

## AHS Board and Executive Expense Report

**Name** Sean Chilton  
**Title** VP Collaborative Practice, Nursing & Health Professions  
**Location** Edmonton  
 Expenses submitted during the month of September 2017

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-17	P-Card	Meetings				138	138	165		
Sep-17	Expense Claim	Meetings		109		377	486			
Sep-17	Direct Billing	Meetings	824				824			
<b>Total</b>			\$ 824	\$ 109	\$ -	\$ 515	\$ 1,448	\$ 165	\$ -	\$ -

**Total for the Month** \$ 1,613

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

## AHS Public Disclosure P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
CHILTON, SEAN A	VP Collaborative Practice, Nursing & Health Professions	Edmonton	\$ 303.40									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
8/21/2017	Spotlight on Research Breakfast and Seminar	BC	Conference Fees	\$ 165.00			Spotlight on Research registration fee for Nov. 22	1				
8/28/2017	Allocation Processes meeting at RDRH	AB - Other Zones	Parking - Lot or Parkade	\$ 8.50			Allocation Processes meeting at RDRH	1				
9/6/2017	Airport parking for trip to YYC	AB - Local	Parking - Lot or Parkade	\$ 15.00			Provincial Staffing Services Steering Committee Workshop in Calgary	1				
9/6/2017	Returning from Prov. Staffing Svs meeting at Southport	AB - Other Zones	Taxi	\$ 55.20	Southport Tower	YYC Airport	Returning from Prov. Staffing Svs meeting at Southport	1				
9/6/2017	Prov. Staffing Svs meeting at Southport in Calgary	AB - Other Zones	Taxi	\$ 59.70	YYC Airport	Southport Tower	Prov. Staffing Svs meeting at Southport in Calgary	1				
Approver(s) for the claim		Approval Status		Approval Date								
YIU, VERNA		Approve		27-Sep-17								

[REDACTED]

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**From:** Sean Chilton  
**Sent:** Monday, August 21, 2017 1:12 PM  
**To:** [REDACTED]  
**Subject:** Fwd: Receipt - 2017 Spotlight on Research Breakfast

Sent from my iPhone

Begin forwarded message:

**From:** [REDACTED]  
**Date:** August 21, 2017 at 12:48:01 PM MDT  
**To:** Sean Chilton [REDACTED]  
**Subject:** Receipt - 2017 Spotlight on Research Breakfast  
**Reply-To:** Adrienne Richard [REDACTED]

-----  
**INTERNET CREDIT CARD RECEIPT**

Event  
Registration: 2017 Spotlight on Research Breakfast

The Spotlight on Research Breakfast is an annual event, hosted by the Rehabilitation Hospital, that showcases research and innovation in rehabilitation medicine.

Order Date: 8/21/2017

Order  
Number: [REDACTED]

Bank Auth  
Code:

Order Total: \$165.00

Name on  
Card: Sean Chilton

Email  
Address: [REDACTED]

**MERCHANT INFORMATION**

Your credit card statement will show this transaction as "[ePLY.com/cc](http://ePLY.com/cc) 1-800-507-3759"

Merchant  
Name: ePly Services Inc.  
Address: 224 - 145 East 15th Street  
North Vancouver BC V7L 2P7  
Phone: 780-735-6203  
Email: [REDACTED]

RECEIPT

Red Deer  
Regional Hospital



Expiration Date/Time

09:52 AM  
AUG 29, 2017

Purchase Date/Time: 09:52am Aug 28, 2017  
Total Due: \$8.50 Rate: VALU-RATE 24HR/\$8.50  
Total Paid: \$8.50 Payment Type: Card  
Ticket # [REDACTED]  
S/N [REDACTED]  
Setting: Red Deer  
Mach Name: CE-RDRH-014

MasterCard

Auth #:

DO NOT PLACE ON DASH

ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
CAR#305

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton  
Tax Code CA5%

**SALE**

MID: [REDACTED]  
TID: [REDACTED] REF# [REDACTED]  
Batch # 068 SEQ: [REDACTED]  
09/06/17  
APPR CODE: [REDACTED]  
MASTERCARD [REDACTED]

Exit Lane 06/09/17 19:44  
Receipt [REDACTED]

Short-term parking tkt  
VP - No. 065647  
06/09/17 05:25  
06/09/17 19:44  
Period 1d0h0'  
(Tax) \$15.00

Total \$15.00

AMOUNT \$51.70  
TIP \$8.00  
TOTAL \$59.70

Payment Received  
MC [REDACTED] \$15.00

Merch: [REDACTED]  
Auth: [REDACTED]  
Type: Swiped

00 - APPROVED - 004

Sub Total \$14.29  
Tax 5% \$0.71

8604772E - 1/1

THANK YOU

CUSTOMER COPY

ASSOCIATED CAB  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
CAR#1018

**SALE**

MID: [REDACTED]  
TID: [REDACTED] REF# [REDACTED]  
Batch # [REDACTED] SEQ: [REDACTED]  
09/06/17 17:05:29  
APPR CODE: [REDACTED]  
MASTERCARD [REDACTED]

AMOUNT \$48.00  
TIP \$7.20  
TOTAL \$55.20

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	Edmonton	\$ 485.74									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
8/28/2017	Allocation Processes meeting in Red Deer	AB - Other Zones	Meals Per Diem	\$ 13.00			Allocation Processes meeting in Red Deer Lunch \$13.00	1				
8/28/2017	Allocation Processes meeting		Mileage-Other	\$ 157.56	SSP Edmonton	RDRH Red Deer	Allocation Processes meeting in Red Deer	1			312	
9/6/2017	Prov Staffing Svs meeting in YYC	AB - Other Zones	Meals Per Diem	\$ 34.50			Flight left at 6:00 AM, so breakfast is appropriate. Lunch was provided. Flight home didn't land until 7:30 so dinner is appropriate. Bfast \$10.50 Dinner \$24.00	1				
9/7/2017	Integrated Care Suite meeting		Mileage-Other	\$ 149.48	SSP - Edmonton	Johnston Crossing - Red Deer	Integrated Care Suite meeting	1			296	
9/11/2017	AB Clinician Professional Practice Council		Mileage-Local-Home Zone	\$ 28.28	SSP - Edmonton	Executive Royal Hotel - Leduc	AB Clinician Professional Practice Council	1			56	
9/14/2017	Spiritual Health Strategic Planning Day		Mileage-Local-Home Zone	\$ 11.62	SSP - Edmonton	Providence Renewal Centre - Edmonton	Spiritual Health Strategic Planning Day	1			23	
9/18/2017	Trip to YYC for Benefits Realization Workshop		Mileage-Local-Home Zone	\$ 30.30	SSP - Edmonton	YEG Airport	Travel to and from airport for trip to YYC	1			60	
9/18/2017	Benefits Realization Workshop in Calgary	AB - Other Zones	Meals Per Diem	\$ 24.00			Dinner \$24.00	1				
9/19/2017	Benefits Realization Workshop in Calgary	AB - Other Zones	Meals Per Diem	\$ 37.00			Lunch \$13.00 Dinner \$24.00	1				
<b>Approver(s) for the claim</b>		<b>Approval Status</b>		<b>Approval Date</b>								
YIU, VERNA		Approve		27-Sep-17								

## 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> Sean Chilton	<b>Reporting Period for the Month of :</b> Sep-17
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
25-Aug-2017	Direct Billing	Airline Ticket	West Jet from Edmonton to Calgary Sept. 6 for Provincial Staffing Services meeting	Marlin Travel	145.51
25-Aug-2017	Direct Billing	Airline Ticket	Air Canada from Calgary to Edmonton Sept. 6 after Provincial Staffing Services meeting	Marlin Travel	154.88
11-Sep-2017	Direct Billing	Airline Ticket	West Jet flights Edmonton to Calgary Sept. 18 and Calgary to Edmonton Sept. 19 for Benefits Realization Workshop at Rockyview General Hospital	Marlin Travel	356.52
18-Sep-2017	Direct Billing	Airline Ticket	West Jet change fee \$100 plus difference in fare \$67.28 for flights between Edmonton and Calgary on Sept. 18 and 19 2017 for a Benefits Realization Workshop at Rockyview General Hospital	Marlin Travel	167.28
<b>Total Paid in the Month</b>					<b>\$ 824.19</b>



**Invoice**

ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4	<b>Trip #:</b> [REDACTED] <b>Booking Date:</b> 25 Aug 17 <b>Client:</b> [REDACTED] <b>Agent:</b> [REDACTED]  <b>File Locator:</b> [REDACTED]
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**PASSENGERS:** MR SEAN CHILTON

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
WESTJET Ticket # [REDACTED]	96.03	0.00	\$0.00	49.48	0.00	145.51 CAD
AIR CANADA Ticket # [REDACTED]	117.40	0.00	\$0.00	37.48	0.00	154.88 CAD
<b>Total:</b>	<b>213.43</b>	<b>0.00</b>	<b>0.00</b>	<b>86.96</b>	<b>0.00</b>	<b>300.39 CAD</b>

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	08/25/2017	[REDACTED]	[REDACTED]	145.51 CAD
	[REDACTED]	08/25/2017	[REDACTED]	[REDACTED]	154.88 CAD
				<b>Total Payment:</b>	<b>300.39 CAD</b>

**Balance Due CAD Currency 0.00 CAD**

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101  
REASON FOR TRAVEL PROVINCIAL STAFFING SERVICES

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  
 \*\*\*\*\* AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ...1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147 PLEASE QUOTE ACCESS CODE 2EC0 \*\*\*\*\* \*\*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 -----  
 -----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. -----AIR CANADA RULES----- 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. -----  
 ----- \*\*PLEASE NOTE CHECKIN TIMES\*\*\*\*\* \*\*DOMESTIC FLIGHTS--CHECKIN 90 MINUTES PRIOR  
 \*\*DOMESTIC COUNTER WILL CLOSE 45 MINUTES PRIOR

GOVERNMENT CENTRE  
 MAIN FLOOR, 9929- 108TH ST, EDMONTON, AB T5K1G8  
 Tél.: 780 425 8611  
 GST REG# 88510191



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

Trip #: [REDACTED]  
Booking Date: 25 Aug 17  
Client: [REDACTED]  
Agent: [REDACTED]

File Locator: [REDACTED]

## 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: 08/25/2017

File Locator/Ticket #: [REDACTED]

From:  
To: CALGARY INTL

Departing on:  
Returning on:



AIR

Passengers: SEAN CHILTON

Booking Date: 08/25/2017

File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
WESTJET	00238	EDMONTON INTL 09/06/2017 6:30AM		CALGARY INTL 09/06/2017 7:20AM	P		



**Invoice**

ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4	<b>Trip #:</b> [REDACTED] <b>Booking Date:</b> 14 Sep 17 <b>Client:</b> [REDACTED] <b>Agent:</b> [REDACTED] <b>Agents email:</b> [REDACTED]@MARLINTRAVEL.CA <b>File Locator:</b> [REDACTED]
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**PASSENGERS:** MR SEAN CHILTON

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
WESTJET Ticket # [REDACTED]	257.56	0.00	\$0.00	98.96	0.00	356.52 CAD
<b>Total:</b>	<b>257.56</b>	<b>0.00</b>	<b>0.00</b>	<b>98.96</b>	<b>0.00</b>	<b>356.52 CAD</b>

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	09/11/2017	[REDACTED]	[REDACTED]	356.52 CAD
Total Payment:					356.52 CAD

**Balance Due CAD Currency 0.00 CAD**

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101  
REASON FOR TRAVEL BENEFITS WORKSHOP

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  
 \*\*\*\*\* AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ...1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147 PLEASE QUOTE ACCESS CODE 2EC0 \*\*\*\*\* 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 -----  
 -----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.

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

Trip #: [REDACTED]  
Booking Date: 14 Sep 17  
Client: [REDACTED]  
Agent: [REDACTED]  
Agents email: [REDACTED]@MARLINTRAVEL.CA  
File Locator: [REDACTED]

## 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: 09/11/2017  
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
WESTJET	03142	EDMONTON INTL		CALGARY INTL	L		
		09/18/2017 5:15PM		09/18/2017 6:09PM			



AIR

Passengers: SEAN CHILTON

Booking Date: 09/11/2017  
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
WESTJET	03145	CALGARY INTL		EDMONTON INTL	L		
		09/19/2017 5:00PM		09/19/2017 5:52PM			



**Invoice**

ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4	<b>Trip #:</b> [REDACTED] <b>Booking Date:</b> 19 Sep 17 <b>Client:</b> [REDACTED] <b>Agent:</b> [REDACTED] <b>Agents email:</b> [REDACTED]@MARLINTRAVEL.CA <b>File Locator:</b> [REDACTED]
--	--

**PASSENGERS:** MR SEAN CHILTON

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
WESTJET Ticket # [REDACTED]	67.28	0.00	\$0.00	0.00	100.00	167.28 CAD
<b>Total:</b>	<b>67.28</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>167.28 CAD</b>

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	09/18/2017		[REDACTED]	167.28 CAD
Total Payment:					167.28 CAD

**Balance Due CAD Currency 0.00 CAD**

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101

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  
 \*\*\*\*\* AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ...1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147 PLEASE QUOTE ACCESS CODE 2EC0 \*\*\*\*\*  
 \*\*\*\*\* 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 -----  
 -----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.

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

Trip #: [REDACTED]  
Booking Date: 19 Sep 17  
Client: [REDACTED]  
Agent: [REDACTED]  
Agents email: [REDACTED]@MARLINTRAVEL.CA  
File Locator: [REDACTED]

## 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: 09/18/2017
	File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
WESTJET	03142	EDMONTON INTL		CALGARY INTL	L		
		09/18/2017 5:15PM		09/18/2017 6:09PM			
WESTJET	03291	CALGARY INTL		EDMONTON INTL	V		
		09/19/2017 7:00PM		09/19/2017 7:52PM			