

## AHS Board and Executive Expense Report

**Name** Dr. Rob Hayward  
**Title** Senior Medical Director & Chief Medical Information Officer (CMIO)  
**Location** Edmonton  
 Expenses submitted during the month of September 2019

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)
Sep-19	Direct Billing	Meetings	383				383			
<b>Total</b>			\$ 383	\$ -	\$ -	\$ -	\$ 383	\$ -	\$ -	\$ -

**Total for the Month** \$ 383

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.

## 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>	Rob Hayward	<b>Reporting Period for the Month of :</b>	Sep-19
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
21-Aug-19	<b>Direct Billing</b>	<b>Airline Ticket</b>	Wave 4 kickoff event at Pomeroy Hotel and Conference Centre - Flight from Edmonton to Grande Prairie on September 19 and return on September 20, 2019	<b>Vision Travel</b>	\$382.96
	<b>Direct Billing</b>	<b>Airline Ticket</b>		<b>Vision Travel</b>	
	<b>Direct Billing</b>	<b>Airline Ticket</b>		<b>Vision Travel</b>	
	<b>Direct Billing</b>	<b>Airline Ticket</b>		<b>Vision Travel</b>	
	<b>Direct Billing</b>	<b>Airline Ticket</b>		<b>Vision Travel</b>	
<b>Total Paid in the Month</b>					\$ 382.96

**From:** [tripinfo@visiontravel.ca](mailto:tripinfo@visiontravel.ca)  
**To:** [REDACTED]  
**Subject:** Invoice and Itinerary for HAYWARD/ROBERT S DR - 19September19 - Vision Travel Locator: [REDACTED]  
**Date:** Wednesday, September 18, 2019 3:18:26 PM  
**Attachments:** [E-Ticket Receipt 1 - \[REDACTED\] - September 19 2019 21181094.pdf](#)

Caution - This email came from an external address and may contain unsafe content. Ensure you trust this sender before opening attachments or clicking any links in this message.



Vision Travel DT Ontario-West Inc

, , Canada,

[www.visiontravel.ca](http://www.visiontravel.ca)  
GST Reg : 723782728 RT 0001

## Invoice/Itinerary

Invoice: [REDACTED]  
Issued: 21 August 2019

Agency Ref.: [REDACTED]  
Sales Person:

Customer Number: [REDACTED]  
Customer Ref.:

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

**Passenger(s): HAYWARD/ROBERT S DR**

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

### Air Passenger Protection Regulations:

As of July 15, 2019, airlines will be required to meet new obligations concerning communication, denied boarding, tarmac delay, baggage and the transportation of musical instruments. For more information visit : <https://rppa-appr.ca>

AC : <https://www.aircanada.com/ca/en/aco/home/legal/conditions-carriage-tariffs.html>  
WS : [www.westjet.com/canadian-passenger-rights](http://www.westjet.com/canadian-passenger-rights)

AIR - Thursday, September 19 2019				<a href="#">Add To Calendar</a>
Air Canada Flight AC8367 Economy Class				
<b>Depart</b>	Edmonton, Alberta <a href="#">Weather</a>	<b>Arrive</b>	Grande Prairie, Alberta <a href="#">Weather</a>	
	Edmonton International Airport		Grande Prairie Municipal Airport	
	05:30 PM Thursday, September 19 2019		06:31 PM Thursday, September 19 2019	
<b>Duration:</b>	1 hour(s) and 1 minute(s) Non-stop			
<b>Status:</b>	Confirmed - Air Canada Booking Reference: [REDACTED]			
<b>Operated By:</b>	AIR CANADA EXPRESS - JAZZ			
<b>FF Number:</b>	[REDACTED] - HAYWARD/ROBERT S DR - please reconfirm at check-in			
<b>Online Check In:</b>	Available 24 hours prior - <a href="#">click here</a>			
<b>E Upgrade:</b>	For Eligible Flight - Aeroplan Members <a href="#">click here</a>			
<b>Remarks:</b>	SEAT 17D PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ			

Invoice Details						
Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:						
WestJet		137.20	44.48	0.00	0.00	181.68
					Billed to:	
Vendor AC		152.25	37.48	0.00	0.00	189.73
AIR						
CANADA						
					Billed to:	
Vendor		11.55	0.00	0.00	0.00	11.55
ACSEAT						
ACSEAT						
					Billed to:	
	Totals:	301.00	81.96	0.00	0.00	382.96
					Total Credit Card Billing:	382.96
					Balance Due:	0.00

<p><b>Remarks</b></p> <p>*****</p> <p>***PLEASE REVIEW YOUR ITINERARY FOR ACCURACY***</p> <p>PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU</p> <p>FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE</p>
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