

## AHS Board and Executive Expense Report

**Name** Nancy Guebert  
**Title** Chief Program Officer Cancer Control Alberta  
**Location** Calgary  
 Expenses submitted during the month of April 2018

			Travel (1)					Working Sessions Hosting and Hospitality		
MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Hosting and Hospitality (3)	Other (4)
Apr-18	P-Card	Meetings			447	303	750			
Apr-18	Direct Billing	Meetings	244				244			
<b>Total</b>			\$ 244	\$ -	\$ 447	\$ 303	\$ 994	\$ -	\$ -	\$ -

**Total for the Month**      \$        994

Maximum daily single meal expense claimed in the month    \$        -  
 Maximum daily base hotel rate claimed in the month        \$       199  
 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	\$ 749.54									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
3/20/2018	Attend Senior Leaders Meeting	AB - Local	Parking - Lot or Parkade	\$ 29.35			Parking at meeting venue	1				
3/22/2018	Attend Provincial Practices Team Mtg in Red Deer	AB - Local	Parking - Lot or Parkade	\$ 8.50			Parking at mtg venue	1				
4/5/2018	Attend POETS Sessions	AB - Local	Parking - Lot or Parkade	\$ 25.00			Parking at event venue	1				
4/17/2018	Attend 3 days CCA mtgs in Edmonton	AB - Local	Accommodations	\$ 446.84			2 nights accommodation booked by VisionTravel at 199.00/night totals include taxes and levies	2				
4/17/2018	Attend 3 days CCA mtgs in Edmonton	AB - Local	Taxi	\$ 75.90	YEG Airport	Westin Hotel	Taxi from airport to hotel	1				
4/19/2018	Attended 3 days CCA meetings in Edmonton	AB - Local	Parking - Lot or Parkade	\$ 88.05			Personal vehicle parked at YYC airport	1				
4/19/2018	Attend 3 days CCA mtgs in Edmonton	AB - Local	Taxi	\$ 75.90	Sunlife office	YEG airport	Taxi from office to airport	1				
Approver(s) for the claim		Approval Status		Approval Date								
BELANGER, FRANCOIS		Approve		25-Apr-18								

KARD N. GUESBERT MAR - APR / 2018

(Pg 1)

① PARKING @ AIRPORT FOR SENIOR LEADERS MTR.

② PARKING RED DEER HOSPITAL TO ATTEND PROV PRACTICES TEAM MTR

sr leaders mtr parking

The Calgary Airport Authority  
2000 Airport road NE  
GST R12 6194

Receipt Number	[REDACTED]
Ticket #	[REDACTED]
In:	03/20/2018 8:49
Out:	03/20/2018 18:30
Duration:	09:41
Transient Parker	\$ 29.35
Total:	\$ 29.35
Validations:	\$ 0.00
Balance Due:	\$ 29.35
Credit Card	\$ 29.35

The Calgary Airport Authority  
2000 Airport road NE

Transaction Id [REDACTED]  
Ticket No [REDACTED]

Transaction Type: Clear  
Date/Time: 20/03/2018 6:31 PM

[REDACTED]

Amount: \$29.35  
Status: Payment was Successful  
Authorisation Code [REDACTED]

Approved - Thank you!

### RECEIPT

Red Deer  
Regional Hospital

License Plate Number

[REDACTED]

Expiration Date/Time

**08:46 AM**  
**MAR 23, 2018**

Purchase Date/Time: 08:46am Mar 22, 2018  
Total Due: \$8.50 Rate: VALUE-24HR FOR \$8.50  
Total Paid: \$8.50 Payment Type: Card  
Ticket [REDACTED]  
S/N #: [REDACTED]  
Setting: Red Deer  
Mach Name: CE-RDRH-023

[REDACTED] MasterCard

Auth #: [REDACTED]

DO NOT PLACE ON DASH

162

③ PARKING @ YYC Bow Bldg TO ATTEND POET SESSIONS

④ TAXI - YYC TO WESTIN HOTEL 3 DAYS MEETS IN EDMONTON

? CARD POET MEET.

③ WELCOME - THE BOW RECEIPT

ENTRY DATE/TIME: 05.04.18 15:01:20  
PAY DATE/TIME: 05.04.18 20:44  
PARKED: 0:05:43  
\*\*\*\*\*  
TICKET-TYPE:  
VALID BETWEEN:  
AMOUNT: \$ 25.00

KIND OF PAYMENT: MASTERCARD

REF. [REDACTED]  
04/05/18 20:44

GST No:120996095  
\*\* GST INCLUDED \*\*  
\*\*\*\*\*  
PLEASE TAKE  
TICKET WITH YOU  
PAY AT PAYSTATION  
\* LOCK YOUR CAR! \*

RECEIPT  
GST NO. R122556194

TKT NO [REDACTED]  
POF: [REDACTED]  
IN: 04/17/18 15:48  
OUT: 04/19/18 19:27  
PAID: \$ 88.05  
DURATION: 2 03: 39  
(GST INCLUDED)

MASTERCARD [REDACTED]

YOU HAVE 10 MIN. TO EXIT.

PRESTIGE TRANSPORTATION  
④ 10135 31 AVE NW  
EDMONTON AB

CARD [REDACTED]  
CARD TYPE MASTERCARD  
DATE 2018/04/17  
TIME 0113 19:03:16  
INVOICE # [REDACTED]  
RECEIPT NUMBER [REDACTED]

PURCHASE AMOUNT \$66.00  
TIP \$9.90  
TOTAL \$75.90

MasterCard [REDACTED]

APPROVED  
AUTH# [REDACTED]  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS  
PRESTIGE 780.463.5000  
GOPRESTIGE.CA  
GST 862184769

PRESTIGE TRANSPORTATION  
③ 10135 31 AVE NW  
EDMONTON AB

CARD [REDACTED]  
CARD TYPE MASTERCARD  
DATE 2018/04/19  
TIME 7998 17:03:50  
INVOICE # [REDACTED]  
RECEIPT NUMBER [REDACTED]

PURCHASE AMOUNT \$66.00  
TIP \$9.90  
TOTAL \$75.90

MasterCard [REDACTED]

APPROVED  
AUTH# [REDACTED]  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS  
PRESTIGE 780.463.5000  
GOPRESTIGE.CA  
GST 862184769

⑥ PARKING @ YYC AIRPORT DURING MEET DAYS IN MEET.

⑥

⑤ TAXI - SUNLIFE TO YYC AIRPORT

3 DAYS OF MEETS (i.e. Paula R / RETIREMENT FUNCTION / MONTHLY FINANCE / PROV PRACTICES / ED RESEARCH INTERVIEWS / MONTHLY ED / CCOC)

PG3

⑦ ACCOMMODATIONS - APRIL 17TH - 19TH  
ATTEND 3 DAYS IN PERSON MEETS.

The Westin Edmonton  
10135 100 St  
Edmonton, AB T5J 0N7  
Canada  
Tel: 780-426-3636 Fax: 780-428-1454



Nancy Guebert  
Alberta Health Services li  
[Redacted]

Page Number : 1 Invoice Nbr : [Redacted]  
Guest Number : [Redacted]  
Folio ID : [Redacted]  
Arrive Date : 17-APR-18 19:07  
Depart Date : 19-APR-18 07:34  
No. Of Guest : 1  
Room Number : [Redacted]  
Club Account : [Redacted]

Tax Invoice

Tax ID : 815461330RT0001  
The Westin Edmonton APR-19-2018 07:40 [Redacted]

Date	Reference	Description	Charges (CAD)	Credits (CAD)
17-APR-18	[Redacted]	Room Charge	199.00	
17-APR-18	[Redacted]	GST	10.25	
17-APR-18	[Redacted]	Destination Marketing Fee	5.97	
17-APR-18	[Redacted]	Tourism Levy	8.20	
18-APR-18	[Redacted]	Room Charge	199.00	
18-APR-18	[Redacted]	GST	10.25	
18-APR-18	[Redacted]	Destination Marketing Fee	5.97	
18-APR-18	[Redacted]	Tourism Levy	8.20	
19-APR-18	[Redacted]	Mastercard [Redacted]		-446.84
** Total			446.84	-446.84
*** Balance			0.00	

STAY LONGER - Enjoy more time to explore your destination with the benefits of Westin Weekend, from extended breakfast hours to late Sunday checkouts. Book your next Westin Weekend at [westin.com/weekend](http://westin.com/weekend)

Continued on 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 for this reporting period: YES

<b>Name :</b> Nancy Guebert	<b>Reporting Period for the Month of :</b> Feb 21 to March 20 2018
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
12-Mar02018	Direct Billing	Airline Ticket INN # [REDACTED]	Return flight YYC to YEC March 15-16th to attend Connect Care Session on March 15th and additional meetings March 16 (1:1 B.Hubley/AYA Planning Session)	Marlin Travel	244.50
<b>Total Paid in the Month</b>					<b>\$ 244.50</b>

# Vision

A DIRECT TRAVEL<sup>®</sup> COMPANY

## Invoice

ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4	Trip #: [REDACTED] Booking Date: 12 Mar 18 Client: [REDACTED] Agent: [REDACTED]  File Locator: [REDACTED]
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PASSENGERS: MS NANCY GUEBERT

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
AIR CANADA Ticket # 2191683319	94.50	0.00	\$0.00	0.00	0.00	94.50 CAD
AIR CANADA ONLINE Confirmation # [REDACTED]	150.00	0.00	\$0.00	0.00	0.00	150.00 CAD
<b>Total:</b>	<b>244.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>244.50 CAD</b>

## PAYMENTS

Invoice #	Payment Date	Card Holder	Form of Payment	Amount
[REDACTED]	03/12/2018		[REDACTED]	94.50 CAD
[REDACTED]	03/12/2018		[REDACTED]	150.00 CAD
Total Payment:				244.50 CAD

Balance Due CAD Currency      0.00 CAD

Total GST      0.00      Total HST      \$0.00

CORPORATE UNIT 101

\*\*\*\*\* 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

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

Trip #: [REDACTED]  
Booking Date: 12 Mar 18  
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:	Booking Date:					
NANCY GUEBERT	12 Mar 18					
	File Locator/Ticket #: [REDACTED]					
Airline	Flight	From	Terminal	To	Class/Seat	Stops
AIR CANADA	08130	CALGARY INTL		EDMONTON INTL	W/	
		15 Mar 18 7:15AM		15 Mar 18 8:13AM		

Passengers:	Booking Date:					
NANCY GUEBERT	12 Mar 18					
	File Locator/Ticket #: [REDACTED]					
Airline	Flight	From	Terminal	To	Class/Seat	Stops
AIR CANADA	08149	EDMONTON INTL		CALGARY INTL	W/	
		16 Mar 18 3:25PM		16 Mar 18 4:19PM		

Passengers:	Booking Date:
NANCY GUEBERT	12 Mar 18
	File Locator/Ticket #: [REDACTED]