

Official Administrator and Executive Expense Report

Name Robert Hawes
Title Chief Program Officer, Finance
Location Calgary

Expenses submitted during the month of November 2015

| Travel (1) | | | | | | | | | | |
|--------------|-----------------|----------|---------|-------|---------------|--------------|--------------|------------------------------|--|-----------|
| Month-Year | Source Document | Purpose | Airfare | Meals | Accommodation | Other Travel | Total Travel | Professional Development (2) | Working Sessions Hosting and Hospitality (3) | Other (4) |
| Nov-15 | Expense Claim | Meetings | | 62 | | 15 | 77 | | | |
| Nov-15 | Direct Billing | Meetings | | | 311 | 141 | 452 | | | |
| May-15 | Direct Billing | Meetings | | | 621 | 141 | 762 | | | |
| Apr-15 | Direct Billing | Meetings | | | 466 | 141 | 607 | | | |
| Total | | | \$ - | \$ 62 | \$ 1,398 | \$ 438 | \$ 1,898 | \$ - | \$ - | \$ - |

Total for the Month \$ 1,898

Maximum daily single meal expense claimed in the month \$ 21
 Maximum daily base hotel rate claimed in the month \$ 145
 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.

Car allowance and any other employment benefits reported in the annual financial statements are excluded from this report

AHS Public Disclosure Expense Claims

| Claimant Name | Claimant Title | Claimant Location | Expense Claim Total |
|---------------|--------------------------------|-------------------|---------------------|
| HAWES, ROBERT | Chief Program Officer, Finance | Calgary | 77.40 |

| Expense Date | Business reason | Expense Location | Expense Type | Amount | From Location | To Location | Justification | # of days | # of Attendees | Attendee Name(s) | Trip Distance |
|--------------|--|------------------|---------------------------------------|--------|---------------|-------------|--------------------------------|-----------|----------------|------------------|---------------|
| 11/24/2015 | EDM - Attend Finance Committee and Audit & Risk Meetings in person | | Meals Per Diem | 62.40 | | | Dinner on 24 ,25 & 26 Nov 2015 | 3 | | | |
| 11/24/2015 | EDM - attend Finance Committee and Audit & Risk Meetings in person | AB - Other Zones | Parking - Lot or Parkade-Service Rcpt | 15.00 | | | | 1 | | | |

| Approver(s) for the claim | Approval Status | Approval Date |
|---------------------------|-----------------|---------------|
| RHODES, DEBORAH | Approve | 2-Dec-15 |

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: November 24, 2015 6:34 PM
To: Robert Hawes
Subject: Invoice

Invoice

Date: 2015-11-24

Bill To:

You can reach us at

ROBERT HAWES

304 - 35 Avenue NE
 Calgary, AB
 Phone: 1-800-232-1958

| Order# | Ordered | Customer# | P.O. | Group Name | Departing | Returning | Sales Rep | Sales Agent |
|--------|------------|-----------|------|------------|------------|------------|-----------|-------------|
| | 2015-11-24 | | - | - | 2015-11-24 | 2015-11-26 | - | |

Travellers:

HAWES/ROBERT

| Product | Details | Duration | Price Basis | Qty | Each | Billed |
|-----------------|------------|----------|-----------------|-----|-------|--------|
| Parking Per Day | 2015-11-24 | 3 days | Per Day Parking | 1 | 14.28 | 15.00 |

Payments Received:

| Date | From | Reference | Amount |
|------------|------------------------|-----------|-----------|
| 2015-11-24 | customer: ROBERT HAWES | Cash | 15.00 CAD |

Base Price: 14.28 CAD
 Discounts: 0.00 CAD
 Service Charges: 0.00 CAD
 GST: 0.72 CAD
 Invoice Total: 15.00 CAD
 Commission: 0.00 CAD
 Received: 15.00 CAD
 Balance: 0.00 CAD

TERMS: DUE UPON RECEIPT

GST# BN139981476

Holiday Blackout - December 15 2015 to January 5 2016. All changes to reservations including cancellations require at least 24 hours notice prior to departure.

If you wish to time change, date change, or cancel for a full refund - 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change.

Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. If you wish to change or cancel your booking, please contact our Central Reservation line at 1-800-232-1958.

Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices

Executive Expenses Report Direct Bill Summary

Purpose of This Form:

The purpose of this form is to report expenses incurred on behalf of a designated Executive 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** *R Nov 20/15*

| | |
|----------------------------|---|
| Name : Robert Hawes | Reporting Period for the Month of : Apr-15 |
|----------------------------|---|

| DD-MMM-YYYY | Payment Method | Category | Description / Purpose of the Expense | Name of Vendor | Amount Paid |
|--------------------------------|----------------|----------------------|---|----------------|------------------|
| 31-Mar-2015 | Direct Billing | Hotel | Senior Leaders, Audit & Finance meetings in Edmonton | Marlin Travel | 155.32 |
| 1-Apr-2015 | Direct Billing | Hotel | Senior Leaders, Audit & Finance meetings in Edmonton | Marlin Travel | 155.32 |
| 28-Apr-2015 | Direct Billing | Hotel | Full day Budget & Benchmarking Meetings in Edmonton | Marlin Travel | 155.32 |
| 28-Apr-2015 | Direct Billing | Other Transportation | Full day Budget & Benchmarking Meetings in Edmonton - Red Arrow return ticket | Other | 140.96 |
| Total Paid in the Month | | | | | \$ 606.92 |

MATRIX
HOTEL

Contact: Logij Paulina

AB Health

Canada

Guest Name Hawes, Robert

Room Number: [REDACTED]

Arrival Date: 03-31-15

Departure Date: 04-02-15

Page No: 1 of 1

INVOICE

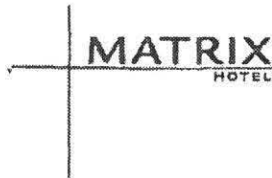
Folio No [REDACTED]

09-17-15

| Date | Description | Charges | Credits |
|----------------|--------------------------------|---------------|-------------|
| 03-31-15 | Room Revenue | 145.00 | |
| 03-31-15 | Destination Marketing Fee - 3% | 4.35 | |
| 03-31-15 | Tourism Levy - 4% | 5.97 | |
| 04-01-15 | Room Revenue | 145.00 | |
| 04-01-15 | Destination Marketing Fee - 3% | 4.35 | |
| 04-01-15 | Tourism Levy - 4% | 5.97 | |
| Total | | 310.64 | 0.00 |
| Balance | | 310.64 | |

Signature:

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #866344302 RT 0001



AB Health



Room Number: [Redacted]
Arrival Date: 04-28-15
Departure Date: 04-29-15
Page No: 1 of 1

Guest Name Hawes, Robert

Acct [Redacted]

INFORMATION INVOICE

Folio No [Redacted]

Contact: Lusi Paulino
Coding

04-30-15

| Date | Description | Charges | Credits |
|----------------|--------------------------------|---------------|-------------|
| 04-28-15 | Room Revenue | 145.00 | |
| 04-28-15 | Destination Marketing Fee - 3% | 4.35 | |
| 04-28-15 | Tourism Levy - 4% | 5.97 | |
| Total | | 155.32 | 0.00 |
| Balance | | 155.32 | |

Deb Rhodes - Approver

Signature:

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #B66344302 RT 0001

Lori Paulino

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: April 28, 2015 3:12 PM
To: Lori Paulino
Subject: Invoice



Invoice

Date: 2015-04-28

Bill To:

You can reach us at

LORI PAULINO

5116 Gateway Boulevard
Edmonton, AB

| Order# | Ordered | Customer# | P.O. | Group Name | Departing | Returning | Sales Rep | Sales Agent |
|--------|------------|-----------|------|------------|------------|------------|-----------|-------------|
| | 2015-04-28 | | | - | 2015-04-28 | 2015-04-29 | - | |

Travellers:

HAWES/ROBERT

| Product | Details | Duration | Price Basis | Qty | Each | Billed |
|--|---|---------------|-------------|-----|-------|--------|
| CEEXP 18:30 YYC Assigned to: 06A | Departs Calgary (CGYNORTH / CALGARY NORTH) 2015-04-28 at 18:45 Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2015-04-28 at 22:05 | 3 hrs 20 mins | Adult | 1 | 70.48 | 0.00 |
| ECEXP 18:30 Assigned to: 05A | Departs Edmonton (EDMTO / Edmonton Ticket Office) 2015-04-29 at 18:30 Arrives Calgary (CGYNORTH / CALGARY NORTH) 2015-04-29 at 21:35 | 3 hrs 5 mins | Adult | 1 | 70.48 | 0.00 |

Base Price: 140.96 CAD
 Discounts: 140.96 CAD
 Service Charges: 0.00 CAD
 GST: 0.00 CAD
 Invoice Total: 0.00 CAD
 Commission: 0.00 CAD
 Received: 0.00 CAD
 Balance: 0.00 CAD

TERMS: DUE UPON RECEIPT

GST# BN139981476

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Direct Bill Report

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- 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 *R Nov 29/15*

| | |
|----------------------------|---|
| Name : Robert Hawes | Reporting Period for the Month of : May-15 |
|----------------------------|---|

| DD-MMM-YYYY | Payment Method | Category | Description/Purpose of the Expense | Name of Vendor | Amount Paid |
|--------------------------------|----------------|----------------------|---|----------------|------------------|
| 10-May-2015 | Direct Billing | Hotel | Face to Face Meetings in Edmonton for Clinical Lab | Marlin Travel | 155.32 |
| 11-May-2015 | Direct Billing | Hotel | Face to Face Meetings in Edmonton for Clinical Lab | Marlin Travel | 155.32 |
| 12-May-2015 | Direct Billing | Hotel | Face to Face Meetings in Edmonton for Clinical Lab | Marlin Travel | 155.32 |
| 13-May-2015 | Direct Billing | Hotel | Face to Face Meetings in Edmonton for Clinical Lab | Marlin Travel | 155.32 |
| 10-May-2015 | Direct Billing | Other Transportation | To attend Face to Face Meetings in Edmonton for Clinical Lab - Red Arrow return tickets | Other | 140.96 |
| Total Paid in the Month | | | | | \$ 762.24 |

MATRIX
HOTEL

Contact: Lori; Payline

AB Health

Room Number: [REDACTED]
Arrival Date: 05-10-15
Departure Date: 05-14-15
Page No: 1 of 1

Guest Name Hawes, Robert

INVOICE

Folio No [REDACTED]

09-17-15

| Date | Description | Charges | Credits |
|----------------|--------------------------------|---------------|-------------|
| 05-10-15 | Room Revenue | 145.00 | |
| 05-10-15 | Destination Marketing Fee - 3% | 4.35 | |
| 05-10-15 | Tourism Levy - 4% | 5.97 | |
| 05-11-15 | Room Revenue | 145.00 | |
| 05-11-15 | Destination Marketing Fee - 3% | 4.35 | |
| 05-11-15 | Tourism Levy - 4% | 5.97 | |
| 05-12-15 | Room Revenue | 145.00 | |
| 05-12-15 | Destination Marketing Fee - 3% | 4.35 | |
| 05-12-15 | Tourism Levy - 4% | 5.97 | |
| 05-13-15 | Room Revenue | 145.00 | |
| 05-13-15 | Destination Marketing Fee - 3% | 4.35 | |
| 05-13-15 | Tourism Levy - 4% | 5.97 | |
| Total | | 621.28 | 0.00 |
| Balance | | 621.28 | |

Signature: _____

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #866344302 RT 000)

Lori Paulino

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: May 07, 2015 8:52 AM
To: Lori Paulino
Subject: Invoice

Invoice

Date: 2015-05-07

Bill To:

You can reach us at

LORI PAULINO

304 - 35 Avenue NE
Calgary, AB
Phone: 1-800-232-1958

| Order# | Ordered | Customer# | P.O. | Group Name | Departing | Returning | Sales Rep | Sales Agent |
|------------|------------|------------|------|------------|------------|------------|-----------|-------------|
| [REDACTED] | 2015-05-07 | [REDACTED] | - | [REDACTED] | 2015-05-10 | 2015-05-14 | - | [REDACTED] |

Travellers:

HAWES/ROBERT

| Product | Details | Duration | Price Basis | Qty | Each | Billed |
|--|---|---------------|-------------|-----|-------|--------|
| JEEXP 18:30 YYC Assigned to: 10A | Departs Calgary (CGYNORTH / CALGARY NORTH) 2015-05-10 at 18:45 Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2015-05-10 at 22:05 | 3 hrs 20 mins | Adult | 1 | 70.48 | 0.00 |
| ECEXP 16:30 Assigned to: 06C | Departs Edmonton (EDMTO / Edmonton Ticket Office) 2015-05-14 at 16:30 Arrives Calgary (CGYNORTH / CALGARY NORTH) 2015-05-14 at 19:35 | 3 hrs 5 mins | Adult | 1 | 70.48 | 0.00 |

| | |
|------------------|------------|
| Base Price: | 140.96 CAD |
| Discounts: | 140.96 CAD |
| Service Charges: | 0.00 CAD |
| GST: | 0.00 CAD |
| Invoice Total: | 0.00 CAD |
| Commission: | 0.00 CAD |
| Received: | 0.00 CAD |
| Balance: | 0.00 CAD |

TERMS: DUE UPON RECEIPT

GST# BN139981476

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- 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

| | |
|------------------------------|---|
| Name : Robert Hawes ✓ | Reporting Period for the Month of : Nov-15 |
|------------------------------|---|

R. Nowak 1/5

| DD-MMM-YYYY | Payment Method | Category | Description/Purpose of the Expense | Name of Vendor | Amount Paid |
|--------------------------------|----------------|----------------------------|--|----------------|------------------|
| 24-Nov-2015 | Direct Billing | Hotel | EDM - attend Finance Committee and Audit & Risk Meetings in person ✓ | Marlin Travel | 155.32 ✓ |
| 25-Nov-2015 | Direct Billing | Hotel | Marlin Travel booked accomodation and direct billed ✓ | Marlin Travel | 155.32 ✓ |
| 24-Nov-2015 | Direct Billing | Other Transportation | EDM - attend Finance Committee and Audit & Risk Meetings in person, Red Arrow 10-pack used ✓ | Other | 70.48 ✓ |
| 25-Nov-2015 | Direct Billing | Other Transportation | EDM - attend Finance Committee and Audit & Risk Meetings in person, Red Arrow 10 pack used ✓ | Other | 70.48 ✓ |
| | Direct Billing | Choose from Drop-down List | | Marlin Travel | - |
| Total Paid in the Month | | | | | \$ 451.60 |



AB Health



Room Number: [Redacted]
Arrival Date: 11-24-15
Departure Date: 11-26-15
Page No: 1 of 1
P/O Number: [Redacted]

Guest Name: Hawes, Robert

INFORMATION INVOICE

Folio No: [Redacted]

11-26-15

| Date | Description | Charges | Credits |
|----------------|--------------------------------|---------------|-------------|
| 11-24-15 | Room Revenue | 145.00 | |
| 11-24-15 | Destination Marketing Fee - 3% | 4.35 | |
| 11-24-15 | Tourism Levy - 4% | 5.97 | |
| 11-25-15 | Room Revenue | 145.00 | |
| 11-25-15 | Destination Marketing Fee - 3% | 4.35 | |
| 11-25-15 | Tourism Levy - 4% | 5.97 | |
| Total | | 310.64 | 0.00 |
| Balance | | 310.64 | |

Signature: _____

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #866344302 RT 0001

Lori Paulino

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: November 06, 2015 9:13 AM
To: Lori Paulino
Subject: Invoice

Invoice

Date: 2015-11-06



Bill To:

You can reach us at:

LORI PAULINO

Lethbridge

| Order# | Ordered | Customer# | P.O. | Group Name | Departing | Returning | Sales Rep | Sales Agent |
|--------|------------|-----------|------|------------|------------|------------|-----------|-------------|
| | 2015-11-06 | | - | | 2015-11-24 | 2015-11-26 | - | |

Travellers:

HAWES/ROBERT

| Product | Details | Duration | Price Basis | Qty | Each | Billed |
|--|---|---------------|-------------|-----|-------|--------|
| CEEXP 18:30 YYC Assigned to: 04A | Departs Calgary (CGYNORTH / CALGARY NORTH) 2015-11-24 at 18:45 Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2015-11-24 at 22:05 | 3 hrs 20 mins | Adult | 1 | 70.48 | 0.00 |
| ECEXP 16:30 Assigned to: 04A | Departs Edmonton (EDMTO / Edmonton Ticket Office) 2015-11-26 at 16:30 Arrives Calgary (CGYNORTH / CALGARY NORTH) 2015-11-26 at 19:35 | 3 hrs 5 mins | Adult | 1 | 70.48 | 0.00 |

Base Price: 140.96 CAD
Discounts: 140.96 CAD ✓
Service Charges: 0.00 CAD
GST: 0.00 CAD
Invoice Total: 0.00 CAD
Commission: 0.00 CAD
Received: 0.00 CAD
Balance: 0.00 CAD

TERMS: DUE UPON RECEIPT

GST# BN139981476

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