

## AHS Board and Executive Expense Report

**Name** Sean Chilton  
**Title** VP Health Professions & Practice  
**Location** Edmonton

Expenses submitted during the month of May 2019

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)
May-19	P-Card	Meetings			629	116	745			
May-19	Expense Claim	Meetings		85		611	696			
May-19	Direct Billing	Meetings	514				514			
<b>Total</b>			\$ 514	\$ 85	\$ 629	\$ 727	\$ 1,955	\$ -	\$ -	\$ -

**Total for the Month** \$ 1,955

Maximum daily single meal expense claimed in the month \$ 24  
 Maximum daily base hotel rate claimed in the month \$ 199  
 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 Health Professions & Practice	Edmonton	\$ 745.27									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
4/23/2019	Parking at U of A to meet Dr S Johnson, Prof and Dean, School of Public Health	AB - Local	Parking - Lot or Parkade	\$ 9.00				1				
4/30/2019	Travel to Calgary for Allied Health discussion at VP/SOO Meeting	AB - Other Zones	Accommodations	\$ 171.44				1				
5/1/2019	Parking at U of A for President's Visiting Committee Meet with SAC & Emeriti	AB - Local	Parking - Lot or Parkade	\$ 9.00			Missing Receipt - See Attestation	1				
5/3/2019	Transportation from Airport to Hotel - Travel to Toronto to Present at the 2019 National Nursing Data Standards Symposium	ON	Taxi	\$ 82.80	Toronto Airport	Courtyard Downtown Marriott		1				
5/3/2019	Travel to Toronto to Present at the 2019 National Nursing Data Standards Symposium	ON	Accommodations	\$ 233.86				1				
5/11/2019	Travel to Calgary to attend the CARNA Nursing Excellence Ceremony	AB - Other Zones	Accommodations	\$ 224.17			Location was booked to save \$ on ground transportation charges This invoice includes \$15 for parking	1				
5/11/2019	Travel to Calgary to attend the CARNA Nursing Excellence Ceremony - Parking at Motel	AB - Other Zones	Parking - Lot or Parkade	\$ 15.00				1				
<b>Approver(s) for the claim</b>		<b>Approval Status</b>		<b>Approval Date</b>								
YIU, VERNA		Approve		12-Jun-19								

Line 1

**RECEIPT**  
University of Alberta  
UPark Receipt

License Plate Number



Expiration Date/Time

**05:24 PM**  
**APR 23, 2019**

Purchase Date/Time: 03:24pm Apr 23, 2019  
Total Due: \$9.00 Rate: Hr Increment @ \$4.50  
Total Paid: \$9.00 Pmt Type: CC (Swipe)  
Tick S/N [Redacted]  
Setting: Jubilee Surface  
Mach Name: JUB East

MasterCard

Auth # [Redacted]

GST# R108102831

UNIVERSITY OF ALBERTA - PARKING RECEIPT

Line 2

See Attestation  
S  
No paper in  
Machine

may 1st, 2019  
Parking @ ECHA  
President's visiting Committee  
meet c SAC + Emeriti  
\$9

Line 4

UNIVERSITY OF ALBERTA  
COUNCIL ON TAXATION  
1100 BEAVER CREEK RD  
EDMONTON, AB T6E 6S6  
(416)751 5555

SALE

MID

TID

S

ADD

APP

MASTERCARD

AMOUNT

\$72.00

TAX

\$10.00

TOTAL

\$82.00

PER DIEM

\$82.80

Thank You for Choosing  
Beck's Tax

may 3, 2019  
Beck's Taxi  
transport from  
TO airport to  
Courtyard Downtown  
Mannett  
\$82.80

APRIL 22 - MAY 10

April 29 Km to Cal  
30 Km to Ed  
Per diem Dinner  
may 10 Km to Cal  
11 Km to Ed  
Per diem Lunch  
may 3<sup>2/3</sup> Per Diem  
Dinner 5.

APRIL 23, 2019  
Parking @ ECHA  
School of Public Health  
Dean - Introduction  
\$9


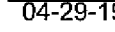
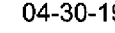
Line 3




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: 04-29-19  
 Departure: 04-30-19

Date	Description	Additional Information	Charges	Credits
04-29-19	Room Charge		154.00	
04-29-19	DMF		4.02	
04-29-19	Tourism Levy		5.52	
04-29-19	Rooms - GST		7.90	
04-30-19	Master Card			171.44

GST Summary	
Registration No:	895126332
Room	7.90
F&B	0.00
Other	9.54
<b>Total</b>	<b>17.44</b>

Total	171.44	171.44
Balance Due	0.00	CDN

April 29/30  
 Travel to Calgary  
 Allied Health Discussion @ VP/SOO Level  
 Per diem Supper April 29  
 Mileage 308x2

Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

**Attestation for Lost Receipts**

May 31, 2019

On my P-card report for April 22, 2019, I have 1 charge for which I am missing the receipt

The expense has not been claimed previously, and the charge was incurred in relation to AHS business.

**Missing Receipt**

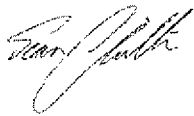
01MAY2019    Parking Lot - \$9.00

Parking @ the University of Alberta

To attend the President's Visiting Committee Meet with SAC & Emeriti

The receipt is from a meter and is not available for reprinting.

Signed,



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Sean Chilton, Vice President Health Professions & Practice



Line B

may 7/8 Per diems (supper)

Courtyard by Marriott® Toronto Downtown  
475 Yonge Street, Toronto, Canada M4y1x7 P 416.924.0611  
Marriott.com/YYZCY

may 3rd, 2019  
Flight accommo - travel to Toronto to speak at  
2019 National Nursing Data  
Standards Symposium in Toronto

S. Chilton		Room # [REDACTED]	Clerk:	
		Room Type: GENR		
		Number of Guests: 1		
		Rate: \$199.00		
Arrive: 02May19	Time: 01:43AM	Depart: 03May19	Time:	Folio Number: [REDACTED]

DATE	DESCRIPTION	CHARGES	CREDITS
02May19	Room Charge	199.00	
02May19	H.s.t. Tax	25.87	
02May19	Mat	7.96	
02May19	Mat Hst	1.03	
03May19	Master Card		233.86

Card #: [REDACTED]  
Amount: 233.86 Auth: [REDACTED] Signature on File  
This card was electronically swiped on 03May19

<b>BALANCE:</b>		<b>0.00</b>
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**Marriott Bonvoy Account** [REDACTED] Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy account statement or your online statement for updated activity.

**Summary of Taxes**

Description	Tax
H.s.t Room	25.87

On behalf of all our associates, we thank you for choosing the Courtyard by Marriott Downtown Toronto as your "home away from home" during your trip to Toronto. In anticipation to your needs, please find the above copy of your hotel statement. You may retain this hotel statement for your records, with the understanding that we will process the final balance on the credit card that you provided upon arrival. Please note that, if you have registered a credit card upon arrival to cover any room and/or incidental charges, an authorization hold of any amounts not used will be released from your credit card statement within the next 5-7 business days. We trust that your stay with us was excellent and we look forward to welcoming you back should your travels bring you to Toronto again. If, for any reason, your stay with us was less than perfect, please feel free to contact our Front Office Manager, Lewis Bold Wark, either by telephone at (416) 678-1402 or via email at Lewis.boldwark@marriott.com. HST number 808314165.

See our "Privacy & Cookie Statement" on Marriott.com.

**D**  
**DELTA**  
HOTELS  
MARRIOTT

Line 6

CALGARY DOWNTOWN

**209 - 4th Avenue S.E., Calgary, Alberta, T2G 0C6**  
Tel: 403-266-1980 Fax: 403-205-5460

AB HEALTH SERVICES  
Mr Sean Chilton



Room:   
Folio:   
Cashier:  
Arrival: 05-10-19  
Departure: 05-11-19

Date	Description	Additional Information	Charges	Credits
05-10-19	Room Charge		199.00 ✓	
05-10-19	Destination Marketing Fee (DMF)		5.97 ✓	
05-10-19	Rooms - Federal Tax - GST		---10.25---	Removed
05-10-19	Tourism Levy		8.20	
05-10-19	Self Parking		15.00	Itemized
05-10-19	Parking GST		---0.75---	Removed
05-11-19	Master Card			239.17
05-30-19	Miscellaneous Charge GST	AHS - GST Exempt	-11.00	
05-30-19	Master Card	AHS - GST Exempt		-11.00

GST Summary		Total	228.17	228.17
Registration No: 826085417				
Room	10.25			
	0.00			
Other	-10.25			
<b>Total</b>	<b>0.00</b>			
		Balance Due	0.00 CDN	

Base Rate is \$199.00

1. Marriott removed GST for total of \$11.00
2. \$15 for Parking has been Itemized

Tax exempt letter  
Provided.

\* \$11 credit to appear on June Statement

Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

## AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
CHILTON, SEAN A	VP Health Professions & Practice	Edmonton	\$ 696.06									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
4/29/2019	Travel to Calgary for Allied Health discussion at VP/SOO Meeting		Mileage-Other	\$ 155.54	Seventh Street Plaza Edm	Delta Calgary South Cal		1			308	
4/30/2019	Travel to Calgary for Allied Health discussion at VP/SOO Meeting	AB - Other Zones	Meals Per Diem	\$ 24.00				1				
4/30/2019	Return to Edmonton from Calgary for the Allied Health discussion at VP/SOO Meeting		Mileage-Other	\$ 155.54	Delta Calgary South Cal	Seventh Street Plaza Edm		1			308	
5/2/2019	Travel to Toronto to Present at the 2019 National Nursing Data Standards Symposium	ON	Meals Per Diem	\$ 24.00				1				
5/3/2019	Travel to Toronto to Present at the 2019 National Nursing Data Standards Symposium	ON	Meals Per Diem	\$ 24.00				1				
5/10/2019	Travel to Calgary to attend the CARNA Nursing Excellence Ceremony		Mileage-Other	\$ 149.99	Seventh Street Plaza Edm	Delta/Marriott Downtown		1			297	
5/10/2019	Travel to Calgary to attend the CARNA Nursing Excellence Ceremony	AB - Other Zones	Meals Per Diem	\$ 13.00				3				
5/11/2019	Return to Edmonton from Calgary for the CARNA Nursing Excellence Ceremony		Mileage-Other	\$ 149.99	Delta Calgary South Cal	Seventh Street Plaza Edm		1			297	
<b>Approver(s) for the claim</b>		<b>Approval Status</b>		<b>Approval Date</b>								
YIU, VERNA		Approve		12-Jun-19								



## 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>	<b>Reporting Period for the Month of :</b>
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
2019APR26	Direct Billing	Airline Ticket	2019MAY03 - AIR CAN ██████████ Toronto to Edm 2019 National Nursing Data Standards Symposium Seat Selection	Marlin Travel	28.25
2019APR26	Direct Billing	Airline Ticket	2019MAY03 - AIR CAN ██████████ Toronto to Edm 2019 National Nursing Data Standards Symposium Flight	Marlin Travel	485.47
<b>Total Paid in the Month</b>					<b>\$513.72</b>



Vision Travel DT Ontario-West Inc  
9929 - 108 St.  
Edmonton, AB  
T5K 1G8  
(780) 425-8611 1-866-425-8611

[www.visiontravel.ca](http://www.visiontravel.ca)

GST Reg : 723782728 RT 0001

## Invoice/Itinerary

Invoice: [REDACTED]  
Issued: 27 April 2019

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

Customer Number: [REDACTED]  
Customer Ref.: [REDACTED]

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

Passenger(s): CHILTON/SEAN MR

**Disclaimer:** It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

**AIR - Friday, May 3 2019**

[Add To Calendar](#)

**Air Canada Flight AC1577 Economy Class**

<b>Depart</b>	Toronto, Ontario <a href="#">Weather</a> Pearson International Airport 06:55 PM Friday, May 3 2019	<b>Arrive</b>	Edmonton, Alberta <a href="#">Weather</a> Edmonton International Airport 08:58 PM Friday, May 3 2019
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**Duration:** 4 hour(s) and 3 minute(s) Non-stop  
**Status:** Confirmed - Air Canada Booking Reference: [REDACTED]  
**Operated By:** AIR CANADA ROUGE  
**FF Number:** [REDACTED] - CHILTON/SEAN MR - please reconfirm at check-in  
**Online Check In:** Available 24 hours prior - [click here](#)  
**E Upgrade:** For Eligible Flight - Aeroplan Members [click here](#)

**Remarks:** SEAT 22H - CHILTON/SEAN MR  
AIR CNADA CONFIRMATION [REDACTED]  
TICKET NUMBER [REDACTED]  
DEP TERMINAL1  
PLEASE CHECK IN WITH AIR CANADA ROUGE

**Invoice Details**

<b>Transaction</b>	<b>Document / Booking Number</b>	<b>Base Fare</b>	<b>Other Tax</b>	<b>GST/HST</b>	<b>QST</b>	<b>Total</b>
Invoice Number:	[REDACTED]					
Vendor AC AIR CANADA	[REDACTED]	453.35	32.12	0.00	0.00	485.47
				Billed to:	[REDACTED]	
Vendor ACSEAT ACSEAT	[REDACTED]	25.00	0.00	3.25	0.00	28.25
				Billed to:	[REDACTED]	
	<b>Totals:</b>	<b>478.35</b>	<b>32.12</b>	<b>3.25</b>	<b>0.00</b>	<b>513.72</b>
				<b>Total Credit Card Billing:</b>		<b>513.72</b>
				<b>Balance Due:</b>		<b>0.00</b>