

## **AHS Board and Executive Expense Report**

Name Nancy Guebert

**Title** Chief Program Officer Cancer Control Alberta

**Location** Calgary

Expenses submitted during the month of September 2017

							Travel (1)								
MMM-YY	Source Document	Purpose	Α	irfare	Meals	Acc	commodation	1	Other Travel	Tota Trave		Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)	
Sep-17 Sep-17	P-Card Direct Billing	Meetings Meetings		1,198			559		280		839 198				
Total			\$	1,198	\$ -	- \$	559	\$	280	\$ 2,0	037	\$ -	\$ -	\$	<u> </u>

Total for

the Month \$ 2,037

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 P-Card**

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
GUEBERT, NANCY	Chief Program Officer, Cancer Control Alberta	Calgary	\$ 838.54									
Expense Date	Business reason		Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
9/8/2017	Attend Annual Oncology Update/Conference		AB - Local	Accommodations	\$ 212.19			Start time of conference early morning Saturday	1			
9/8/2017	Attend Annual Oncology Update/Conference		AB - Local	Taxi	\$ 75.90	Edmonton Airport	Westin Hotel	Transport to hotel accommodations	1			
9/9/2017	Attend Annual Oncology Update/Conference		AB - Local	Parking - Lot or Parkade	\$ 58.70			Overnight parking of personal vehicle at airport in order to take flight to YEG	1			
9/9/2017	Attend Annual Oncology Update/Conference		AB - Local	Taxi	\$ 75.90	U of A	Edmonton Airport	Transport from Annual Conference to YEG Airport for return flight to YYC	1			
9/12/2017	Attend CPTP Lead Partner & Meetings	Scientific	ON	Taxi		Fairmont Royal York	Toronto Pearson Airport	Transport to airport	1			
9/13/2017	Attend CPTP Lead Partner an Meetings	nd Scientific	ON	Accommodations	\$ 346.85			Arrival Sunday night to attend Monday meetings and overnight for next day flight out	2			
Approver(c) fo		Approval Ct		Approval				· · · · · · · · · · · · · · · · · · ·				

Approver(s) for the claim		Approval Date
BELANGER, FRANCOIS	Approve	26-Sep-17

Accommodation - to attend UnfA Annual Oneology Update on Set. Sept. 9th

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

Canada

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

**WESTIN**<sup>®</sup>

HOTELS & RESORTS

Nancy Guebert

Alberta Health Services Ii

Page Number

Guest Number Folio ID

Arrive Date Depart Date No. Of Guest

Room Number Club Account

Invoice Nbr

08-SEP-17 09-SEP-17 18:53

07:00

Tax Invoice

Tax ID:

815461330RT0001

The Westin Edmonton SEP-09-2017 07:10

Date Reference	Description CI	narges (CAD) Cre	dits (CAD)
08-SEP-17	Room Charge	189.00	
08-SEP-17	GST	9.73	
08-SEP-17	Destination Marketing Fee	5.67	
08-SEP-17	Tourism Levy	7.79	
09-SEP-17	Mastercard		-212.19

Approve EMV Receipt for MC PIN Verified

Application LabelimasterCard

\*\* Total

212.19

-212.19 🛩

\*\*\* 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 Superchefs(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

Canada

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

WESTIN®
HOTELS & RESORTS

Nancy Guebert

Alberta Health Services Ii

Page Number

Guest Number Folio ID

Arrive Date

Depart Date No. Of Guest

Room Number Club Account

Starpoints for this visit

2

08-SEP-17

18:53 07:00

Invoice Nbr

09-SEP-17 1

As a Starwood Preferred Guest you have earned at leas

Tell us about your stay, www.westin.com/reviews

EXPENSE SUMMARY REPORT

Currency: CAD

Tota	al .	189.00	9.73	7.79	0.00	0.00	5.67	212.19	-212,19
		******	********		ME SECURE ANNUAL PROPERTY.	in the set in all parties all set in	*********		
09-(	09-2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-212.19
	08-2017	189.00	9.73	7.79	0.00	0.00	5.67	212.19	0.00
Dat	- mg-2178-2-g	Room	: / GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment

# TAXL- FROM USFA TO

WE ALL FORT AFTER BREKING AT 44C

AND WAS ON GROUP URATE BREKING AT 44C

PRESTIGE TRANSPORTATION 10135 31 AVE NW **EDMONTON** 

CARD CARD TYPE MASTERCARD DATE 2017/09/09/ TIME 0162 16:12:19 INVOICE # RECEIPT NUMBER

**PURCHASE** AMOUNT \$66.00 TIP \$9.90 TOTAL

MasterCard

**APPROVED** 

AUTH# THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

PRESTIGE 780.463.5000 GOPRESTIGE. CA GST 862184769

RECEIPT GST NO. R122556194

IN: 09/08/17 15:36 OUT:09/09/17 19:06 PAID: \$ 58.70

DURATION: 1 03: 30 (GST INCLUDED)

MASTERCARD

YOU HAVE 10 MIN. TO EXIT

2 Ral - From 455 ARPORT TO WESTIN HOTEL

Para PRESTIGE TRANSPORTATION 10135 31 AVE NW **EDMONTON** 

CARD CARD TYPE

DATE

TIME

MASTERCARI 2017/09/01 6153 18:46:11

INVOICE #

RECEIPT NUMBER

**PURCHASE** 

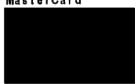
**AMOUNT** 

\$66.01 \$9.91

TIP TOTAL

\$75.9Ç

MasterCard



**APPROVED** 

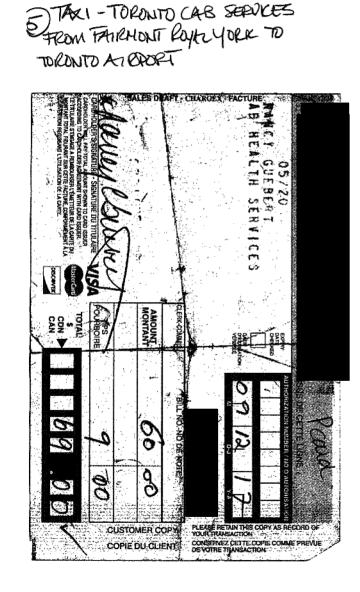
AUTH#

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

PRESTIGE 780.463.5000 GOPRESTIGE.CA GST 862184769



ACCOMMODATIONS IN TORONTO - ATTEND CPTP LEAD PARTNERS SCHMITTE HOME PARTNER NITGY - SEPT, 11TH

Folio# Cashier#

Poord

Page #

1 of 1

100 Front Street W Toronto, ON, Canada M5J 1E3 T (416) 368-2511 F (416) 368-2884 H.S.T. Registration # 825739584

Canadian Partnership Against Cancer

Ms Nancy Guebert

Invoice No.

Arrival Departure 09-10-17

09-12-17

pirmont Prosident's Club

Date	Description	Additional Information	Charges	Credits
09-11-17	Room Charge		299.00	
09-11-17	HST - Rooms		38.87	
09-11-17	DMP Fee*		7.95	
09-11-17	HST-DMP Fee*		1.03	
09-11-17	Mastercard			346.85
	un, mandalandelan er	Total	346.85	346.85
		Balance Due	0.00	

GST Summary		HST Summary	
Room:	0.00	Room:	38.87
F&B:	0.00	F&B:	0.00
Other:	0.00	Other:	1.03
Total:	0.00	Total :	39.90

Thank you for choosing Fairmont Hotels & Resorts. To provide feedback about your stay please contact Edwin Frizzell General Manager, at Edwin.FrizzellGM@Fairmont.com. We also invite you to share your experience on Tripadvisor.com.



## **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.

<ul> <li>Indicate whether year</li> </ul>	ou have expenses to report in this section	on for this reporting period:	YES
Name :	Nancy Guebert	Reporting Period for the Month of :	Aug 21 2017 to Sep 20, 2017

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
21-Aug-17	Direct Billing	Airline Ticket	Attend Annual Oncology Update Conference in Edmonton on Saturday Sep 9th	Marlin Travel	301.26
19-Sep-17	Direct Billing	Airline Ticket	Return flight from attending Senior Leaders Meeting at River Cree Resort on Oct 3rd	Marlin Travel	100.00
20-Sep-17	Direct Billing	Airline Ticket	Attend Cancer SCN and CCA Planning Session meeting in Edmonton Sept 26	Marlin Travel	379.21
20-Sep-2017	Direct Billing	Airline Ticket	Attend Town Hall mtgs and Tour of GPCC on Oct 2nd	Marlin Travel	417.66
otal Paid in the	Month				\$ 1,198.13



ALBERTA HEALTH SERVICES
ALBERTA HEALTH SERVICES
Booking Date:
21 Aug 17

10030 - 107 STREET
EDMONTON AB
T5J 3E4

File Locator:

PASSENGERS:

MS NANCY GUEBERT

REFERENCE/ DESCRIPT	ION		-	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL	
AIR CANADA Ticket				226.30	0.00	\$0.00	74.96	0.00	301.26	CAD
		***********	Total:	226.30	0.00	0.00	74.96	0.00	301.26	CAD
PAYMENTS	Invoice #	Payment Date 08/21/2017	Card Holder		Form o	f Payment			Amount 301.26	
							Total Pa	ayment:	301.26	CAD
					В	alance Du	e CAD Cur	rency	0.00	CAD
				Total C	~~	0.00		LUCT	\$0.00	

Total GST

0.00

Total HST

\$0.00

CORPORATE UNIT 101
REASON FOR TRAVEL MANAGEMENT MEETINGS

Trip #: **Booking Date:** Client: Agent:

21 Aug 17

File Locator:

#### MY ITINERARY

Passengers NANCY GUEBERT

Citizenship

**Required Travel Documents** 

Not Specified

Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



## AIR

**Booking Date:** 08/21/2017 Passengers: NANCY GUEBERT File Locator/Ticket #: Airline Flight From Terminal To Class Seat Stops AIR CANADA 08152 CALGARY INTL **EDMONTON INTL** G 09/08/2017 5:05PM





## AIR

**Booking Date:** 08/21/2017 NANCY GUEBERT Passengers: File Locator/Ticket #: Airline Flight From Terminal To Class Seat Stops

AIR CANADA 08153 **EDMONTON INTL** 

09/09/2017 6:05PM

CALGARY INTL

G

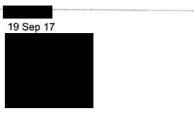
09/09/2017 6:58PM



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

Trip #: **Booking Date:** Client: Agent:

File Locator:



PASSENGERS: MS NANCY GUEBERT

REFERENCE/ DESCRIP	TION			FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL	_
WESTJET Ticket				0.00	0.00	\$0.00	0.00	100.00	100.00	CAD
			Total:	0.00	0.00	0.00	0.00	100.00	100.00	CAD
PAYMENTS	Invoice #	Payment Date 09/19/2017	Card Holder		Form o	f Payment			Amount	
		09/19/2017					Total Pa	yment:	100.00	
					В	alance Due	e CAD Cur	тепсу	0.00	CAE
				Total GS	ST	0.00	Tota	ıl HST	\$0.00	

**CORPORATE UNIT 101** REASON FOR TRAVEL CANCER CENTRE TOUR

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ... 1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT... 303 801 2147 PLEASE QUOTE ACCESS 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 -----------WESTJET AIRLINE RULES------ TICKET IS NON REFUNDABLE CHANGES PERMITTED UP TO 2 HOURS PRIOR TO FLIGHT TIME CHANGE FEES PLUS ANY FARE INCREASE WILL APPLY TICKET MUST BE CANCELLED AT LEAST 2 HOURS PRIOR OR NO CREDIT WILL APPLY 24 HOURS IN ADVANCE GO TO WWW.WESTJET.COM TO CHECK IN AND PRINT YOUR FLIGHTS-CHECKIN 90 MINUTES PRIOR \*\*DOMESTIC COUNTER WILL CLOSE 45 MINUTES PRIOR



## MY ITINERARY

Passengers NANCY GUEBERT Citizenship

Required Travel Documents

Not Specified

Not Specified

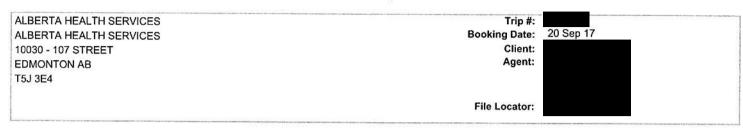
All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



## AIR

Passengers:	NANCY GUEBER	T			Booking Date: File Locator/Ticket #:	09/19/2	2017
Airline	Flight	From	Terminal	То	Class	Seat	Stops
WESTJET	03148	EDMONTON INTL 10/03/2017 6:25PM		CALGARY INTL 10/03/2017 7:19	B PM		





PASSENGERS: MS NANCY GUEBERT

REFERENCE/ DESCRIPTION				FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL	_
AIR CANADA Ticket #			****************	304.25	0.00	\$0.00	74.96	0.00	379.21	CAD
			Total:	304.25	0.00	0.00	74.96	0.00	379.21	CAD
PAYMENTS	Invoice #	Payment Date	Card Holder		Form of	Payment			Amount	
		09/19/2017							379.21	CAD
							Total Pa	yment:	379.21	CAD
					Ва	Balance Due CAD Currency			0.00	CAD
				Total G	ST	0.00	Tota	I HST	\$0.00	

CORPORATE UNIT 101
REASON FOR TRAVEL CANCER CENTRE TOUR

Trip #: Booking Date: Client: Agent: 20 Sep 17

File Locator:

#### MY ITINERARY

**Passengers** 

Citizenship

Required Travel Documents

NANCY GUEBERT

Not Specified

Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



#### AIR

09/19/2017 **Booking Date:** NANCY GUEBERT Passengers: File Locator/Ticket #: Airline Flight From Terminal To Class Seat Stops AIR CANADA 08152 CALGARY INTL **EDMONTON INTL** 09/25/2017 5:55PM 09/25/2017 5:05PM





#### AIR

**Booking Date:** 09/19/2017 NANCY GUEBERT Passengers: File Locator/Ticket #: Airline Flight From Terminal To Class Seat Stops AIR CANADA 08169 W

EDMONTON INTL CALGARY INTL 09/26/2017 5:05PM 09/26/2017 5:58PM



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

Trip #: **Booking Date:** Client: Agent:

File Locator:

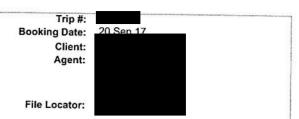
20 Sep 17

PASSENGERS: MS NANCY GUEBERT

REFERENCE/ DESCRIPTI	ON			FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTA	L
AIR CANADA Ticket #	<i>(1.0</i> )			352.70	0.00	\$0.00	64.96	0.00	417.66	CAD
			Total:	352.70	0.00	0.00	64.96	0.00	417.66	CAD
PAYMENTS	Invoice #	Payment Date 09/19/2017	Card Holder		Form o	f Payment			Amount	
		03/19/2017					Total Pa	yment:	417.66	
					В	Balance Due CAD Currency 0.0			0.00	CAD
				Total GS	ST	0.00	Tota	I HST	\$0.00	

**CORPORATE UNIT 101** REASON FOR TRAVEL CANCER CENTRE TOUR

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ... 1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT... 303 801 2147 PLEASE QUOTE ACCESS 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 ----------AIR CANADA RULES------ TICKET IS NON REFUNDABLE CHANGES PERMITTED UP TO 2 HOURS PRIOR TO FLIGHT TIME CHANGE FEES PLUS ANY FARE INCREASE WILL APPLY 24HOURS IN ADVANCE GO TO WWW.AIRCANADA.COM TO CHECK IN AND PRINT YOUR BOARDING PASS. -----PLEASE NOTE CHECKIN MINUTES PRIOR



## MY ITINERARY

Passengers NANCY GUEBERT

Citizenship

Required Travel Documents

Not Specified

Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



## AIR

Passengers: NANCY GUEBERT				09/19/2017			
Airline	Flight	From	Terminal	То	Class	Seat	Stops
AIR CANADA	08225	CALGARY INTL 10/01/2017 7:35PM		EDMONTON INTL 10/01/2017 8:25PM	G		diops
AIR CANADA	08367	EDMONTON INTL 10/01/2017 9:00PM	• • • • • • • • • • • • • • • • • • • •	GRANDE PRAIRIE 10/01/2017 10:14PI	G И		
AIR CANADA	08366	GRANDE PRAIRIE 10/02/2017 4:20PM		EDMONTON INTL 10/02/2017 5:29PM			