

AHS Board and Executive Expense Report

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

Expenses submitted during the month of April 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)
Apr-19	P-Card	Meetings				277	277			
Apr-19	Expense Claim	Meetings			230		230			
Apr-19	Direct Billing	Meetings	1,192				1,192			
Total			\$ 1,192	\$ -	\$ 230	\$ 277	\$ 1,699	\$ -	\$ -	\$ -

Total for the Month \$ 1,699

Maximum daily single meal expense claimed in the month \$ -
Maximum daily base hotel rate claimed in the month \$ 200
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	\$ 276.79								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
3/27/2019	Gartner Executive Programs Health Industry Roundtable Meeting in Edmonton	AB - Local	Parking - Lot or Parkade	\$ 17.00				1			
4/8/2019	Installation Ceremony for Dr. McCauley in Calgary	AB - Other Zones	Taxi	\$ 35.64	Southport Tower	Calgary Hotel	Written attestation provided with attachments. Missing taxi receipt for travel in Calgary to attend installation dinner at UofC.	1			
4/9/2019	Installation Dinner for Dr. McCauley at UofC in Calgary	AB - Other Zones	Taxi	\$ 47.15	Calgary hotel	Calgary airport	Early morning taxi commute to Calgary airport to return to Edmonton	1			
4/9/2019	Installation Dinner for Dr. McCauley at UofC in Calgary	AB - Other Zones	Taxi	\$ 177.00	Edmonton Airport on April 8	Edmonton Airport to downtown Edmonton April 9	2 person travel on April 8th and 9th to and from Airport.	1			
Approver(s) for the claim		Approval Status		Approval Date							
YIU, VERNA		Approve		6-May-19							

Gartner meeting

RECEIPT
Impark Lot 02-4

Licence Plate Number



Expiration Date/Time

11:00 PM
MAR 27, 2019

Purchase Date/Time: 05:50pm Mar 27, 2019

Total Parking: \$15.19

Total GST: \$0.81

Total Due: \$17.00

Rate: \$17- until 11pm

Total Paid: \$17.00

Prnt: Type: CC (Swipe)

Ticket #

S/N #

Setting: Lot 4

Mach Name: Mete: 2

MasterCard

Auth #

gst #887315636R70006
NO IN AND OUT PRIVILEGES

RECU DE STATIONNEMENT PARKING RECEIPT RECU DE STATIONNEMENT PARKING RECEIPT

CHECKER/YELLOW LAB
316 MERIDIAN ROAD SE
CALGARY, AB T2A 1X2

Merchant ID: CC000054

Driver ID

Rec'd No

Sale

Redirection Label: MasterCard

AID: [REDACTED]

MASTERCARD

Entry Method: Chip

Amount: \$ 41.00

Tip: \$ 6.15

Total: CAD\$ 47.15

2013-04-09 06:50:13

Resp Code: 00

Inst: [REDACTED]

Appr Code

Apprvd: Online

Batch#

TRN Ref #:

ATS GROUP
4608 101 ST NW
7809897099
EDMONTON AB

CARD

CARD TYPE MASTERCARD

DATE 2019/04/09

TIME 854# 09:46:48

RECEIPT NUMBER:

PURCHASE

AMOUNT \$150.00

TIP \$27.00

TOTAL

\$177.00

MasterCard

APPROVED

AUTH# [REDACTED]

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

March 27, 2019 - Parking to attend GARTNER Executive Programs Health Industry Roundtable in Edmonton.

April 9, 2019 Taxi to Calgary airport to return from Meetings and Installation Dinner at U of C.

②

③ April 8 & 9th - 2 person travel to EIA (YEG) on April 8 and return to downtown/VA from EIA on April 9

DESCRIPTION
Phone: 700-410-1234
WWW.THECHECKERGROUP.COM
CARDHOLDER COPY
RETAIN THIS COPY FOR STATEMENT MERCHANDISE
316 MERIDIAN ROAD SE
CALGARY, AB T2A 1X2

TERMINAL ID: [REDACTED]
MERCHANT ID: [REDACTED]
SERVICE ID: [REDACTED]
ENTRY ID: [REDACTED]
CITY/COUNTRY: [REDACTED]
GROUP NUMBER: [REDACTED]
ISSUERS: [REDACTED]
CARD NUMBER: [REDACTED]
CARD EXPIRY: [REDACTED]
CARD TYPE: [REDACTED]
CARD BRAND: [REDACTED]
CARD AMOUNT: \$ 47.15
TAX AMOUNT: \$ 6.15
TOTAL: \$ 47.15 \$47.15
OFFER CARD LABEL: [REDACTED]
OFFER CARD NUMBER: [REDACTED]
PASSENGER COPY

Phone: 700-410-1234
WWW.THECHECKERGROUP.COM
CHECKER

April 29, 2019

Public Expense Disclosure Department
10th Floor, 7th Street Plaza
10030 – 107 Street
Edmonton, AB T5J 3E4

Attention: Public Disclosure

RE: Missing Receipts – April 2019 PCard

1) Associated Cab – April 8, 2019 in the amount of \$35.64

I hereby attest that these expenses were related to AHS business which occurred on April 8, 2019 in Calgary. The receipt was for a taxi to commute to a meeting while in Calgary. The receipt was not previously submitted for reimbursement.

I declare that the above statement is true and accurate and I trust this information will suffice.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kathryn Todd', written in a cursive style.

Kathryn Todd

AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
TODD, KATHRYN	VP System Innovations & Programs	Edmonton	\$ 230.20								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
4/8/2019	Accommodations for attending installation ceremony for UofC president in Calgary	AB - Other Zones	Accommodations	\$ 230.20				1			
Approver(s) for the claim		Approval Status	Approval Date								
YIU, VERNA		Approve	15-Apr-19								



Dr. Kathryn Todd

Edmonton, AB
Canada

INFORMATION INVOICE

Company Name : Alberta Health Services
Group :
A/R Number :

Room Number : [Redacted]
Arrival Date : 08-04-19
Departure Date : 09-04-19
Page : [Redacted]
Folio Number : [Redacted]
Confirmation : [Redacted]
Cashier : [Redacted]

GST No. : 894582667RT0001 09-04-19

Date	Description	Charges	Credits
08-04-19	Room Charge	209.00	
08-04-19	Service & Marketing Fee	10.45	
08-04-19	Alberta Tourism Levy	8.78	
08-04-19	GST	10.97	
09-04-19	Visa [Redacted]		239.20

Total 239.20 239.20

Room GST 10.97
F&B GST 0.00
Other GST 0.00
Balance 0.00 CAD

Claiming only \$230.20

Total GST 10.97

*April 8th - Accommodations for Calgary stay.
Installation ceremony of
Dr. M^cCauley. Hotel close to stadium for less travel by taxi.*

I agree that I am personally liable for the final disposition and payment of any services rendered or goods supplied by Hotel Arts Kensington and further authorize the use of my credit card to facilitate full payment. I accept responsibility in the event the indicated third-party, company or association fails to render full payment of this account, and also for any loss or damage to the premises or its contents.

Guest Signature: _____

Personal use

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 : Apr-19
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
8-Apr-19	Direct Billing	Airline Ticket	University of Calgary Installation Ceremony - flight from Edmonton to Calgary	Vision Travel	\$247.48
9-Apr-19	Direct Billing	Airline Ticket	University of Calgary Installation Ceremony- West Jet flight from Calgary to Edmonton CREDITED	Vision Travel	\$262.88
9-Apr-19	Direct Billing	Airline Ticket	University of Calgary Installation Ceremony - Flight from Calgary to Edmonton. Took earlier flight to arrive in Edmonton in time for Executive Leadership meeting	Vision Travel	\$327.83
22-May-19	Direct Billing	Airline Ticket	Western Strategic Advisory Collaborative - Flew from Edmonton to Vancouver	Vision Travel	\$353.96
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
Total Paid in the Month					\$ 1,192.15



Vision Travel DT Ontario-West Inc
9929 - 108 St.
Edmonton, AB
T5K 1G8
(780) 425-8611 1-866-425-8611

www.visiontravel.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: [REDACTED]
Issued: 02 April 2019

Agency Ref.: [REDACTED]
Sales Person: [Anna Madden](#)

Customer Number: [REDACTED]
Customer Ref.:

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

Passenger(s): **TODD/KATHRYN**

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

AIR - Monday, April 8 2019		Add To Calendar	
Air Canada Flight AC8133 Economy Class - Seat 04A (Non smoking) Confirmed			
Depart	Edmonton, Alberta Edmonton International Airport 08:25 AM Monday, April 8 2019	Arrive	Calgary, Alberta Calgary International Airport 09:17 AM Monday, April 8 2019
Duration:	0 hour(s) and 52 minute(s) Non-stop		
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]		
Operated By:	AIR CANADA EXPRESS - JAZZ		
FF Number:	[REDACTED] - TODD/KATHRYN - please reconfirm at check-in		
Online Check In:	Available 24 hours prior - click here		
Baggage Allowance:	0 Piece(s)		
Remarks:	PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ		

AIR - Tuesday, April 9 2019		Add To Calendar	
WestJet Flight WS3351 Economy Class - Seat 06A (Non smoking, Window) Confirmed			
Depart	Calgary, Alberta Calgary International Airport 10:15 AM Tuesday, April 9 2019	Arrive	Edmonton, Alberta Edmonton International Airport 11:07 AM Tuesday, April 9 2019
Duration:	0 hour(s) and 52 minute(s) Non-stop		
Status:	Confirmed - WestJet Booking Reference: [REDACTED]		
Operated By:	WESTJET ENCORE		
FF Number:	[REDACTED] - TODD/KATHRYN - please reconfirm at check-in		
Online Check In:	Available 24 hours prior - click here		
Baggage Allowance:	1 Piece(s)		
Remarks:	PLEASE CHECK IN WITH WESTJET ENCORE		

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	██████████					
WestJet	██████████	213.40	49.48	0.00	0.00	262.88
					Billed to: ██████████	
Invoice Number:	██████████					
Air Canada	██████████	210.00	37.48	0.00	0.00	247.48
					Billed to: ██████████	
	Totals:	423.40	86.96	0.00	0.00	510.36
					Total Credit Card Billing:	510.36
					Balance Due:	0.00

From: tripinfo@visiontravel.ca
To: [Kathryn Todd](#); [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]
Subject: Invoice and Itinerary for TODD/KATHRYN DR - 09April19 - Vision Travel Locator: [REDACTED]
Date: Monday, April 08, 2019 2:54:20 PM



Vision Travel DT Ontario-West Inc
 , , Canada,
www.visiontravel.ca
 GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: [REDACTED] Agency Ref.: [REDACTED] Customer Number: [REDACTED]
 Issued: 08 April 2019 Sales Person: [REDACTED] Customer Ref.: [REDACTED]

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

Passenger(s): TODD/KATHRYN DR

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

AIR - Tuesday, April 9 2019		Add To Calendar
Air Canada Flight AC8134 Economy Class		
Depart	Calgary, Alberta Weather Calgary International Airport 08:00 AM Tuesday, April 9 2019	Arrive Edmonton, Alberta Weather Edmonton International Airport 08:50 AM Tuesday, April 9 2019
Duration:	0 hour(s) and 50 minute(s) Non-stop	
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]	
Operated By:	AIR CANADA EXPRESS - JAZZ	
FF Number:	[REDACTED] - TODD/KATHRYN DR - please reconfirm at check-in	
Online Check In:	Available 24 hours prior - click here	
E Upgrade:	For Eligible Flight - Aeroplan Members click here	
Remarks:	SEAT 15C PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ	

Invoice Details						
Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	[REDACTED]					
Vendor AC AIR CANADA	[REDACTED]	290.35	37.48	0.00	0.00	327.83
				Billed to: [REDACTED]		
	Totals:	290.35	37.48	0.00	0.00	327.83
				Total Credit Card Billing:		327.83
				Balance Due:		0.00

Remarks

 PLEASE REVIEW YOUR ITINERARY FOR ACCURACY



Vision Travel DT Ontario-West Inc
9929 - 108 St.
Edmonton, AB
T5K 1G8
(780) 425-8611 1-866-425-8611

www.visiontravel.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: [REDACTED]
Issued: 26 March 2019

Agency Ref.: [REDACTED]
Sales Person: [Anna Madden](#)

Customer Number: [REDACTED]
Customer Ref.:

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

Passenger(s): TODD/KATHRYN

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

AIR - Wednesday, May 22 2019		Add To Calendar	
Air Canada Flight AC251 Economy Class - Seat 19A (Non smoking, Chargeable) Confirmed			
Depart	Edmonton, Alberta Edmonton International Airport 05:30 PM Wednesday, May 22 2019	Arrive	Vancouver, British Columbia Vancouver Intl 06:05 PM Wednesday, May 22 2019
Duration:	1 hour(s) and 35 minute(s) Non-stop		
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]		
FF Number:	[REDACTED] - TODD/KATHRYN - please reconfirm at check-in		
Online Check In:	Available 24 hours prior - click here		
Baggage Allowance:	1 Piece(s)		
Remarks:	ARR TERMINALM PLEASE CHECK IN WITH AIR CANADA		

AIR - Thursday, May 23 2019		Add To Calendar	
Air Canada Flight AC242 Economy Class - Seat 19F (Non smoking, Chargeable) Confirmed			
Depart	Vancouver, British Columbia Vancouver Intl 02:10 PM Thursday, May 23 2019	Arrive	Edmonton, Alberta Edmonton International Airport 04:41 PM Thursday, May 23 2019
Duration:	1 hour(s) and 31 minute(s) Non-stop		
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]		
FF Number:	[REDACTED] - TODD/KATHRYN - please reconfirm at check-in		
Online Check In:	Available 24 hours prior - click here		
Baggage Allowance:	1 Piece(s)		
Remarks:	DEP TERMINALM PLEASE CHECK IN WITH AIR CANADA		

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	██████████					
Air Canada	██████████	289.00	64.96	0.00	0.00	353.96
					Billed to: ██████████	
	Totals:	289.00	64.96	0.00	0.00	353.96
					Total Credit Card Billing:	353.96
					Balance Due:	0.00