

AHS Board and Executive Expense Report

Name Linda Hughes
Title AHS Board Chair
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			256		256			
Oct-18	Expense Claim	Meetings			513	210	723			
Oct-18	Direct Billing	Meetings	946				946			
Total			\$ 946	\$ -	\$ 769	\$ 210	\$ 1,925	\$ -	\$ -	\$ -

Total for the Month \$ 1,925

Maximum daily single meal expense claimed in the month \$ -
 Maximum daily base hotel rate claimed in the month \$ 224
 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
Linda Hughes	AHS Board Chair	Edmonton	\$ 256.49

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
10/16/2018	Attended 2018 Quality & Safety Summit in Calgary on October 17, 2018	AB - Other Zones	Accommodations	\$ 256.49			Accommodation -Attended the 2018 Quality & Safety Summit in Calgary on October 17, 2018. Items charged to Executive Assistant's October 2018 P-Card on behalf of Linda Hughes.	1			

Approver(s) for the claim	Approval Status	Approval Date
Signature kept on file	Approve	



Ms. Linda Hughes

Edmonton, AB
Canada

Room Number : [REDACTED]
 Arrival Date : 16-10-18
 Departure Date : 17-10-18
 Page : 1 of 1
 Folio Number : [REDACTED]
 Confirmation : [REDACTED]
 Cashier : [REDACTED]

INFORMATION INVOICE

Company Name :
 Group :
 A/R Number :

GST No. : 894582667RT0001 08-11-18

Date	Description	Charges	Credits
16-10-18	Room Charge	224.10	
16-10-18	Service & Marketing Fee	11.21	
16-10-18	Alberta Tourism Levy	9.41	
16-10-18	GST	11.77	
17-10-18	Mastercard [REDACTED]		256.49
Total		256.49	256.49
Room GST	11.77	Balance 0.00 CAD	
F&B GST	0.00		
Other GST	0.00		
Total GST	11.77		

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: _____

Employee # [REDACTED]

AHS - AP Processing - Internal Use Only	
Voucher #	
Naming Convention:	
T4A/NR Applicable? - If yes, indicate line & amt	

BOARD MEMBER EXPENSE CLAIM FORM

SECTION 1: PAYEE INFORMATION					
Name:	Linda Hughes			Expense Period Month:	Oct-18
Address:	[REDACTED]	City:	[REDACTED]		
Province:	[REDACTED]	Postal Code:	[REDACTED]	Country:	Canada
Reason for Expense	Attended Quality & Safety Summit 2018 in Calgary on October 17-18, 2018 in Calgary. Attended Private Board Meeting on October 25, 2018 and tour of SHC and AgeCare Seton on October 26, 2018 in Calgary.				

SECTION 2: FINANCE CODING & TOTAL CLAIM					
Description	Corp/BU/Org	Location (If applicable)	Functional Centre/Primary	Expense/Secondary Acct	Total (Note: This column will auto fill)
Meals (A)	101	0005	71110300000	45000000	\$0.00
Travel Exp (B+C+E)	101	0005	71110300000	62212000	\$722.56 ✓
Other (D)	101	0005	71110300000	41090000	\$0.00
TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE					\$722.56

SECTION 3: AUTHORIZATION			
I attest that I have read and understand the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and confirm expenses being claimed are in compliance with such policy to the best of my understanding and belief.			
I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services Board and that this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization.			
I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided below.			
Claimant (Print Name)	Signature: I, by signing this form, attest that I am compliant to all the above statements	Date	Phone#
Linda Hughes	<i>see below</i>		[REDACTED]

I attest that I have read and understand the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and confirm expenses being claimed are in compliance with such policy to the best of my understanding and belief.			
I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services Board and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization.			
I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided below.			
Approved by (Print Name)	Position Title/Program Group		
Honourable Sarah Hoffman	Minister of Health		
Signature: I, by signing this form, attest that I am compliant with all the above statements	Date		
<i>Linda Hughes</i>	<i>See att. signed letter Dec. 12/18</i>		<i>Nov. 29/18</i>

Health and Personal information on this form is collected by AHS under the authority of section 20(b) of the Health Information Act (HIA) and sections 33(c) and 34(2) of the Freedom of Information and Protection of Privacy (FOIP) Act, respectively, for the purpose of administering AHS Procure to Pay program.

For payment please submit to:

14th Floor, North Tower, Seventh Street Plaza, 10030 - 107 St, Edmonton AB T5J 3E4, Attention: Jennifer Hamstra

Carry forward from Section 1

Name:	Linda Hughes	Expense Period Month:	Oct-18
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Completion of the "cost effective method used" Column is required. If you select "No" in this column, Further Explanation is Required in the "Rationale is Required" section below

Rationale is Required for expenses that are not Cost Effective: (supporting analysis and documentation must be attached to this form)

SECTION 4A: BOARD MEMBER - TRAVEL EXPENSE CLAIM

The Board Members follow the Government of Alberta (GOA) Travel, Meal and Hospitality Expenses Policy

Note: For meal allowances outside Canada, the GOA policy redirects to the National Joint Council (NJC) travel directive for rates (Appendix C for USA, Appendix D for International).

Date	Description: (include purpose of trip, mode of travel, starting point, details of expenditure)	Cost Effective method used?	Meal (Allowance OR Receipt)(A)				Accommodation (B)	Transportation (Flight, Car Rental, Fuel, Parking, Taxi) (C)	Other (Itemize) (D)	Mileage km (E)
			Allowance Within Canada		With Receipt or Allowance Outside Canada					
			Meal Type	Allowance	Meal Type	Amount				
16-Oct-2018	Parking at YEG to fly to Calgary to attend 2018 Quality & Safety Summit.	Yes					\$33.00	✓		
16-Oct-2018	Taxi from YYC to hotel.	Yes					\$44.00	✓		
17-Oct-2018	Taxi from hotel to Conference Centre.	Yes					\$15.00	✓		
24-Oct-2018	Parking at YEG to fly to Calgary to attend Board Meeting in Calgary on October 25-26, 2018.	Yes					\$71.00	✓		
24-Oct-2018	Taxi from YYC to hotel.	Yes					\$46.58	✓		
24-Oct-2018	Two nights accommodation to attend Board Meetings on October 25-26, 2018.	Yes				\$512.98	✓			
Total: (amount auto fills to page 1)			\$0.00		\$0.00	\$512.98	\$209.58	\$0.00	0.00	

BOARD MEMBER Mileage Rate	0.505	Total Mileage	\$ -
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GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax Code CA5%

POF 2nd Fl 17/10/18 17:36
Receipt [REDACTED]

Short-term parking tkt
DL - No. 002573
16/10/18 16:58
17/10/18 17:36
Period 1d0h39'
(Tax) \$33.00

Total \$33.00

Payment Received
VISA \$33.00 ✓

Merch [REDACTED]
Auth: [REDACTED]
Type: Swiped

Sub Total \$31.43
Tax 5% \$1.57

01888CC7 - 1/1

Driver # 9087 Car # 614
To: [REDACTED]
From: [REDACTED]
Date: Oct 16/18 Amount: 44.00
GST# [REDACTED] ✓

Driver # 9087 Car # 614
To: [REDACTED]
From: [REDACTED]
Date: Oct 17/18 Amount: 15.00
GST# [REDACTED] ✓

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax Code CA5%

POF 2nd Fl 26/10/18 15:03
Receipt [REDACTED]

Nested Parking
Short-term parking tkt
DL/EP - No. 002597
24/10/18 13:00
26/10/18 15:03
Period 2d2h4'
(Tax) \$71.00

Total \$71.00

Payment Received
VISA \$71.00 ✓

Merch [REDACTED]
Auth: [REDACTED]
Type: Swiped

Sub Total \$67.62
Tax 5% \$3.38

00411442 - 1/1

ASSOCIATED CAB
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299-1111
CAR#1209

SALE

[REDACTED]
REF#: [REDACTED]
SEQ: [REDACTED]
CVC: Y
PR CODE: [REDACTED]
[REDACTED]

AMOUNT \$40.50
TIP \$6.08
TOTAL \$46.58 ✓

00 APPROVED - 001

Credit
[REDACTED]

Thank You

CUSTOMER COPY



Ms. Linda Hughes

Edmonton, AB
Canada

Room Number : [REDACTED]
 Arrival Date : 24-10-18
 Departure Date : 26-10-18
 Page : 1 of 1
 Folio Number : [REDACTED]
 Confirmation : [REDACTED]
 Cashier : [REDACTED]

INFORMATION INVOICE

Company Name :
 Group :
 A/R Number :

GST No. : 894582667RT0001 08-11-18

Date	Description	Charges	Credits
24-10-18	Room Charge	224.10	
24-10-18	Service & Marketing Fee	11.21	
24-10-18	Alberta Tourism Levy	9.41	
24-10-18	GST	11.77	
25-10-18	Room Charge	224.10	
25-10-18	Service & Marketing Fee	11.21	
25-10-18	Alberta Tourism Levy	9.41	
25-10-18	GST	11.77	
26-10-18	Visa [REDACTED]		512.98
Total		512.98	512.98
Room GST	23.54	Balance 0.00 CAD	
F&B GST	0.00		
Other GST	0.00		
Total GST	23.54		

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: _____

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 : Linda Hughes	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
16-Oct-18	Direct Billing	Airline Ticket	Flight from Edmonton to Calgary to attend 2018 Quality & Safety Summit and return (Invoice # [REDACTED])	Vision Travel	\$459.96
24-Oct-18	Direct Billing	Airline Ticket	Flight from Edmonton to Calgary and return to attend Board Meetings on October 25-26,2018 (Invoice # [REDACTED])	Vision Travel	\$485.61
	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	\$ [REDACTED]
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\$945.57

[REDACTED]

From: [REDACTED]
Sent: Tuesday, November 13, 2018 1:58 PM
To: [REDACTED]
Subject: FW: Invoice and Itinerary for HUGHES/LINDA MS - 16October18 - Vision Travel Locator: [REDACTED]

From: [REDACTED] (mailto:[REDACTED]@visiontravel.ca)
Sent: Monday, November 12, 2018 11:24 AM
To: Linda Hughes [REDACTED]
Subject: Invoice and Itinerary for HUGHES/LINDA MS - 16October18 - Vision Travel Locator [REDACTED]



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: 06 October 2018

Agency Ref. [REDACTED]
Sales Person [REDACTED]

Customer Number: [REDACTED]
Customer Ref.: [REDACTED]

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

Passenger(s): HUGHES/LINDA MS

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

AIR - Tuesday, October 16 2018 (Flown)[Add To Calendar](#)**Air Canada Flight AC8155 Economy Class**

Depart	Edmonton, Alberta Weather	Arrive	Calgary, Alberta Weather
	Edmonton International Airport		Calgary International Airport
	08:00 PM Tuesday, October 16 2018		08:53 PM Tuesday, October 16 2018

Duration: 0 hour(s) and 53 minute(s) Non-stop
 Status: Confirmed - Air Canada Booking Reference: [REDACTED]
 FF Number: [REDACTED] HUGHES/LINDA MS - 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 8C - HUGHES/LINDA MS
 AIR CANADA CONFIRMATION [REDACTED]
 TICKET NUMBER [REDACTED]
 PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

AIR - Wednesday, October 17 2018 (Flown)[Add To Calendar](#)**Air Canada Flight AC8152 Economy Class**

Depart	Calgary, Alberta Weather	Arrive	Edmonton, Alberta Weather
	Calgary International Airport		Edmonton International Airport
	04:40 PM Wednesday, October 17 2018		05:30 PM Wednesday, October 17 2018

Duration: 0 hour(s) and 50 minute(s) Non-stop
 Status: Confirmed - Air Canada Booking Reference: [REDACTED]
 FF Number: [REDACTED] HUGHES/LINDA MS - please reconfirm at check-in
 Online Check In: Available 24 hours prior - [click here](#)
 E Upgrade: For Eligible Flight - Aeroplan Members [click here](#)

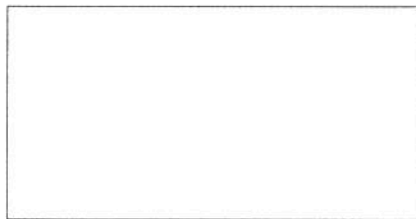
Remarks: SEAT 4C - HUGHES/LINDA MS
 AIR CANADA CONFIRMATION [REDACTED]
 TICKET NUMBER [REDACTED]
 PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	[REDACTED]					
Domestic Air	[REDACTED]	385.00	74.96	0.00	0.00	459.96
	Totals:	385.00	74.96	0.00	0.00	459.96
					Balance Due:	0.00

From: [REDACTED]
Sent: Wednesday, November 14, 2018 3:49 PM
To: [REDACTED]
Subject: FW: Invoice and Itinerary for HUGHES/LINDA MS - 24October18 - Vision Travel Locator: [REDACTED]

From: tripinfo@visiontravel.ca [mailto:tripinfo@visiontravel.ca]
Sent: Wednesday, November 14, 2018 3:49 PM
To: [REDACTED]
Subject: Invoice and Itinerary for HUGHES/LINDA MS - 24October18 - Vision Travel Locator: [REDACTED]



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

Invoice/Itinerary

Invoice: [REDACTED]
Issued: 12 October 2018

Agency Ref.: [REDACTED]
Sales Person:

Customer Number: [REDACTED]
Customer Ref.:

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

Passenger(s): HUGHES/LINDA MS

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

Air Canada Flight AC8151 Economy Class

Depart	Edmonton, Alberta Weather Edmonton International Airport 03:30 PM Wednesday, October 24 2018	Arrive	Calgary, Alberta Weather Calgary International Airport 04:23 PM Wednesday, October 24 2018
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Duration: 0 hour(s) and 53 minute(s) Non-stop
Status: Confirmed - Air Canada Booking Reference: [REDACTED]
FF Number: [REDACTED] - HUGHES/LINDA MS - 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 - HUGHES/LINDA MS [REDACTED]
AIR CANADA CONFIRMATION [REDACTED]
TICKET NUMBER [REDACTED]
PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

AIR - Friday, October 26 2018 (Flown)

[Add To Calendar](#)

Air Canada Flight AC8148 Economy Class

Depart	Calgary, Alberta Weather Calgary International Airport 02:05 PM Friday, October 26 2018	Arrive	Edmonton, Alberta Weather Edmonton International Airport 02:55 PM Friday, October 26 2018
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Duration: 0 hour(s) and 50 minute(s) Non-stop
 Status: Confirmed - Air Canada Booking Reference: [REDACTED]
 FF Number: [REDACTED] HUGHES/LINDA MS - please reconfirm at check-in
 Online Check In: Available 24 hours prior - [click here](#)

Remarks: SEAT 5C - HUGHES/LINDA MS
 AIR CANADA CONFIRMATION [REDACTED]
 TICKET NUMBER [REDACTED]
 PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

MISCELLANEOUS - Saturday, June 1 2019

Great Plains Airlines

Depart: Edmonton International Airport, Canada [Weather](#)
 12:00 AM Saturday, June 1 2019
 Passive Miscellaneous Info: -**PNR RETENTION**

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number: Domestic Air	[REDACTED]	410.65	74.96	0.00	0.00	485.61
	Totals:	410.65	74.96	0.00	0.00	485.61
					Balance Due:	0.00