

AHS Board and Executive Expense Report

Name Robert Hawes
Title Chief Program Officer Finance
Location Calgary

Expenses submitted during the month of December 2016

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)
Dec-16	Expense Claim	Meetings		24		64	88			
Dec-16	Direct Billing	Meetings			163	219	382			
Total			\$ -	\$ 24	\$ 163	\$ 283	\$ 470	\$ -	\$ -	\$ -

Total for the Month \$ 470

Maximum daily single meal expense claimed in the month \$ 24
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.

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 Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total
HAWES, ROBERT	Chief Program Officer, Finance	Calgary	\$ 88.02

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
10/19/2016	EDM - Senior Leaders Meeting, rented a car via Enterprise	AB - Other Zones	Fuel	\$ 54.02			drove company vehicle, paid for gas on on credit card.	1			
12/6/2016	EDM - Board Planning Day Meeting, travelled Red Arrow	AB - Other Zones	Parking - Lot or Parkade-Service Rcpt	\$ 10.00				1			
12/7/2016	Board Planning Day	AB - Other Zones	Meals Per Diem	\$ 24.00			Dinner \$24.00	2			

Approver(s) for the claim	Approval Status	Approval Date
RHODES, DEBORAH	Approve	10-Jan-17

Senior Leaders Mtg
company vehicle
drove

Calgary Co-op
Kingsland Gas Bar
6905 Macleod Trail
Calgary Alberta
(403)299-4110
GST# R100730894

Member # [REDACTED]

Pump Litres Price/L
17 55.745 \$0.969

Product Amount
Regular \$54.02

Total \$54.02

GST (Inc Pumps) \$2.57

Purchase
VISA

[REDACTED]

DATE: 10/19/2016
TIME: 19:14:42
REF: [REDACTED]
TERM: [REDACTED]
AUTH: [REDACTED]
RESP: [REDACTED]

VISA CREDIT

[REDACTED]

VERIFIED BY PIN

Approved - Thank you

IMPORTANT:
retain this copy
for your records

CUSTOMER COPY

Store # 35
Receipt # [REDACTED]

Thank You !!!

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: December 06, 2016 6:26 PM
To: Robert Hawes
Subject: Invoice



INVOICE

Date: 2016-12-06

You can reach us at:

ROBERT HAWES

Calgary North Stop
 304 - 35 Avenue NE
 Calgary, AB
 phone: 1-800-232-1958

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
	2016-12-06			PARKING	2016-12-06	2016-12-07	-	RICKY

Travellers:

HAWES/ROBERT

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
Parking Per Day 2016-12-06 until 2016-12-07 (2 days)	2 days	Per Day Parking	1	\$ 9.52	\$ 10.00

Payments Received

DATE	GUEST	REFERENCE	AMOUNT
2016-12-06	customer: ROBERT HAWES	Visa	\$ 10.00

Base Price: \$ 9.52

Discounts: \$ 0.00

Service Charges: \$ 0.00

GST: \$ 0.48

Invoice Total: \$ 10.00

Payments Received: \$ 10.00

Balance Due: \$ 0.00

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**

Name :	Robert Hawes	Reporting Period for the Month of :	Oct - Dec 16
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
6-Dec-2016	Direct Billing	Other Transportation	Travelled on Red Arrow EDM - CAL return, to attend Board Planning Day Meeting	Other	133.92
6-Dec-2016	Direct Billing	Hotel	Accommodation for night at Matrix.	Marlin Travel	162.79
20-Oct-2016	Direct Billing	Car Rental	Enterprise car rent for to attend Senior Leaders Meeting in EDM	Other	85.26
Total Paid in the Month					\$ 381.97

R Dec 9/16

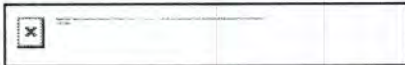
From: (marlintravel.ca>
Sent: November 23 2016 11:10 AM
To:
Subject: Red Arrow Invoice - Robert Hawes

Hello

Please review the itinerary below to ensure everything is correct. Note that this invoice is for itinerary viewing purposes only as all red arrow costs are direct billed to AHS.

Thanks,

INVOICE



Date: 2016-11-23

You can reach us at:

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

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
	2016-11-23				2016-12-06	2016-12-07	-	Website User

Travellers:

hawes/robert

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
CALEDM 18:30 YYC Assigned to: 04A Departs Calgary (CGYNORTH / Calgary North) at 18:45 on 2016-12-06. Arrives Edmonton (EDMTO / Edmonton Ticket Office) at 22:15 on 2016-12-06. (3 hrs 30 mins)	3 hrs 30 mins	Adult	1	\$ 70.48	\$ 66.96

EDMCAL 18:30

3 hrs 15 mins

Adult

1

\$ 70.48 \$ 66.96

Assigned to: 04A

Departs Edmonton (EDMTO / Edmonton

Ticket Office) at 18:30 on 2016-12-07.

Arrives Calgary (CGYNORTH / Calgary

North) at 21:45 on 2016-12-07. (3 hrs 15 mins)

Payments Received

DATE	GUEST	REFERENCE	AMOUNT
2016-11-23	ALBERTA HEALTH SERVICE MARLIN TRAVEL	MasterCard [REDACTED]	\$ 133.92

Base Price: \$ 140.96**Discounts:** \$ 7.04**Service Charges:** \$ 0.00**Invoice Total:** \$ 133.92**Payments Received:** \$ 133.92**Balance Due:** \$ 0.00

TERMS: DUE UPON RECEIPT GST# BN139981476 Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on bags include purses, backpacks and laptop bags. Additional luggage will incur additional fees. 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. December 15 - January 5 to cancel or make any changes to a reservation we require 24 hours notice. 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** **Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time** CORPORATE BILLING ACCOUNTS - PLEASE PAY OFF OF YOUR MONTHLY STATEMENT & NOT OFF OF INDIVIDUAL INVOICES. Thank you for choosing Red Arrow. Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication

From:
Sent: November 23, 2016 11:47 AM
To:
Subject: Thank you for your reservation [REDACTED] Robert

From: reservations@matrixedmonton.com [mailto:reservations@matrixedmonton.com]
Sent: November-23-16 11:41 AM
To: Carley Walls <Carley.walls@marlintravel.ca>
Subject: Thank you for your reservation! [REDACTED]



Confirmation Number [REDACTED]

Welcome

Dear Mr Robert Hawes:

Thank you for choosing the Matrix Hotel for your upcoming visit to Edmonton. Please review your reservation information carefully and contact us if we can be of further assistance.

We look forward to welcoming you and wish you a most enjoyable stay.

Guest Info

Robert Hawes
[REDACTED]

Credit Card Info

Card Type: VISA
[REDACTED]

Expiration Date: [REDACTED]
Card Holder: DIRECT BILL

Reservation Info

Confirmation Number [REDACTED]
Book Date: November 23, 2016
Number of Rooms: 1
Number of Adults: 1
Number of Children: 0
Number of Infants: 0

Charge

CAD 145.00

Check In: December 6, 2016
Check Out: December 7, 2016
Total Stay: 1 night(s)
Call Center (Call Agent:73065)

Room Type: Deluxe Double

Chic and modern, the Deluxe room features two double beds with pillow top mattress and crisp, white triple sheeting, wall to wall windows, and granite work desk and task chair.

Room Amenities:

- Cordless Telephone
- Double Bed
- Hairdryer In Room
- Iron
- Ironing Board
- Personal Refrigerator
- Temperature Control
- IHome Alarm Clock Docking Station
- 46 inch LED HD TV
- Keurig Coffee Maker
- Safe
- Luxe Towels, Bath Sheets, Robes
- Makeup Mirror
- Umbrella

Rate Type: AB Health

Daily Rate: Government Work ID required at check-in. Includes complimentary parking, breakfast, evening wine tasting, wifi and local calls. To direct bill your reservation to an existing billing account, enter your AR#, name of person booking the reservation and what charges you would like billed (ex. room and tax, all charges, etc) in the comments field when confirming the reservation.

- 12/06/2016 ----- CAD 145.00

Check-in time after 3 P.M.

Check-out time before 12 P.M.

Property is completely non-smoking.

Rates subject to change.

Family Plan: Children under 12 years of age stay free with an accompanied adult.

Extra Adult : CAD 30.00.

No charge for extra children in the room.

Pet Policy: Pets are accepted at the General Manager's discretion. Maximum weight 40 lbs., maximum 2 pets per room. Additional cleaning charges of CAD 20.00 per pet per night apply. If the pet is being left alone in the room, it is requested that it is kenneled for the comfort and safety of our associates.

Self Parking available at no charge until 4 P.M. day of check-out.

A valid credit card in the guest's name must be presented at check-in along with Government issued photo ID. Please note prepaid credit cards and all debit cards are not accepted methods of payment. A hold will be placed on this card for room, taxes and deposit. If charges are to be placed on a credit card that is not in the guest's name, a credit card authorization form must be completed prior to check-in (contact hotel directly). Credit-debit cards are not accepted to guarantee a reservation.

Cancellation Policy: Reservations must be cancelled by 4 P.M. (local time) on the day prior to arrival to avoid a penalty of one night's room and tax.

<p>Guarantee Policy: All reservations require a guarantee by a valid credit card and expiry date at time of booking. Credit card in guest's name must be presented at check-in along with Government issued photo identification.</p> <p>Please note prepaid credit cards and all debit cards are not accepted methods of payment.</p>		
Enhancements: N/A		CAD 0.00
Tax		CAD 17.79
Total Charge		CAD 162.79
Service Requests		
N/A		
Comments or Special Request		
DIRECT BILL thru Marlin Travel AR # [REDACTED] Gst will be a late arrival past 10PM		
Hotel Info		
Hotel Description	Matrix Hotel	
Rating: 4 Star 10640-100 Avenue Edmonton, Alberta T5J 3N8 Canada Phone: 1-780-429-2861 Fax: 1-780-426-7225 Checkin Time: 3 PM Checkout Time: 12 Noon	Surround yourself in luxury and experience how Matrix Hotel highlights the urban lifestyle. For the business traveler, Matrix Hotel is centrally located just blocks from the government and corporate districts. After the work day or for our leisure travelers, there are numerous walking and running paths, dozens of shops, restaurants, cafés and nightlife nearby making it easy to explore the many things to do in downtown Edmonton. Airport Direction <ul style="list-style-type: none"> • YEG Edmonton Intl Airport, AB 30.0 Kilometers North East 	

Ref: [REDACTED]



Enterprise Plus

Emerald Club

Rental Receipt - Thank you for your business

A|LBERTA HEALTH SERVICES

ROBERT HAWES

Contract Number: [REDACTED]

Receipt Date: **Oct 20, 2016**

Enterprise Location: 7820 MACLEOD TRAIL SOUTH
CALGARY, AB T2H0L9
CA
Tel.: (403) 252-0222

Driver: ROBERT HAWES

Start Date:	End Date:	Make/Model	Start km	End km	km Driven
Oct 18, 2016 @ 5:11 pm	Oct 20, 2016 @ 9:26 am	CHRY 300S	25,084	25,720	636
Total km					636

Charge Description	Quantity	Per	Rate	Total
Rate	2	Day	40.00	80.00
VEHICLE LICENSE FEE RECOVERY				1.20
				Subtotal: CAD 81.20

Taxes and Surcharges
GOODS AND SERVICES TAX

DUPLICATE

4.06
Subtotal: CAD 85.26

Total Charges:**CAD 85.26**

Payment Information	
CUSTOMER NUMBER [REDACTED] A LBERTA HEALTH SERVICES Attn: UNKNOWN	CAD 85.26
Total Payment Amount:	CAD 85.26

If you have any questions about this receipt please contact our support staff at (403) 252-0222 or [Email us](#).