:
Page:
Our Reference:

August 18, 2016
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INVOICE

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 2ECO
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: N61107
Agent: BARBARA LAZARENKO Tel: 780-425-8611


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

Invoice Number: [REDACTED]
Date: August 26, 2016
Page: 1/2
Our Reference: [REDACTED]

INVOICE

For
KATHRYN TODD


Tuesday, September 13, 2016

 **Air**

AIR CANADA
From: EDMONTON INTL AB
To: TORONTO PEARSON
Stops: 0 **Arrival:** 13Sep16
TICKET [REDACTED]
SEAT 19D

Flight: 126 V CLASS
09:40 AM **Equipment:** A320
03:19 PM

Mile(s) Flown: 1671

 **Air**

AIR CANADA
From: TORONTO PEARSON
To: BOSTON-LOGAN INTL
Stops: 0 **Arrival:** 13Sep16
AIR CANADA E
SEAT 21C

Flight: 7628 V CLASS
05:55 PM **Equipment:** E75
07:25 PM

Mile(s) Flown: 454

Friday, September 16, 2016

 **Air**

AIR CANADA
From: BOSTON-LOGAN INTL
To: TORONTO PEARSON
Stops: 0 **Arrival:** 16Sep16
TICKET [REDACTED]
SEAT 23D

Flight: 363 G CLASS
02:45 PM **Equipment:** E90
04:35 PM

Mile(s) Flown: 454

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

Invoice Number: [REDACTED]
Date: August 26, 2016
Page: 2/2
Our Reference: [REDACTED]

INVOICE

Friday, September 16, 2016

Air

AIR CANADA
From: TORONTO PEARSON
To: EDMONTON INTL AB
Stops: 0 Arrival: 16Sep16
SEAT 25D

Flight: 157 G CLASS
07:10 PM Equipment: A319
09:19 PM

Mile(s) Flown: 1671

Cost:	
AIR CANADA WEE [REDACTED]	772.35
	Tax: 130.13
	Ticket Total: 902.48
Total:	
	Grand Total: 902.48
	Less Credit Card Payments: 902.48
	Credit / Balance Due To This Invoice: 0.00
	Total Balance Due: 0.00

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