

# **AHS Board and Executive Expense Report**

Name Sean Chilton

Title VP Collaborative Practice, Nursing & Health Professions

**Location** Lethbridge

Expenses submitted during the month of May 2017

							Travel	(1)								
MMM-YY	Source Document	Purpose	Air	fare	r	Meals	Accommo	dation	Oth Tra		Tot Trav		Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)	
May-17	P-Card	Meetings						1,106		307	1	1,413				
May-17 May-17	Expense Claim Direct Billing	Meetings Meetings		463		170				68		238 463				
Total			\$	463	\$	170	\$	1,106	\$	375	\$ 2	2,114	\$ -	· \$ -	\$	_

Total for

the Month \$ 2,114

Maximum daily single meal expense claimed in the month \$ 31 Maximum daily base hotel rate claimed in the month \$ 408 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									
CHILTON, SEAN A	VP Collaborative Practice, Nursing & Health Professions	Lethbridge	\$ 1,412.93									
Expense Date	Business reason		Expense Location	Expense Type	Amount	From Location	To Location	Justification		# of Attendees	Attendee Name(s)	Trip Distance
4/24/2017	Parking at SCH for Provi Office launch	ncial Staffing	AB - Local	Parking - Lot or Parkade	\$ 1.25				1			
4/26/2017	Parking at Southport for	- COEC	AB - Other Zones	Parking - Lot or Parkade	\$ 15.00				1			
4/27/2017	Airport parking in YEG fo	or trip to YYC	AB - Local	Parking - Lot or Parkade	\$ 30.00				1			
4/27/2017	Travel in Calgary between meetings and airport fo		AB - Other Zones	Fuel	\$ 9.01	Calgary Airport	Southport Tower	Rental car was used to travel in Calgary between hotel and meetings and airport for 2 days	1			
4/27/2017	Parking at Southport for Meeting	AHS Board	AB - Other Zones	Parking - Lot or Parkade	\$ 15.00				1			
4/27/2017	Overnight in Calgary bet staff meetings, and AHS presentation the follow	Board Meeting	AB - Other Zones	Accommodations	\$ 171.44				1			
5/3/2017	Cab from airport to Om Washington for IHI Sprii		International	Taxi	\$ 41.17	Washington Airport	Omni Hotel - 2500 Calvert Street		1			
5/3/2017	Cab from SSP to airport Washington - IHI Spring		AB - Local	Taxi	\$ 33.81	SSP	YEG Airport		1			
5/3/2017	IHI Spring Meeting		International	Accommodations	\$ 934.71			Stayed at conference hotel in Washington for IHI Spring Meeting - their rates were better than competitors in the area, and no taxis were required.	2			
5/12/2017	Parking at YEG for trip t Operational Planning	o YYC for HPSP	AB - Local	Parking - Lot or Parkade	\$ 15.00				1			

# **AHS Public Disclosure P-Card**

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
CHILTON, SEAN A	VP Collaborative Practice, Nursing & Health Professions	Lethbridge	\$ 1,412.93								
Expense Date	Business reason		Expense Location	Expense Type		From Location	To Location	Justification		# of Attendees	Trip Distance
5/12/2017	HPSP Operational Plannir	ng Day	AB - Other Zones	Taxi	\$ 58.54	YYC airport	Southport Tower	Taxi for 2 team members from airport to planning day meeting	1		
5/12/2017	HPSP Operational Plannin	ng Day	AB - Other Zones	Taxi	\$ 88.00	Southport Tower	YYC Airport	Extra-large taxi for 6 AHS members traveling from Southport Tower to the airport following meetings	1		
Approver(s) fo	or the claim	Approval Statu		Approval Date							
YIU, VERNA		Approve		2-Jun-17							

Services Health



SCH Parking St. Albert, Alberta

H:31 AM
APR 24, 2017

Purchase Date/Time: 11:01am Apr 24, 2017

Total Due: \$1.25
Total Paid: \$1.25
Ticket
Setting::SUFF
Rate: Hourly-up to 3 hrs
Payment Type: Card
Ticket
Setting::SUFF
Rate: Hourly-up to 3 hrs
Payment Type: Card
Rach Mane: ED-SCH-303

MasterCard

Auth #

Parking Rates are GST Exempt For assistance call 1-855-535-1100 Southland Park IV

License Plate Number



Expiration Date/Time

08:08 AM APR 27, 2017

Purchase Date/Time: 08:08am Apr 26, 2017

Total Due: \$15.00 Rate: \$15.00 - 24 Hours

Total Paid: \$15.00 Payment Type: Card
Ticke
S/N 4

Setting: SPT Wireless
Mach Name: CA-SPT-001

MasterCard

luth #:

www.ahs.ca DO NOT PLACE ON DASH RECEIPT Southland Park IV Southport Tower

License Plate Number



Expiration Date/Time

07:32 AM APR 28, 2017

Purchase Date/Time: 07:32am Apr 27, 2017

Total Due: \$15.00

Total Paid: \$15.00

Ticket S/N #: Payment Type: Card

Setting: SPT Wireless Mach Name: CA-SPT-001

**MasterCard** 

Auth #:

www.ahs.ca DO NOT PLACE ON DASH

# GST# R128599776 **Edmonton Airports** Can-T5J 2T2 Edmonton Tax Code CA5% Edit Lane 27/04/17 18:41 R∈ceipt Short-term parking tkt 'F' - No. 006786 26/04/17 D4:53 23/04/17 18:41 24riod 2dDhO' (Ta.x) Total

Payment Received

Type: Swiped

48T# R128599776

Sub Total

is rch:

f a.x

VIP CAB OF DC 202-269-9000 TAMI CAB A482 .ИО **Опесент**А Face ID: Tag #: PASSENGER COPY RECEIPT 5/3/2017

\$30.00

\$30.00

\$30.00

\$28.57 \$1.43

Trip ID: 1485 Start: 05:11PM 2400 South Smith 05:35PM .42-2500 Calver Dist: 6.80mi Fare: \$19.99 Extras: \$4.25 Tipi \$5.00

Total:

\$29.24

Edmonton Airports Can-T5J 2T2 Edmonton Tax Code CA5% Exit Lane 12/05/17 18:23 Short-term parking tkt 7F - No. 047648 18/05/17 06:44 18/05/17 18:23 2 riod 1d0h0' (Tax) \$15.00 Total \$15.00 **Received** \$15.00 re rch<u>:</u> Auth: Swiped Sub Total \$14.29 \$0.71

Signature

 $\mathcal{J}_{\mathbf{L}}$ Exp: Voucher: Auth:

THANK YOU

GREATER EDMONTON TAXI SERVICE 10135 31 AVE NW **EDMONTON** AB

CARD CARD TY MASTERCARD DATE 2017/05/03 TIME 8840 05:46:58 INVOICE # RECEIPT NUMBER

PURCHASE AMOUNT TIP

\$29.40 \$4.41

TOTAL

\$33.81

MasterCard

**APPROVED** AUTH# THANK

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

YELLOW CAB 780.462.3456 BARREL TAX! 780.489.7777 EDMTAXI.COM GST 100403070

# **Attestation for Lost Receipts**

On my P-card report for April 21 – May 20, 2017, I have one charge for which I am missing the receipt. This expense has not been claimed previously, and the charge was incurred in relation to AHS business. The receipt is for fuel, so it is not available for reprinting.

1. Transaction date April 27, 2017 PetroCan in Calgary, AB - \$9.01. This is for a gas purchase to refuel a rental car before returning it.

Signed,

May 25, 2017

Sean Chilton

Vice President Collaborative Practice, Nursing & Health Professions

Page: 1 of 1



# **CALGARY SOUTH**

135 Southland Drive S.E Calgary, Alberta, T2J 5X5 Telephone: 403-278-5050 Fax: 403-225-5834

AB HEALTH SERVICES Mr Sean Chilton

Room: Folio: Cashier:

Arrival:

04-26-17

Departure:

04-27-17

Date	Description	Additional Information	Charges	Credits
04-26-17	Room Charge		154.00	
04-26-17	DMF		4.02	
04-26-17	Tourism Levy		5.52	
04-26-17	Rooms - GST		7.90	
04-27-17	Master Card			171.44
GST Sun	nmary	Total	171.44	171.44
Registrat Room	ion No: <b>895126332</b> 7.90	Balance Due	0.00 CE	N
F&B	0.00	<del> </del>	<del></del>	
Other	9.54			
	17.44			

Guest Signature:\_\_\_

# OMNI HOTELS & RESORTS shoreham | washington dc

2500 Calvert Street, NW Washington, DC 20008

Phone: 202-234-0700 • Fax: 202-265-7972

Reservations: 800-843-6664

CHILTON, SEAN INSTITUTE FOR HEALTHCARE IMPROVEMENT 14TH FLR, NORTH TOWER Edmonton, T5J 3E4 CA

Room Number: Daily Rate: 289.00 Room Type: KN No. of Guests: 1/0

ARRIVAL DEF	PARTURE CREDIT CARD	RATE PLAN	CATEGORY	ACCOUNT
5/3/2017 5/5/	2017	GNATL	GNATL	
DATE RO	OM NO. DESCRIPTION	REFERENCE		AMOÚŇT
5/3/2017	ROOM CHARGE	CHILTON, SEAN		\$289.00
5/3/2017	OCCUPANCY SALES TAX 14.5%	OCCUPANCY SALES TAX	14.5%	\$41.91
5/4/2017	ROOM CHARGE	CHILTON, SEAN		\$289.00
5/4/2017	OCCUPANCY SALES TAX 14.5%	OCCUPANCY SALES TAX	14.5%	\$41.91
5/5/2017	MASTERÇARD	MASTERCARD		(\$661.82)

**CREDIT DUE:** (\$0.00) ASSOCIATED CAB
ALLED LIMOUSIN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299-1111
CAR#929

## ASSOCIATED CAB ALLIED LIMOUSIN 307-41 AVENUE NE CALGARY AB T2E 2N4 (403) 299-1111 CAR#929

# SALE

MiD: REF#. REF#. SEQ: 09:19:55
APPR CODE:

MASTERCARD

AMOUNT \$50.90 TIP \$7.64 TOTAL \$58.54

00 - APPROVED - 001

MasterCard

THANK YOU

CUSTOMER COPY

SALE

MID:
TID:
REF#:
Batch #: SEQ:
05/12/17 16:19:23
APPR CODE:
MASTERCARD

AMOUNT TIP TOTAL

\$80.00 \$8.00 \$88.00

00 - APPROVED - 001

MasterCard

THANK YOU

CUSTOMER COPY

# **AHS Public Disclosure Expense Claims**

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total										
CHILTON, SEAN A	VP Collaborative Practice, Nursing & Health Professions	Lethbridge	\$ 238.48										
Expense Date	Business reason		Expense Location	Expense Type	Amou	unt	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
2/28/2017	Parking at ATB PLace for UNA	meeting	AB - Local	Parking - Lot or Parkade	\$	20.00				1			
4/24/2017	Travel from SSP to SCH and ba launch	ick for Provincial Staffing		Mileage-Local-Home Zone	\$	18.18	SSP	Sturgeon Community Hospital		1			36
4/26/2017	in YYC for COEC, staff meeting Meeting	s, and AHS Board	AB - Other Zones	Meals Per Diem	\$	23.50			Bfast \$10.50 Lunch \$13.00	1			
4/27/2017	in YYC for COEC, staff meeting Meeting	s, and AHS Board	AB - Other Zones	Meals Per Diem	\$	13.00			Lunch \$13.00	1			
4/28/2017	Drove to and from Nisku for R Session	ehab ILC Learning		Mileage-Local-Home Zone	\$	30.30	SSP	Nisku Inn & Conference Centre		1			60
5/3/2017	In Washington for IHI Spring m	neeting	International	Meals Per Diem	\$	48.00			Lunch \$17.00 Dinner \$31.00	1			
5/4/2017	In Washington for IHI Spring m	neeting	International	Meals Per Diem	\$	31.00			Dinner \$31.00	1			
5/5/2017	In Washington for IHI Spring m	neeting	International	Meals Per Diem	\$	31.00			Dinner \$31.00	1			<u> </u>
5/12/2017	In YYC for HPSP Operational P	lanning Day	AB - Other Zones	Meals Per Diem	\$	23.50			Bfast \$10.50 Lunch \$13.00	1			
Approver(s)	for the claim	Approval Status		Approval Date	1		1	1	1		1		1

2-Jun-17

YIU, VERNA

Approve

ATB PLACE GST:887315638RT001 RECEIPT C1

IN: 28.02.17 06:44 PAY: 28.02.17 10:13 AMOUNT: \$ 20.00

RECORD -----

Card #:

Card Entry: CHIP

Account:

· AMERICAN EXPRESS

Trans:PURCHASE

Amount:\$20.00

Auth

Sequence #.

Term ID:

Date: 17/02/28

Time: 10: 12: 10

**APPROVED** 

BY ENTERING A VERIFIED
PIN, CARDHOLDER
AGREES TO PAY ISSUER
SUCH TOTAL IN
ACCORDANCE WITH ISSUERS
AGREEMENT WITH
CARDHOLDER

Application Label:

AMERICAN EXPRESS

\*\*\* CUSTOMER
COPY \*\*\*

Thank you for Visiting!



# **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	er you have expenses to report in this	s section for this reporting period:	YES	
Name ·	Sean Chilton	Reporting Period for the Mo	onth of · May-17	

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid	
11-Apr-2017	Direct Billing		Flights for Sean Chilton from Edmonton to Calgary return on May 12, 2017 for HPSP Operational Planning Day with his leadership team	Marlin Travel	246.48	
5-Apr-2017	Direct Billing	I AIRIINA I ICKAT	Flight originally booked to go to Lethbridge changed to go to Calgary on May 28 instead, for Alberta Clinician Council.	Marlin Travel	100.48	
5-Apr-2017	Direct Billing	I AIRIINE I ICKET	Flight from Calgary to Edmonton on May 18, 2017 for Performance Evaluations	Marlin Travel	105.74	
5-Apr-2017	Direct Billing	Airline Ticket	Air Canada Seat Selection fee for May 18 flight	Marlin Travel	10.50	
Total Paid in the Month						



#### Invoice

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

Booking Date: 11 Apr 17

Client:
Agent:

File Locator:

PASSENGERS: MR SEAN CHILTON

REFERENCE/ DESCRIPT	ΓΙΟΝ			FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
WESTJET Ticket #				97.00	0.00	\$0.00	49.48	100.00	246.48 CAD
			Total:	97.00	0.00	0.00	49.48	100.00	246.48 CAD
PAYMENTS	Invoice #	Payment Date	Card Holder		Form of	Payment			Amount
		04/11/2017							246.48 CAD
							Total Pa	ayment:	246.48 CAD

Balance Due CAD Currency 0.00 CAD

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101
REASON FOR TRAVEL HPSP OPERATIONAL PLANNING MEETING

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL

HAVE ALL NECESSARY TRAVEL DOCUMENTS SUCH AS A PASSPORT OR VISA AS DIRECTED BY EMBASSIES AND CONSULATES. ALL PASSENGERS ARE ADVISED TO VIEW

TO 2 HOURS PRIOR TO FLIGHT TIME CHANGE FEES PLUS ANY FARE INCREASE WILL APPLY TICKET MUST BE
CANCELLED AT LEAST 2 HOURS PRIOR OR NO CREDIT WILL APPLY 24 HOURS IN ADVANCE GO TO WWW.WESTJET.COM

TO CHECK IN AND PRINT YOUR BOARDING PASS.

v14

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



File Locator:



## **MY ITINERARY**

Passengers Citizenship Required Travel Documents

SEAN CHILTON 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:	SEAN CHILTON				Booking Date: File Locator/Ticket #:	04/11/	2017
Airline	Flight	From	Terminal	То	Class	Seat	Stops
WESTJET	00104	EDMONTON INTL 05/12/2017 8:00AM		CALGARY INTL 05/12/2017 8:50A	G M		
WESTJET	03145	CALGARY INTL 05/12/2017 5:15PM		EDMONTON INTL 05/12/2017 6:08P	D M		



#### Invoice

ALBERTA HEALTH SERVICES/ALBERTA HEALTH **SERVICES** SUITE 800, NORTH TOWER 10030-107 ST

EDMONTON, AB T5J 3E4 CANADA

Trip #: 07 Apr 17 Booking Date: Client: Agent:

File Locator:

PASSENGERS: MR SEAN CHILTON

REFERENCE/ DESCRIPTION		FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
WESTJET Ticket #		56.26	0.00	\$0.00	49.48	0.00	105.74 CAD
AIR CANADA Ticket #		63.00	0.00	\$0.00	37.48	0.00	100.48 CAD
AIR CANADA Ticket #		10.50	0.00	\$0.00	0.00	0.00	10.50 CAD
AIR CANADA Ticket #		0.00	0.00	\$0.00	-37.48	0.00	-37.48 CAD
	Total:	129.76	0.00	0.00	49.48	0.00	179.24 CAD

**PAYMENTS** 

Invoice #	Payment Date	Card Holder	Form of Payme	ent Amount
	08/04/2017			10.50 CAD
	08/04/2017			-37.48 CAD
	04/05/2017			105.74 CAD
	04/05/2017			100.48 CAD

0.00 CAD

179.24 CAD

**Total Payment:** 

Total GST 0.00 Total HST \$0.00

**Balance Due CAD Currency** 

**CORPORATE UNIT 101** REASON FOR TRAVEL PERFORMANCE REVIEWS

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL

STATES CALL ... 1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT... 303 801 2147 PLEASE QUOTE ACCESS 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 -----------WESTJET AIRLINE RULES------TICKET IS NON REFUNDABLE CHANGES PERMITTED UP TO 2 HOURS PRIOR TO FLIGHT TIME CHANGE FEES PLUS ANY FARE INCREASE WILL APPLY TICKET MUST BE CANCELLED AT LEAST 2 HOURS PRIOR OR NO CREDIT WILL APPLY 24 HOURS IN ADVANCE GO TO WWW.WESTJET.COM TO CHECK IN AND PRINT YOUR BOARDING PASS. ----- 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.

ALBERTA HEALTH SERVICES/ALBERTA HEALTH SERVICES SUITE 800, NORTH TOWER 10030-107 ST EDMONTON, AB T5J 3E4 CANADA Trip #:

Booking Date: 07 Apr 17

Client: Agent: File Locator:

ALBERTA HEALTH SERVICES/ALBERTA HEALTH SERVICES SUITE 800, NORTH TOWER

10030-107 ST

EDMONTON, AB T5J 3E4

CANADA

Trip #:

Booking Date: 07 Apr 17

Client:
Agent:

File Locator:



### **MY ITINERARY**

Passengers Citizenship Required Travel Documents

SEAN CHILTON 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: SEAN CHILTON Booking Date: 08/04/2017

File Locator/Ticket #:

 From:
 CALGARY INTL
 Departing on:
 05/17/2017

 To:
 EDMONTON INTL
 Returning on:
 05/18/2017



AIR

Passengers: SEAN CHILTON Booking Date: 08/04/2017

File Locator/Ticket #:

 From:
 CALGARY INTL
 Departing on:
 05/17/2017

 To:
 EDMONTON INTL
 Returning on:
 05/18/2017



ALBERTA HEALTH SERVICES/ALBERTA HEALTH SERVICES SUITE 800, NORTH TOWER 10030-107 ST EDMONTON, AB T5J 3E4 CANADA





# AIR

Passengers:	SEAN CHILTON				Booking Date: File Locator/Ticket #:	04/05/	2017	
Airline	Flight	From	Terminal	То	Class	Seat	Stops	
WESTJET	00187	CALGARY INTL 05/18/2017 11:05PM		EDMONTON INTL 05/18/2017 11:53F	D PM			
Passengers:	SEAN CHILTON				Booking Date: File Locator/Ticket #:	04/05/	04/05/2017	
Airline	Flight	From	Terminal	То	Class	Seat	Stops	
Airline AIR CANADA	<b>Flight</b> 8151	From EDMONTON INTL 05/28/2017 3:35PM	Terminal	<b>To</b> CALGARY INTL 05/28/2017 4:27P		Seat	Stops	