

AHS Board and Executive Expense Report

Name Nancy Guebert

Title Chief Program Officer Cancer Control Alberta (Interim)

Location Calgary

Expenses submitted during the month of April 2016

						Trave	l (1)						
ммм-үү	Source Document	Purpose	Ai	rfare	Meals	Accomm	odation	Othe Trav		Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Apr-16 Apr-16	P-Card Direct Billing	Meetings Meetings		354			1,105		527	1,632 354			
Total			\$	354	\$	- \$	1,105	\$	527	\$ 1,986	\$ -	\$ -	\$ -

Total for

the Month \$ 1,986

Maximum daily single meal expense claimed in the month \$ - Maximum daily base hotel rate claimed in the month \$ 164

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.



P-Card details Online ® Cardholder Statement Report

 Attached ALL original detailed re Cardholder AND Approver's sign 	eceipts and supporting documents in the san natures required where indicated below	ne order as it appears on this state	ement
GUEBERT, NANCY	CHIEF PROGRAM OFFICER		
Cardholder's Name	Cardholder's Position/Title	Billing Reporting Period:	20/04/2016
CANCER CONTROL ALBERTA	TOM BAKER CANCER CENTRE		
Cardholder's Dept	Cardholder's Site/Location	Total Statement Amount:	\$1,631.54
NANCY.GUEBERT@ALBERTAHEAL	THSERVICES CA		
Cardholder's e-mail address		Last 6 digits of the P-Card #;	

Transaction Date		Merchant Name & Description	Trans	Onginal Amount	Currency	Trans Amount	GST	Freigh Description
18/03/2016	423024891	YELLOW CAP, LIMOUSINES AND TAXICADS	0	20 93	CAD	20 93	1 00	Taxi from Westin to Delta South to etlend CARNA Conference
18/03/2018	423024893	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOYS AND	(3)	88 05	CAD	88.05	4.19	OParking at VYC (Edmonton migs Mer 18-18 Alberte Health rep & Cencer Plan 2000; 1.1migs, CCA Exac migs - ED, CCMDC.
18/03/2016	423408241	PRESTIGE TRANSPORTATIO, LIMOUSINES AND TAXICADS	(3)	69 00	CAD	69.00	3.29	OCTed from YEG to StrnLife (Edmonton migs Albert Health & Cancer Plan 2020, 1.1 mtgs, CCA Exec mtgs - ED, CCMDC, CCELC,
19/03/2016	123024892	WESTIN (WESTIN HOTELS), WESTIN HOTELS	4)	368.26	CAD	368,26	OC	CGYEG Accommodations(Edmonton migs Mar 16-18: Alberta Health rep & Concor Plan 2030, 1:1migs, CCA Exec migs - ED,
20/03/2015	423408242	PRESTIGE TRANSPORTATIO. LIMOUSINES AND TAXICABS	5	75.90	CAD	75 90	361	OCTaxi YEG to SunLife (Migs 1:1, Structure planning/process, CPAC and PCA, CCI Dyad Philps Oncotogy options, CNO Portfolio
	423522359	YELLOW CAB, LIMINISMES AND TAXICABS	0	16.79	CAD	16 79	80	Tax from SunLife to CCI for CMO Portfolio and Proton Beam Therapy migs
	423622358	PRESTIGE TRANSPORTATIO, LIMOUSINES AND TAXICABS	0	75 90	CAD	75.90	3.61	OCTaxi SunLife to YEG (Migs 1 1, Structure Cenning/process, CPAC and PCA, CCI Dyad Philips Oncology options, CMO Portfolio)
24/03/2016	423522360	YELLOW CAB, LIMOUSINES AND TAXICABS	8	16.79	CAD	16 79	80	Taxe from Westin to CCI for migs (Drug Sustainability, Mock Tracers, 1 1 Matt/Nancy
	(23622362	THE CALGARY AIRPORT AU, AUTOMOBILE PARKING LOTS AND	9	117.40	CAD	117.40	5.56	.00Parking YYC Edm (Migs 1 1,Structure planning/process, CPAC and PCA, CCI Dyad Philips Oncology options, CMO Perficies)
	123822381	MESTIN (WESTIN HOTELS), WESTIN HOTELS	(0)	738 52	CAD	736 52	00	OCAccommodations Edm (Migs 1:1,Structure planning/process, CPAC and PCA,CCi Dyad, Philps Oncology options, CMO Portfolio)
	124478631	PARKING SERVICES, COLLEGES, UNIVERSITIES, PROFESSIONAL	W	20 00	CAD	20.00	.95	Parking at Hotel Alma for Dept of Oncology Research Strategic Plenning Retreat
5/04/2016	26054894	AHS SMCHC PARKING ZEAG, AUTOMOBILE PARKING LOTS AND	(12)	26 00	CAD	26.00	1.24	Parking at Sheldon Chumir for Provincial Tumour Group Meetings



RUN DATE: 04/25/2016

P-Card details Online ® Cardholder Statement Report

Signatures		A CONTRACTOR OF THE STATE OF TH
Cardholder Designate (if Applicable) By signing this statement I hereby certify that I have reviewed and reconciled this statement Program User Guide and Training. I have allocated the transact	ion(s) to the proper cost centre.	
Name of Bagbolder Designate	Cardholder Designate Position/Title	ORDINATOR
algarate of Cardnolder Designate	April 25/20	2,0
Cardholder By signing this statement I attest that I have read and understand the "Travel, Hospitality expenses being claimed are in compliance with such policy.		
 I attest the expenses enclosed in this claim are for valid business claimed by me or on my behalf from Alberta Health Services or charged is attached. I attest that expenses submitted in this claim have been incurred provided. 	any other Organization. A personal cheque	for any personal expenses inadvertently
GUEBERT, NANCY Name or Cardnolder Aucus Duckbut Signature of Cardholder	CHIEF PROGRAM OFFICER Cardholder Position/Title QUAL 25, 201 Date of Signature	6
Approver Designate (if Applicable) By signing this statement I attest that I have read and understand the "Travel, Hospitality a expenses being claimed are in compliance with such policy.		2)" of Alberta Health Services and confirm
I attest the expenses enclosed in this claim are for valid business claimed by the claimant or on their behalf from Alberta Health Scharged has been obtained. I attest that expenses submitted in this claim have been incurred.	ervices or any other Organization. A person	nal chaque for personal expenses inadvertently
Audrey Majone Name of Approver Designate	Approver Designate Position/Title	Coord.
Signature/of Approver Designate	Date of Signature	
Approver By signing this statement		
 I attest that I have read and understand the "Travel, Hospitality a expenses being claimed are in compliance with such policy. 	and Working Session Expense Policy (1122	e)" of Alberta Health Services and confirm
 I attest the expenses enclosed in this claim are for valid business claimed by the claiment or on their behalf from Alberta Health Se charged has been obtained. I attest that expenses submitted in this claim have been incurred provided. 	rvices or any other Organization. A person	al cheque for personal expenses inadvertently
Dr. François Belanger Name of Approver	A/VP Quality + Approver Position/Title	CHO
Signature of Approver	Date of Signature	ıj.
Submit approved statement with attachments to Accounts Payable		
Attach: * Original (or scanned) itemized receipts with documented business where required	reasons including names of participants	Address: Alberta Health Services
Signed Cardholder Statement Report (or copies of electronic signal And where applicable Copies of pre-approvals for travel Personal cheque payable to "Alberta Health Services" Return, refund and/or credit receipts	tures if signatures are not on report)	Accounts Payable 7th Street Plaza 10th Floor, North Tower, 10030-107 Street Edmonton, AB T5J 3E4
Disputes letter Business reasons for travel require detailed descriptions – include meal), why travel was necessary and detailed explanation of reasons.		
Accounts Psyable only:		
Reference # Reviewed by		Date:



Road

YELLOW CAB 10135 31 AVENUE NW EDMONTON AB 16H-1C2 780-462-3456

Ierm Id:4502412478281 Item #:0760 MasterCard PURCHASE Op Id:756541 Card #:

AID: A00000000041010

APPROVED

AMOUNT TIP CAD\$18.20 CAD\$2.73 ======= CAD\$20.93

TOTAL

Ref. # Auth.# Resp. Code: 00 TVR: 400008000 TSI: E800

> BOOK ON LINE AT EDMTAXI.COM THANK YOU FOR BEING OUR GUEST

> > 6ST 100403070

Date: 2016/83/18 Reseonse: AUTH Time: 08:07:38

6



RECEIPT GST NO. R122556194

Acard

TKT NO: POF:

POF: C52 IN: 03/16/16 07:12 OUT:03/18/16 17:55

PAID: \$ 88.05

DURATION: 2 10: 43 (GST INCLUDED)

MASTERCARD

YOU HAVE 10 MIN. TO EXIT





of cara

PRESTIGE TRANSPORTATION 10135 31 Avenue NW Edmonton AB TEN-102 780-463-5000

Term Id:4502412509441 Item #:1395 MasterCard PURCHASE Op Id:847895 Card #:

AID: A00000000041010

APPROVED

AMOUNT TIP

TOTAL

CAD\$66.00 CAD\$9.90

CAD\$75.90

Ref. # Auth.# Resp. Lode: 00 TVR: 400008000 TSI: E800

> Book on line at EDMPRESTIGE.COM Thank you for being our guest GST 862184769



PRESTIGE TRANSPORTATION 10135 31 Avenue NW Edmonton AB T6N-1CZ 780-463-5000

Term Id:4502412509461 Item #:1393 MasterCard PURCHASE Op Id:847895 Card #:

AID: A00000000041010

APPROVED

AMOUNT TIP CAD\$60.00 CAD\$9.00

TOTAL

CAD\$69.00

Ref. # Auth.# Resp. Code: 00 TVR: 400008000 TSI: E800

> Book on line at EDMPRESTIGE.COM Thank you for being our guest GST 862184769

Date: 2016/03/18 Time: 15:26:08 Response: AUTH

++1C - 1 - TTV ***

YELLOW CAB 10135 31 AVENUE NW EDMONTON AB T6H-1C2 780-462-3456

Term Id:45024124782233 Item #:0583

MasterCard PURCHASE Op Id:128811 Card #:

AID: A00000000041010

APPROVED

THUOMA TIP

CAD\$14.60 CAD\$2.19 _____

TOTAL

CAD\$16.79

Auth. Resp. Code: 00 TVR: 4000008000 TSI: E800

BOOK ON LINE AT EDMTAXI.COM THANK YOU FOR BEING OUR GUEST

GST 100403070

Response: AUTH

*** COST DEEP COPY ***

RECEIPT GST NO. R122556194

> TKT NO: POF: C50 IN: 03/20/16 19:27 OUT:03/24/16 18:26 PAID:\$ 117.40 DURATION: 3 22: 59 (GST INCLUDED)

MASTERCARD

YOU HAVE 10 MIN. TO EXIT







PRESTIGE TRANSPORTATION 10135 31 Avenue NW Edmonton AB T6N-102 780-453-5000

Term Id:4502412509461 Item #:1399 MasterCard PURCHASE Qs Id:8 Card #

AID: A00000000041010

APPROVED

AMOUNT TIP

CAD\$66. CAD\$9. -----

TOTAL

CAD\$75.

\$75.90

Rei. #: Auth.#: Resp. C. TUR: 4000008000 151: E800

> Book of line at EDMPRESTIGE.COM Thank Jou for being our guest Go: 86.184769

16:04:4 vate: 2016/6 Restonse! C064**



EDMONTON AB T6H-1C2 780-462-3456

Jerm Id:45024124782342 Item #:0608 MasterCard PURCHASE Op Id:5551 Card #:

AID: HUU000000041010

APPROVED

AMOUNT TIP

CAD\$14.60 CAD\$2.19 =========

TOTAL

CAD\$16.79

Ref. # Auth.#: Resp. Code: 00 TVR: 4000008000 ISI: E800

BOOK ON LINE AT EDMTAXI.COM THANK YOU FOR BEING OUR GUEST

GST 1004030 0

Date: 2016/03/24 ii e: 07:43:40 Response: AUTH

Y**CUSTOMER COPY**







PLACE ON DASH FACE UP





3A PLATE:

VALID THROUGH: 01APR16 11:59 PM

AMOUNT PAID: \$20.00 ENTRY TIME: 4/1/2016

7:50 AM RECEIPT N

01700446





1700445

GST# CA 108102864



Prou Turno Tours.

Alberta Health Services SMCHC Lot 1 RECEIPT

0:07:12

******** * Parking Rates * * Are GST Exempt * ******** Please Exit * Site Within * 15 Minutes * * After Paument * Is Made * ****** No In/Out * Privileges ********* Managed by Alberta * HealthServices * ******* * Have Questions * * Or Concerns? * * Call Us * 403-955-8300 *

+++++++++++



The Westin Edmonton 10135 100 St Edmonton, AB T5J 0N7 Canada

Tel: 780-426-3636 Fax: 780-428-1454

Nancy Guebert



HOTELS & RESORTS

Page Number Guest Number Folio ID

Arrive Date Depart Date

No. Of Guest Room Number Club Account

16-MAR-16 18-MAR-16 12:38

Invoice Nbr

07:52

Tax Invoice

Tax ID

815461330RT0001

The Westin Edmonton 18-MAR-16 08:00

Date	Reference	Description	Charges (CAD)	Credits (CAD)
16-MAR-16		Room Charge	164.00	
16-MAR-16		GST	8.45	
16-MAR-16		Destination Marketing Fee	4.92	
16-MAR-16		Tourism Levy	6.76	
17-MAR-16		Room Charge	164.00	
17-MAR-16		GST	8.45	
17-MAR-16		Destination Marketing Fee	4.92	
17-MAR-16		Tourism Levy	6.76	
18-MAR-16		Mastercard		-368.26
		** Total	368.26	-368.26
		*** Balance	0.00	

KIDS EAT WELL AT WESTIN - Discover kids' meals that are as delicious as they are nutritious with the Westin Eat Well Menu for Kids, developed with Sup erchefs(TM) to make kids and parents happy. Learn more at westin.com/eatwell

Continued on the next page



The Westin Edmonton 10135 100 St Edmonton, AB T5J 0N7

Canada

Tel: 780-426-3636 Fax: 780-428-1454

Nancy Guebert

Alberta Health Services



HOTELS & RESORTS

Page Number Guest Number

Folio ID Arrive Date

Depart Date No. Of Guest

Room Number Club Account

Invoice Nbr

20-MAR-16 22:07 24-MAR-16

07:27

Tax Invoice

Tax ID:

815461330RT0001

The Westin Edmonton 24-MAR-16 07:30

ate Refere	nce Description	Charges (CAD)	Credits (CAD)
0-MAR-16	Room Charge	164.00	
0-MAR-16	GST	8.45	
0-MAR-16	Destination Marketing Fee	4.92	
)-MAR-16	Tourism Levy	6.76	
-MAR-16	Room Charge	164.00	
MAR-16	GST	8.45	
MAR-16	Destination Marketing Fee	4.92	
MAR-16	Tourism Levy	6.76	
MAR-16	Room Charge	164.00	
MAR-16	GST	8.45	
AR-16	Destination Marketing Fee	4.92	
AR-16	Tourism Levy	6.76	
AR-16	Room Charge	164.00	
AR-16	GST	8.45	
1AR-16	Destination Marketing Fee	4.92	
1AR-16	Tourism Levy	6.76	
MAR-16	Mastercard-2416		-736.52
	** Total	736.52	-736.52
	Continued or	the next page	



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	on for this reporting period:	YES	
Name :	Nancy Guebert	Reporting Period for the Month of	f: March 21, 2016	to April 20, 2016

YES

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
21-Mar-2016	Direct Billing		Meetings in Edmonton March 30-31: Prov Practices Update; RT Activity Based Costing; ACF Investment Agreement; ACF Enhanced Care Grants; CAPCA Board Drug Pressures Trip was cancelled March 29th due to family emergency and credit is on account for future use.	Marlin Travel	353.78
					-
					-
Total Paid in the Month					\$ 353.78

MARLIN TRAVEL O-O PERCY HUNT TRAVELGROUP INC MAIN FLOOR, 9929 108TH ST. EDMONTON, AB T5K 1G8 GST Reg#: 885101915 Branch: Agent: To: ALBERTA HEALTH SERVICES Invoice Number: SUITE 800, NORTH TOWER Date: March 21, 2016 10030-107 ST Page: 1/2 **EDMONTON AB** Our Reference: CA T5J 3E4 INVOICE For MS NANCY GUEBERT AC 125095901 Wednesday, March 30, 2016 Air Air AIR CANADA Flight: 8441 W CLASS From: CALGARY 08:30 AM Equipment: DH4 AB EDMONTON INTL AB To: 09:20 AM Mile(s) Flown: 163 Stops: Arrival: 30Mar16 AIR CANADA E AIR CANADA CONFIRMATION TICKET NUMBER SEAT 9C Thursday, March 31, 2016

To: ALBERTA HEALTH SERVICES SUITE 800, NORTH TOWER 10030-107 ST

EDMONTON AB CA T5J 3E4

Invoice Number:

Date: Page:

Our Reference:

March 21, 2016

INVOICE

Thursday, March 31, 2016

Air Air

AIR CANADA

From:

EDMONTON INTL AB

To: Stops: CALGARY AB

Arrival:

31Mar16

AIR CANADA E

AIR CANADA CONFIRMATION

TICKET NUMBER

SEAT 9D

Flight: 8153

G CLASS

06:40 PM Equipment: DH4

07:30 PM

Mile(s) Flown: 163

Cost:

AIR CANADA WE 278.82 Tax: 74.96 Ticket Total: 353.78

Total:

Grand Total: 353.78

Less Credit Card Payments: Credit / Balance Due To This Invoice:

0.00

Total Balance Due:

0.00

353.78

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.