

## AHS Board and Executive Expense Report

**Name** Nancy Guebert  
**Title** Chief Program Officer Cancer Control Alberta  
**Location** Calgary  
 Expenses submitted during the month of November 2017

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)
Nov-17	P-Card	Meetings					-			216
Nov-17	Direct Billing	Meetings	866				866			
<b>Total</b>			\$ 866	\$ -	\$ -	\$ -	\$ 866	\$ -	\$ -	\$ 216

**Total for the Month** \$ 1,082

Maximum daily single meal expense claimed in the month \$ -  
 Maximum daily base hotel rate claimed in the month \$ -  
 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 COLLEEN	Chief Program Officer, Cancer Control Alberta	Calgary	\$ 216.20								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
11/18/2017	Books to support Leadership Speaker Series and CancerControl Alberta Leadership Development throughout the province	AB - Local	Supplies General	\$ 130.14			Books to support Leadership Speaker Series and CancerControl Alberta Leadership Development throughout the province	1			
11/19/2017	Books to support Leadership Speaker Series and CancerControl Alberta Leadership Development throughout the province	AB - Local	Supplies General	\$ 86.06			Books to support Leadership Speaker Series and CancerControl Alberta Leadership Development throughout the province	1			
Approver(s) for the claim		Approval Status		Approval Date							
BELANGER, FRANCOIS		Approve		29-Nov-17							

① PURCHASE OF BOOKS TO SUPPORT  
② LEADERSHIP SPEAKER SERIES & CANCER  
CONTROL ALBERTA LEADERSHIP DEVELOPMENT

Paid Leadership Books

### Chapters

Store# 00772 Chapters Macleod Trail  
9631 Macleod Trail S.W.  
Calgary, AB T2J 0P6  
Phone: (403) 212-1442

YOUR FEEDBACK MATTERS  
Tell us about your visit today  
for a chance to win a \$500 giftcard  
Complete our survey at:  
www.indigofeedback.com

Store# 00772 Term# 003 Trans# 546797  
Operator: 782UEM 11/18/2017 12:34

### PLUM REWARDS SALE

\*\*\*\*\*  
TRIBAL LEADERSHIP \$43.98G  
9780061251320 2 @ \$21.99  
21 IRREFUTABLE LAWS OF LEADE \$79.96G  
9780785289357 4 @ \$19.99

Spend \$50, Get \$10 PBC\$10.00

\*\*\*\*\*  
Items: 6

Subtotal: \$123.  
GST: 5.0% \$6.  
Total: \$130.  
MASTERCARD: \$130.

\*\*\*\*\*  
Member No. [REDACTED]  
plum points earned: 6;  
Total plum points earned today: 6;  
Current plum points balance: 8;  
Next reward level: 250

Holiday refunds accepted until January  
13, 2018. Items brought back with a gift  
receipt and in store-bought condition  
may be exchanged for a gift card for the  
value of the item on the receipt.  
Store# 00772 Term# 003 Trans# 546797  
GST Registration # R897152666

TYPE: PURCHASE

ACCT: MASTERCARD \$ 130.14

CARD NUMBER: [REDACTED]  
DATE/TIME: 11/18/17 12:34:28  
REFERENCE #: [REDACTED]  
AUTHOR #: [REDACTED]  
INVOICE NUMBER: [REDACTED]

MasterCard

01/027 APPROVED - THANK YOU

-- IMPORTANT --  
Retain This Copy For Your Records

\*\*\* CUSTOMER COPY \*\*\*

②

Paid Leadership books

### Indigo

Store# 00279 Indigo Signal Hill  
5570 Signal Hill Centre S.W.  
Calgary, AB T3H 3P8  
Phone: (403) 246-2221

YOUR FEEDBACK MATTERS  
Tell us about your visit today  
for a chance to win a \$500 giftcard  
Complete our survey at:  
www.indigofeedback.com

Store# 00279 Term# 005 Trans# 1186523  
Operator: 270KT 11/19/2017 15:39

### PLUM REWARDS SALE

\*\*\*\*\*  
TRIBAL LEADERSHIP \$21.99G  
9780061251320  
21 IRREFUTABLE LAWS OF LEADE \$59.97G  
9780785289357 3 @ \$19.99

Spend \$50, Get \$10 PBC\$10.00

\*\*\*\*\*  
Items: 4

Subtotal: \$81.96  
GST: 5.0% \$4.10  
Total: \$86.06  
MASTERCARD: \$86.06

\*\*\*\*\*  
Member No.: [REDACTED]  
Plum points earned: 410  
Total plum points earned today: 410  
Current plum points balance: 1280  
Next reward level: 2500

Holiday refunds accepted until January  
13, 2018. Items brought back with a gift  
receipt and in store-bought condition  
may be exchanged for a gift card for the  
value of the item on the receipt.  
Store# 00279 Term# 005 Trans# 1186523  
GST Registration # R897152666

TYPE: PURCHASE

ACCT: MASTERCARD \$ 86.06

CARD NUMBER: [REDACTED]  
DATE/TIME: 11/19/17 15:40:28  
REFERENCE #: [REDACTED]  
AUTHOR #: [REDACTED]  
INVOICE NUMBER: [REDACTED]

MasterCard

01/027 APPROVED - THANK YOU

-- IMPORTANT --  
Retain This Copy For Your Records

\*\*\* CUSTOMER COPY \*\*\*

## 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> Nancy Guebert	<b>Reporting Period for the Month of :</b> <u>Oct 20</u> <u>Nov 20</u> Sep 21 2017 to Oct 20, 2017
-----------------------------	---

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
02-Nov-17	Direct Billing	Airline Ticket	Travel YYC to YEG to attend Supportive Care Review Dec 8 and Cancer PAC meetings Dec 8 & 9th	Marlin Travel	344.96
15-Nov-17	Direct Billing	Airline Ticket	Travel YYC to YEG to attend CCA Senior Medical Director Interviews in Edmonton Nov 23rd	Marlin Travel	176.50
21-Nov-17	Direct Billing	Airline Ticket	Travel YYC to YEG to attend in person meetings with Cancer SCN on Dec 12th	Marlin Travel	344.96
<b>Total Paid in the Month</b>					<b>\$ 866.42</b>



# Invoice

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

Trip #: [REDACTED]  
Booking Date: 02 Nov 17  
Client: [REDACTED]  
Agent: [REDACTED]  
File Locator: [REDACTED]

PASSENGERS: MS NANCY GUEBERT

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
AIR CANADA Ticket # [REDACTED]	270.00	0.00	\$0.00	74.96	0.00	344.96 CAD
Total:	270.00	0.00	0.00	74.96	0.00	344.96 CAD

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	11/02/2017		[REDACTED]	344.96 CAD
				Total Payment:	344.96 CAD

Balance Due CAD Currency 0.00 CAD

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101  
REASON FOR TRAVEL SITE VISITS

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  
CODE 2EC0 \*\*\*\*\* \*\*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 -----  
---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  
TIMES\*\*\*\*\* \*\*DOMESTIC FLIGHTS--CHECKIN 90 MINUTES PRIOR \*\*DOMESTIC COUNTER WILL CLOSE 45  
MINUTES PRIOR

GOVERNMENT CENTRE  
MAIN FLOOR, 9929- 108TH ST, EDMONTON, AB T5K1G8  
Tél.: 780 425 8611  
GST REG# 885101915

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

Trip #: [REDACTED]  
Booking Date: 02 Nov 17  
Client: [REDACTED]  
Agent: [REDACTED]

File Locator: [REDACTED]

## 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

Passengers: NANCY GUEBERT

Booking Date: 11/02/2017  
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	08225	CALGARY INTL		EDMONTON INTL	L		
		12/07/2017 6:20PM		12/07/2017 7:12PM			



AIR

Passengers: NANCY GUEBERT

Booking Date: 11/02/2017  
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	08149	EDMONTON INTL		CALGARY INTL	L		
		12/09/2017 3:25PM		12/09/2017 4:19PM			



# Invoice

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

Trip # [REDACTED]  
Booking Date: 15 Nov 17  
Client: [REDACTED]  
Agent: [REDACTED]

File Locator: [REDACTED]

PASSENGERS: MS NANCY GUEBERT

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
AIR CANADA ONLINE Confirmation # [REDACTED]	176.50	0.00	\$0.00	0.00	0.00	176.50 CAD
Total:	176.50	0.00	0.00	0.00	0.00	176.50 CAD

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	11/15/2017		[REDACTED]	176.50 CAD
Total Payment:					176.50 CAD

Balance Due CAD Currency 0.00 CAD

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101  
REASON FOR TRAVEL SITE VISITS

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  
CODE 2EC0 \*\*\*\*\*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 -----

---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

TIMES\*\*\*\*\* \*\*DOMESTIC FLIGHTS--CHECKIN 90 MINUTES PRIOR \*\*DOMESTIC COUNTER WILL CLOSE 45  
MINUTES PRIOR

GOVERNMENT CENTRE  
MAIN FLOOR, 9929- 108TH ST, EDMONTON, AB T5K1G8  
Tel : 780 425 8611

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

Trip #: [REDACTED]  
Booking Date: 15 Nov 17  
Client: [REDACTED]  
Agent: [REDACTED]

File Locator: [REDACTED]

## 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

Passengers: NANCY GUEBERT

Booking Date: 15 Nov 17  
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
AIR CANADA	08134	CALGARY INTL 23 Nov 17 9:05AM		EDMONTON INTL 23 Nov 17 9:57AM	G/	
AIR CANADA	08157	EDMONTON INTL 23 Nov 17 7:45PM		CALGARY INTL 23 Nov 17 8:46PM	G/	



**Invoice**

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

Trip # [REDACTED]  
Booking Date: 21 Nov 17  
Client: [REDACTED]  
Agent: [REDACTED]

File Locator: [REDACTED]

**PASSENGERS:** MS NANCY GUEBERT

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
AIR CANADA Ticket # [REDACTED]	270.00	0.00	\$0.00	74.96	0.00	344.96 CAD
<b>Total:</b>	<b>270.00</b>	<b>0.00</b>	<b>0.00</b>	<b>74.96</b>	<b>0.00</b>	<b>344.96 CAD</b>

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	11/21/2017		[REDACTED]	344.96 CAD
<b>Total Payment:</b>					<b>344.96 CAD</b>

**Balance Due CAD Currency 0.00 CAD**

**Total GST 0.00 Total HST \$0.00**

CORPORATE UNIT 101  
REASON FOR TRAVEL CCI MEETING

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  
CODE 2EC0 \*\*\*\*\* \*\*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 -----  
---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  
TIMES\*\*\*\*\* \*\*DOMESTIC FLIGHTS--CHECKIN 90 MINUTES PRIOR \*\*DOMESTIC COUNTER WILL CLOSE 45  
MINUTES PRIOR

GOVERNMENT CENTRE  
MAIN FLOOR, 9929- 108TH ST, EDMONTON, AB T5K1G8  
Tel : 780 425 8611

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

Trip #: [REDACTED]  
Booking Date: 21 Nov 17  
Client: [REDACTED]  
Agent: [REDACTED]

File Locator: [REDACTED]

## 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

Passengers: NANCY GUEBERT				Booking Date: 21 Nov 17		
				File Locator/Ticket #: [REDACTED]		
Airline	Flight	From	Terminal	To	Class/Seat	Stops
AIR CANADA	08130	CALGARY INTL 12 Dec 17 7:15AM		EDMONTON INTL 12 Dec 17 8:13AM	L/	
AIR CANADA	08155	EDMONTON INTL 12 Dec 17 6:30PM		CALGARY INTL 12 Dec 17 7:24PM	L/	