

## AHS Board and Executive Expense Report

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

Expenses submitted during the month of September 2019

			Travel (1)					Working Sessions Hosting and Hospitality		
MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	(3)	Other (4)
Sep-19	Expense Claim	Meetings			212	333	545			
Sep-19	Direct Billing	Meetings	640				640			
<b>Total</b>			\$ 640	\$ -	\$ 212	\$ 333	\$ 1,185	\$ -	\$ -	\$ -

**Total for  
the Month**      \$      1,185

Maximum daily single meal expense claimed in the month      \$      -  
Maximum daily base hotel rate claimed in the month      \$      189  
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 Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
TODD, KATHRYN	VP System Innovations & Programs	Edmonton	\$ 544.67									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
9/21/2019	Mileage - Edmonton to Calgary for the Sept 21 Libin Gala		Mileage-Other	\$ 150.49	SSP, Edmonton	Le Germain Hotel, Calgary		1			298	
9/21/2019	PARKING at Le Germain Hotel in Calgary - Libin Gala	AB - Other Zones	Parking - Lot or Parkade	\$ 31.50				1				
9/21/2019	HOTEL - Libin Gala in Calgary	AB - Other Zones	Accommodations	\$ 212.19			Le Germain is a 2 minute walk from the Libin Gala venue. No taxis were used during this trip.	1				
9/22/2019	Mileage - Calgary to Edmonton - Libin Gala on Sept 21		Mileage-Other	\$ 150.49	Le Germain Hotel, Calgary	SSP, Edmonton		1			298	
Approver(s) for the claim		Approval Status	Approval Date									
YIU, VERNA		Approve	22-Nov-19									

Ms Kathryn Todd

CANADA

Guest Name :  
 Company Name : GOVERNMENT OF ALBERTA IN OTTAWA  
 A/R Number :  
 Group Name :

Date : 28-10-19  
 Time : 01:33 PM  
 Room No. [REDACTED]  
 Arrival : 21-09-19  
 Departure : 22-09-19  
 Conf. No. [REDACTED]  
 Page No. : 1 of 1  
 Invoice :  
 PO :

**INFORMATION INVOICE**

DATE	DESCRIPTION	RÉFÉRENCE	DÉBIT	CRÉDIT
09-21-19	Room Charge		189.00	
09-21-19	DMF - Destination Marketing Fee		5.67	
09-21-19	Alberta Tourism Tax		7.79	
09-21-19	GST		9.73	
09-21-19	Parking - Weekend		30.00	
09-21-19	GST		1.50	
[REDACTED]				
09-22-19	Visa			269.94

DMF	5.67	<b>TOTAL</b>	269.94	269.94
GST: 848120796	12.48	<b>SOLDE</b>	0.00	CAD
ATT	7.79			

Accommodations \$212.19  
 Parking 31.50

*Parking*  
~~*Remove*~~  
*\$214.94 to be claimed*

Like you, we know it's the little things that mean a lot. So, if you enjoyed your stay with us, please visit [www.tripadvisor.com](http://www.tripadvisor.com) and share your Germain experience.

## 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> Dr. Kathryn Todd	<b>Reporting Period for the Month of :</b> Sep-19
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
20-Aug-2019	<b>Direct Billing</b>	<b>Airline Ticket</b>	ARCH Tour and Community Paramedic Ridealong. FLIGHT - Edmonton to Calgary on August 20 and return Aug 21, 2019. <b>Rationale:</b> Flights were in high demand for these dates. It was the most economical way at that time from Vision Travel.	<b>Vision Travel</b>	640.46
	<b>Direct Billing</b>	<b>Airline Ticket</b>		<b>Vision Travel</b>	
	<b>Direct Billing</b>	<b>Airline Ticket</b>		<b>Vision Travel</b>	
	<b>Direct Billing</b>	<b>Airline Ticket</b>		<b>Vision Travel</b>	
	<b>Direct Billing</b>	<b>Airline Ticket</b>		<b>Vision Travel</b>	
<b>Total Paid in the Month</b>					\$ 640.46



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

[www.visiontravel.ca](http://www.visiontravel.ca)

GST Reg : 723782728 RT 0001

## Invoice/Itinerary

Invoice: [REDACTED]  
Issued: 22 August 2019

Agency Ref.: [REDACTED]  
Sales Person: [REDACTED] [REDACTED]

Customer Number: [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 Passenger Protection Regulations:

As of July 15, 2019, airlines will be required to meet new obligations concerning communication, denied boarding, tarmac delay, baggage and the transportation of musical instruments. For more information visit : <https://rppa-appr.ca>

AC : <https://www.aircanada.com/ca/en/aco/home/legal/conditions-carriage-tariffs.html>

**AIR - Tuesday, August 20 2019 (Flown)**[Add To Calendar](#)**Air Canada Flight AC8163 Economy Class**

<b>Depart</b>	Edmonton, Alberta <a href="#">Weather</a> Edmonton International Airport 06:15 PM Tuesday, August 20 2019	<b>Arrive</b>	Calgary, Alberta <a href="#">Weather</a> Calgary International Airport 07:14 PM Tuesday, August 20 2019
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**Duration:** 0 hour(s) and 59 minute(s) Non-stop  
**Status:** Confirmed - Air Canada Booking Reference: [REDACTED]  
**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](#)

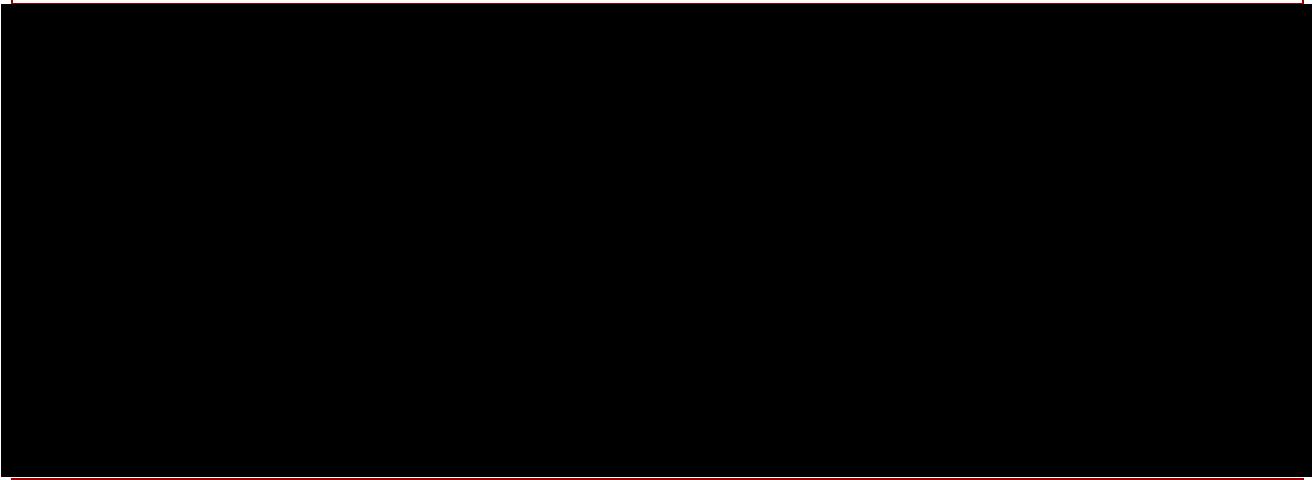
**Remarks:** SEAT 3D - TODD/KATHRYN DR  
PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

**AIR - Wednesday, August 21 2019 (Flown)**[Add To Calendar](#)**Air Canada Flight AC8166 Economy Class**

<b>Depart</b>	Calgary, Alberta <a href="#">Weather</a> Calgary International Airport 08:00 PM Wednesday, August 21 2019	<b>Arrive</b>	Edmonton, Alberta <a href="#">Weather</a> Edmonton International Airport 08:50 PM Wednesday, August 21 2019
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**Duration:** 0 hour(s) and 50 minute(s) Non-stop  
**Status:** Confirmed - Air Canada Booking Reference: [REDACTED]  
**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 4D - TODD/KATHRYN DR  
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]	[REDACTED]					
Air Canada	[REDACTED]	565.50	74.96	0.00	0.00	640.46
<b>Totals:</b>		<b>565.50</b>	<b>74.96</b>	<b>0.00</b>	<b>0.00</b>	<b>640.46</b>
<b>Balance Due:</b>		<b>0.00</b>				

**Remarks**

\*\*\*\*\*  
\*\*\*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  
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24 HOUR EMERGENCY TRAVEL ASSISTANCE  
OUTSIDE REGULAR BUSINESS HOURS - MONDAY TO FRIDAY  
A SERVICE FEE MAY APPLY FOR CALLS TO THIS SERVICE  
WITHIN NORTH AMERICA - CALL 1-888-700-6063  
OUTSIDE NORTH AMERICA - CALL COLLECT 1-514-855-4263  
EMAIL 24HRSERVICE-MNL AT VISIONTRAVEL.CA  
PLEASE QUOTE ACCESS CODE 2EC0  
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RECOMMENDED CHECK-IN TIME IS AT LEAST 90 MINUTES PRIOR TO DEPARTURE. AFTER CHECK-IN YOU MUST BE AVAILABLE AT THE BOARDING GATE AT LEAST 60 MINUTES PRIOR TO DEPARTURE OR YOU MAY BE DENIED BOARDING. PLEASE ENSURE THAT YOU HAVE GOVERNMENT-ISSUED PHOTO I.D. GATE ASSIGNMENTS AND DEPARTURE ARRIVAL INFORMATION ARE SUBJECT TO CHANGE. PLEASE CHECK MONITORS AT THE AIRPORT. PLEASE RECONFIRM ALL FLIGHTS  
IT IS YOUR RESPONSIBILITY TO VERIFY FLIGHT TIMES WITH THE AIRLINE PRIOR TO YOUR DEPARTURE. SCHEDULE CHANGES OR FLIGHT CANCELLATIONS MAY OCCUR AT ANY TIME WITHOUT NOTICE BY THE AIRLINE  
-----  
ENSURE ALL TRAVELLERS HAVE PROPER TRAVEL DOCUMENTS  
CHECK THIS WEBSITE FOR AIRPORT SECURITY INFO  
[WWW.CATSA.GC.CA](http://WWW.CATSA.GC.CA)  
---AIRPORT SECURITY REVISIONS---  
BAGGAGE ALLOWANCE-SPECIFIC SIZE AND WEIGHT RESTRICTIONS VARY BETWEEN AIRLINES. EXCESS CHARGES MAY APPLY. VISIT THE AIRLINES WEBSITE TO SEE THE EXACT BAGGAGE RESTRICTIONS AND FEES.  
MOST AIRLINE BAGGAGE LINKS ARE AVAILABLE BY VISITING  
[WWW.VISIONTRAVEL.CA/BAGGAGE/](http://WWW.VISIONTRAVEL.CA/BAGGAGE/)  
\*\*\*\*\*CHECK-IN AND BAGGAGE ACCEPTANCE FOR \*\*\*\*\*  
FLIGHTS WITHIN CANADA WILL CLOSE 45 MINUTES PRIOR DEPARTURE. WITH THE EXCEPTION OF FLIGHTS LEAVING FROM TORONTO CITY AIRPORT YTZ-WHERE CHECK-IN