

AHS Board and Executive Expense Report

Name Dr. Kathryn Todd
Title VP System Innovations & Programs
Location Edmonton

Expenses submitted during the month of October 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)
Oct-18	P-Card	Meetings				39	39			109
Oct-18	Direct Billing	Meetings	259				259			
Total			\$ 259	\$ -	\$ -	\$ 39	\$ 298	\$ -	\$ 109	\$ -

Total for the Month \$ 407

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.

AHS Public Disclosure P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
TODD, KATHRYN	VP System Innovations & Programs	Edmonton	\$ 147.73									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
9/18/2018	Attend the IHE Event_Dr Catherine Calderwood	AB - Local	Parking - Lot or Parkade-Service Rcpt	\$ 14.70			Parking to attend event	1				
9/18/2018	Business Meeting at Hotel MacDonald	AB - Local	Hospitality	\$ 109.03			Hosted business meeting lunch	1	3	List of attendees kept on file		
9/24/2018	Parking to attend the AbSPORU Steering Committee Meeting	AB - Local	Parking - Lot or Parkade	\$ 24.00			Parking at Bell Tower to attend a meeting	1				
Approver(s) for the claim		Approval Status	Approval Date									
YIU, VERNA		Approve	19-Nov-18									

Welcome to Lot 493
 BELL TOWER PARKADE
 MANAGED BY
 IMPARK
 RECEIPT C1

ENTRY TIME:
 09/24/18 12:38
 EXIT TIME:
 09/24/18 16:38
 PARK-DUR.: HRS:MIN
 0:04:00
 AMOUNT:
 \$ 24.00

KIND OF PAYMENT:
 MASTERCARD

REF. [REDACTED]
 GST No. 887315638RT
 0006

THANK YOU FOR
 PARKING WITH US

SERVICE
 SINCE 1922
 "Family Owned & Operated"
RECEIPT
 RE-ENTRY CODE [REDACTED]
 License Plate Number [REDACTED]
 Expiration Date/Time
11:59 PM
 22
 "Family Owned & Operated"
SEP 19, 2018

Purchase Date/Time: 05:06pm Sep 18, 2018
 Total Parking: \$14.00
 Total GST: \$0.70
 Total Due: \$14.70 Rate: \$14 UNTIL 3AM
 Total Paid: \$14.70 Pmt Type: CC (Swipe)
 Ticket [REDACTED]
 S/N [REDACTED]
 Setting: C209
 Mach Name: C209B

[REDACTED] MasterCard
 Auth #: [REDACTED]

GST # 887315638
 DIAMOND

PARKING RECEIPT

FAIRMONT HOTEL MACDONALD
 10065 100 ST NW
 EDMONTON AB

CARD [REDACTED]
 CARD TYPE MASTERCARD
 DATE 2018/09/18
 TIME 9028 18:58:21
 RECEIPT NUMBER [REDACTED]

PURCHASE
 AMOUNT \$92.40
 TIP \$16.63
 TOTAL
 \$109.03

MasterCard
 [REDACTED]

APPROVED
 AUTH# [REDACTED]
 THANK YOU

CARDHOLDER COPY
 IMPORTANT - RETAIN THIS
 COPY FOR YOUR RECORDS

FAIRMONT
 HOTEL MACDONALD
 10065 100 St NW
 Edmonton, AB
 Tel: (780) 424-5181

05 - Confed. Lounge

Server: Michele Check: [REDACTED]
 Table: 13 Date: 9/18/2018
 Guests: 4 Time: 6:56:54 PM

2 PERRIER LG	18.00
1 GALIMAX FLATBREAD	17.00
1 LETTUCE WRAP	18.00
1 WESTBRY CRAB CAKES	25.00
1 ADD PRAWNS	10.00

Food:	88.00
SUBTOTAL:	88.00
Tax:	4.40

TOTAL:	92.40
=====	

*** NOT A CREDIT CARD SLIP ***
 GST 84654 3619 RT0004

ROOM/MEMBER #: _____
 NAME: _____
 GRATUITY: *Dr. Catherine Caldwell*
 TOTAL: _____
 SIGNATURE: *John Powell*

SIGNATURE

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 : Dr. Kathryn Todd	Reporting Period for the Month of : Oct-18
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
24-Oct-18	Direct Billing	Airline Ticket	West Jet flight on Nov 13 from Calgary to Edmonton for Quality & Safety meeting to the IHE Board Meeting	Vision Travel	\$259.10
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
Total Paid in the Month					\$ 259.10

From: [REDACTED]
To: [REDACTED]
Subject: FW: Summary Invoice for TODD/KATHRYN - 11September18 - Locator: [REDACTED]
Date: Tuesday, January 22, 2019 1:32:37 PM

Hi Michelle,

Here is the first one on your list.

Thank you,

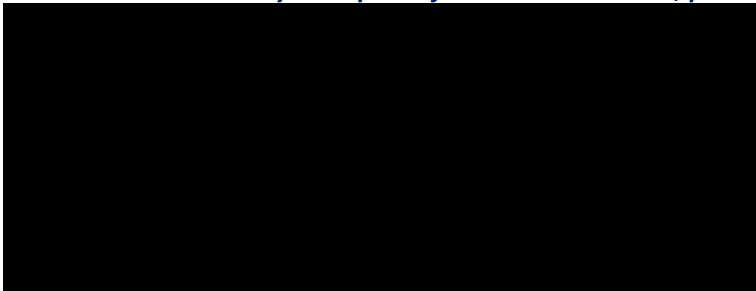
[REDACTED]
Junior Travel Consultant
Vision Travel Solutions
9929-108 St, Edmonton, Alberta, T5K 1G8

Office: 780-425-8611 ext. 1778
Toll-Free: 1-888-425-8611
North America After Hours Desk Vision 24: 1-888-700-6063
Global After Hours Desk Vision 24: 1-514-855-4263

[REDACTED]@[visiontravel.ca](mailto:[REDACTED]@visiontravel.ca)
www.visiontravel.ca

Please note that all quotes and prices are subject to availability and may change. No price or availability is guaranteed until the time of booking.

Our After Hours Desk is changing! As of January 1, after hours assistance will be available through Vision 24. Should you require after hours assistance, please call 1-888-700-6063 from North America, or



Invoice

Invoice:
Issued:

Customer Number:
Sales Person:

Customer Ref.:

Passenger(s):

TODD/KATHRYN

Please check your on-line itinerary for any schedule changes or other updates - [Click Here](#)

Invoice Details							
Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total	
WestJet	[REDACTED]	209.62	49.48	0.00	0.00	259.10	
					Billed to:	[REDACTED]	
		Totals:	209.62	49.48	0.00	0.00	259.10
					Balance Due:	259.10	