

AHS Board and Executive Expense Report

Name Robert Hawes
Title Interim VP Corporate Services & CFO
Location Calgary
 Expenses approved during the month of March 2020

Travel (1)										
Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
	P-Card	Meetings					-			
	Expense Claim	Meetings					-			
Mar-20	Direct Billing	Meetings				275	275			
Total			\$ -	\$ -	\$ -	\$ 275	\$ 275	\$ -	\$ -	\$ -

**Total for
the Month** \$ 275

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**

Name : Robert Hawes	Reporting Period for the Month of : Mar-20
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
1-Mar-2020	Direct Billing	Other Transportation	Red Arrow Bussines: Travel to Edmonton (return) for several meetings from March 1-5 re: position as VP & CFO	Vision Travel	\$137.52
22-Mar-2020	Direct Billing	Other Transportation	Red Arrow Bussines: Travel to Edmonton (return) for several meetings from March 22-26 re: position as VP & CFO - trip cancelled due to travel restrictions re: COVID-19 - refund will be provided	Vision Travel	\$137.52
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
Total Paid in the Month					\$ 275.04

[REDACTED]

From: [REDACTED]
Sent: Monday, February 24, 2020 5:00 PM
To: Audrey Maione
Subject: FW: Invoice and Itinerary for HAWES/ROBERT A - 01March20 - Vision Travel Locator:
[REDACTED]

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.

[REDACTED]
Corporate Travel Advisor

9929 - 108 St, Edmonton, Alberta, T5K 1G8

Office: 1 833 692 4120

Toll-Free: 888-255-0515 Ext: 1781

[REDACTED]
www.dt.ca

After hours assistance will be available through Vision 24.

Should you require after hours assistance.

Please call [1-888-700-6063](tel:1-888-700-6063) from North America, or [1-514-855-4263](tel:1-514-855-4263) globally.

****All prices are subject to change and availability.*

*No price is guaranteed until the time of booking.****

[Click here to add my vCard to your address book](#)

AIR - Sunday, March 1 2020[Add To Calendar](#)**XI Flight XI101 Economy Class**

Depart	Calgary, Alberta <u>Weather</u>	Arrive	<u>Weather</u>
	Calgary International Airport		YEA
	06:45 PM Sunday, March 1 2020		10:10 PM Sunday, March 1 2020

Duration: 3 hour(s) and 25 minute(s) Non-stop
Status: Confirmed

Remarks: RED ARROW BUSLINES ORDER [REDACTED]
 CALGARY NORTH BUS DEPOT TO EDMONTON DOWNTOWN TICKET OFFICE
 SEAT [REDACTED]

HOTEL - Sunday, March 1 2020[Add To Calendar](#)**Matrix Hotel**

Address	10640 100 Avenue NW Edmonton, AB T5J 3N8	Tel	+1 (780) 429-2861
		Fax	+1 (780) 426-7225

Check In/Check Out: Sunday, March 1 2020 - Thursday, March 5 2020
Status: Confirmed - Confirmation [REDACTED]
Est. Total Rate: CAD 694.40
Number of Rooms: 1
Cancellation Policy: RESERVATIONS MUST BE CANCELLED 24 HOURS PRIOR
Remarks: [REDACTED] RESERVATIONS MUST BE CANCELLED 24 HOURS
 PRIOR

AIR - Thursday, March 5 2020[Add To Calendar](#)**XI Flight XI101 Economy Class**

Depart	<u>Weather</u>	Arrive	Calgary, Alberta <u>Weather</u>
	YEA		Calgary International Airport
	11:00 AM Thursday, March 5 2020		02:05 PM Thursday, March 5 2020

Duration: 3 hour(s) and 5 minute(s) Non-stop
Status: Confirmed

Remarks: EDMONTON DOWNTOWN TICKET OFFICE TO CALGARY NORTH BUS DEPOT
 SEAT [REDACTED]

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	[REDACTED]					
Vendor REDARR RED ARROW EXPRESS	[REDACTED]	137.52	0.00	0.00	0.00	137.52
					Billed to [REDACTED]	
Totals:		137.52	0.00	0.00	0.00	137.52
					Total Credit Card Billing:	137.52
					Balance Due:	0.00

Remarks

 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

 24 HOUR EMERGENCY TRAVEL ASSISTANCE
 OUTSIDE REGULAR BUSINESS HOURS - MONDAY TO FRIDAY
 A SERVICE FEE MAY APPLY FOR CALLS TO THIS SERVICE
 WITHIN NORTH AMERICA - CALL 1-888-700-6063
 OUTSIDE NORTH AMERICA - CALL COLLECT 1-514-855-4263
 EMAIL 24HRSERVICE-MNL AT VISIONTRAVEL.CA
 PLEASE QUOTE ACCESS CODE 2EC0

 FOR MORE INFORMATION ON CANADAS CANNABIS ACT EFFECTIVE
 17 OCTOBER 2018 AND HOW IT RELATES TO TRAVEL PLANS PLEASE VISIT
 TRAVEL.GC.CA/TRAVELLING/CANNABIS-AND-INTERNATIONAL-TRAVEL

[Redacted]

From: [Redacted]
Sent: Monday, March 09, 2020 2:21 PM
To: [Redacted]
Subject: Invoice and Itinerary for HAWES/ROBERT A MR - 22March20 - Vision Travel Locator:
[Redacted]
Attachments: Red Arrow Itinerary/Receipt

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
9929 - 108 St.
Edmonton, AB
T5K 1G8
1-833-692-4120 1-866-425-8611

www.visiontravel.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice [Redacted]
Issued: 09 March 2020

Agency Ref.: [Redacted]
Sales Person: [Redacted]

Customer Number: [Redacted]
Customer Ref.: [Redacted]

ALBERTA HEALTH SERVICES
10030 107 STREET
EDMONTON AB
T5J 3E4

Passenger(s): HAWES/ROBERT A MR

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>

<https://rppa-appr.ca>

AIR - Sunday, March 22 2020[Add To Calendar](#)**XI Flight XI1 Economy Class**

Depart	Calgary, Alberta Weather	Arrive	Edmonton, Alberta Weather
	Calgary International Airport		Edmonton International Airport
	04:45 PM Sunday, March 22 2020		07:50 PM Sunday, March 22 2020

Duration: 3 hour(s) and 5 minute(s) Non-stop**Status:** Confirmed

Remarks: RED ARROW CONFIRMATION [REDACTED]
 DEPARTS 304 35 AVE NE CALGARY ARRIVES 10014 104 ST EDMONTON
 SEAT [REDACTED]

HOTEL - Sunday, March 22 2020[Add To Calendar](#)**Matrix Hotel - [Map/Driving directions](#)**

Address	10640 100 Avenue NW Edmonton, AB T5J 3N8	Tel	+1 (780) 429-2861
		Fax	+1 (780) 426-7225

Check In/Check Out: Sunday, March 22 2020 - Thursday, March 26 2020**Status:** Confirmed - Confirmation [REDACTED]**Est. Total Rate:** CAD 700.22**Number of Rooms:** 1**Cancellation Policy:** RESERVATIONS MUST BE CANCELLED 24 HOURS PRIOR**Additional Information:** CD-ALBERTA HEALTH

Remarks: [REDACTED] RESERVATIONS MUST BE CANCELLED 24 HOURS
 PRIOR

AIR - Thursday, March 26 2020[Add To Calendar](#)**XI Flight XI2 Economy Class**

Depart	Edmonton, Alberta Weather	Arrive	Calgary, Alberta Weather
	Edmonton International Airport		Calgary International Airport
	02:00 PM Thursday, March 26 2020		05:50 PM Thursday, March 26 2020

Duration: 3 hour(s) and 50 minute(s) Non-stop**Status:** Confirmed

Remarks: RED ARROW CONFIRMATION 2104485
 DEPARTS 10014 104 STREET EDMONTON ARRIVES 304 35 AVE NE CALGARY
 SEAT [REDACTED]

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number: [REDACTED]	[REDACTED]					
Vendor REDARR RED ARROW EXPRESS	[REDACTED]	137.52	0.00	0.00	0.00	137.52
					Billed to: [REDACTED]	
Totals:		137.52	0.00	0.00	0.00	137.52
					Total Credit Card Billing:	137.52
					Balance Due:	0.00

Remarks

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 EMAIL 24HRSERVICE-MNL AT VISIONTRAVEL.CA
 PLEASE QUOTE ACCESS CODE 2EC0

 RECOMMENDED CHECK-IN TIME IS AT LEAST 90 MINUTES
 PRIOR TO DEPARTURE. AFTER CHECK-IN YOU MUST BE
 AVAILABLE AT THE BOARDING GATE AT LEAST 60 MINUTES
 PRIOR TO DEPARTURE OR YOU MAY BE DENIED BOARDING.
 PLEASE ENSURE THAT YOU HAVE GOVERNMENT-ISSUED
 PHOTO I.D. GATE ASSIGNMENTS AND DEPARTURE
 ARRIVAL INFORMATION ARE SUBJECT TO CHANGE.
 PLEASE CHECK MONITORS AT THE AIRPORT.
 PLEASE RECONFIRM ALL FLIGHTS
 IT IS YOUR RESPONSIBILITY TO VERIFY FLIGHT TIMES WITH
 THE AIRLINE PRIOR TO YOUR DEPARTURE. SCHEDULE
 CHANGES OR FLIGHT CANCELLATIONS MAY OCCUR AT ANY
 TIME WITHOUT NOTICE BY THE AIRLINE

 ENSURE ALL TRAVELLERS HAVE PROPER TRAVEL DOCUMENTS
 CHECK THIS WEBSITE FOR AIRPORT SECURITY INFO
WWW.CATSA.GC.CA

---AIRPORT SECURITY REVISIONS---
 BAGGAGE ALLOWANCE-SPECIFIC SIZE AND WEIGHT
 RESTRICTIONS VARY BETWEEN AIRLINES. EXCESS CHARGES
 MAY APPLY. VISIT THE AIRLINES WEBSITE TO SEE THE
 EXACT BAGGAGE RESTRICTIONS AND FEES.
 MOST AIRLINE BAGGAGE LINKS ARE AVAILABLE BY VISITING
WWW.VISIONTRAVEL.CA/BAGGAGE/
 FOR MORE INFORMATION ON CANADAS CANNABIS ACT EFFECTIVE
 17 OCTOBER 2018 AND HOW IT RELATES TO TRAVEL PLANS PLEASE VISIT
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