

AHS Board and Executive Expense Report

Name Steve Rees
Title Chief Program Officer, Capital Management
Location Edmonton
 Expenses submitted during the month of August 2018

		Travel (1)						Working Sessions		
MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Hosting and Hospitality (3)	Other (4)
Aug-18	P-Card	Meetings				87	87	863		
Aug-18	Direct Billing	Meetings	637				637			
Total			\$ 637	\$ -	\$ -	\$ 87	\$ 724	\$ 863	\$ -	\$ -

Total for the Month \$ 1,587

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.

AHS Public Disclosure P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
REES, STEPHEN P	Chief Program Officer, Capital Management	Edmonton	\$ 950.45									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
6/19/2018	Fly to Lethbridge for CapM South Zone Staff Engagement sessions and site tours (Pincher Creek and Crowsnest Pass)	AB - Local	Taxi	\$ 62.00	Edmonton Airport	Home	Edmonton Airport to Home - Fly to Lethbridge for CapM South Zone Staff Engagement sessions and site tours (Pincher Creek and Crowsnest Pass)	1				
6/25/2018	AHS Senior Leads Mtg	AB - Local	Parking - Lot or Parkade	\$ 25.00			Parking - Edmonton Airport - AHS Senior Leads Mtg at Renaissance Edmonton Airport Hotel - June 25/18	1				
7/17/2018	Registration for CHES (Canadian Healthcare Engineering Society) National Conference	ON	Conference Fees	\$ 445.00			Registration for CHES (Canadian Healthcare Engineering Society) National Conference, Sept 15-19, 2018, St. John's, NFLD	1				
8/14/2018	IFMA Ethics Assessment course - required for CFM recertification	AB - Local	Courses and Professional Development	\$ 26.93			IFMA (International Facility Management Association) Ethics Assessment course - required for Certified Facility Manager recertification process	1				
8/15/2018	IFMA Certified Facility Manager recertification	AB - Local	Courses and Professional Development	\$ 391.52			IFMA (International Facility Management Association) Certified Facility Manager recertification (required every 3 years)	1				
Approver(s) for the claim		Approval Status		Approval Date								
RHODES, DEBORAH		Approve		13-Sep-18								

(1) Taxi - Edmonton Airport to Home - Fly to Lethbridge for CapM South Zone Staff Engagement sessions and site tours (Pincher Creek and Crowsnest Pass) - June 19/18

(2) Parking - Edmonton Airport - AHS Senior Leads Mtg at Renaissance Edmonton Airport Hotel - June 25/18

AIRPORT TAXI SERVICE
4608 101 ST.
(7808907070)
EDMONTON AB

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2018/06/19
TIME 0341 21:05:29
INVOICE # [REDACTED]
RECEIPT NUMBER [REDACTED]

PURCHASE
AMOUNT \$55.00
TIP \$7.00
TOTAL
\$62.00

MasterCard
[REDACTED]

APPROVED

AUTH# [REDACTED]
THANK YOU

CARDHOLDER COPY

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax Code CA5%

Exit Lane 25/06/18 16:45
Receipt [REDACTED]

Short-term parking tkt
HL - No. 002602
25/06/18 07:57
25/06/18 16:45
Period 1d0h0'
(Tax) \$25.00

Total \$25.00

Payment Received
MC [REDACTED] \$25.00

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

v/28E8F6 . 1/1

Sub Total \$23.81
Tax 5% \$1.19

(3) Registration for CHES (Canadian Healthcare Engineering Society) National Conference, Sept 15-19, 2018, St. John's, NFLD

From: service@intl.paypal.com
Sent: Tuesday, July 17, 2018 8:56 AM
To: Steve Rees
Subject: Your payment to Canadian Healthcare Engineering Society



You sent a payment of \$445.00 CAD to Canadian Healthcare Engineering Society.

17-Jul-2018 10:56:00 GMT-04:00
Receipt No. [REDACTED]

Hello Steve Rees,

This charge will appear on your credit card statement as payment to PAYPAL *CANADIANHEA.

Save time with a PayPal account

Create a PayPal account and save your payment information. You won't need to enter your payment information every time you shop online.

[Sign Up Now](#)

Shop with confidence

We keep your financial information secure.

Transactions monitored 24/7

Our fraud specialists help protect your account.

You're protected

Zero fraud liability for eligible unauthorized purchases. [See eligibility](#)

Merchant information:

Canadian Healthcare Engineering Society
ches@eventsmgt.com
<http://www.ches.org>
613-531-2661

Instructions to merchant:

None provided

Shipping information:

Shipping method:

Not specified

Description	Unit price	Qty	Amount
Member Full Delegate Subject: 2018 National Conference	\$445.00 CAD	1	\$445.00 CAD
	Discount:		-\$0.00 CAD
	Total:		\$445.00 CAD

Receipt No: [REDACTED]

Please keep this receipt number for future reference. You'll need it if you contact customer service at Canadian Healthcare Engineering Society or PayPal.

[Help](#) [Security Centre](#)

This email was sent to steve.rees@ahs.ca for the ongoing support and maintenance of your account. To manage your communication preferences, please visit our [Preference Centre](#).

(4) IFMA (International Facility Management Association) Ethics Assessment course - required for Certified Facility Manager recertification process

Logout

Logout

My Account

- Home
- Personal Information
- Candidate History
- Order History

Credentials

- Applications and Forms
- CFM Maintenance Points

CEUs

- Transcripts

Credential Progress

- Credential Progress
- Publish Credentials

Downloads

- Logos and Documents

Help

- FAQ
- Contact Us
- Contact History

Confirmation of Form Completion

Stephen Rees [REDACTED]

You will receive a link, by email which will allow access to the Ethics Assessment. You will need to complete the assessment within 30 days of receiving the link.
Your form number is [REDACTED]

Order Summary

Order ID: [REDACTED]
 Order Date: 8/14/18 12:16 PM
 Product Category: CFM Application
 Order Status: Complete
 Order Total: \$20.00 (USD)
 Payment Type: Credit Card

Payment Information

Name (as it appears on credit card) STEVE REES
 Credit Card Number [REDACTED]
 Credit Card Type MASTERCARD
 Expiration Date [REDACTED]
 Amount Charged: \$20.00 (USD)
 Authorization Code: [REDACTED]
 Billing Address: [REDACTED]
 Billing Postal/Zip Code: [REDACTED]

Order Detail

Item	Description	Quantity	Per Item Price	Amount
CFM_Ethics_HRClassroom	Ethics Assessment - HR Classroom	1	\$20.00 (USD)	\$20.00 (USD)

This online merchant, International Facility Management Association, is located in the United states at 800 Gessner Road, Suite 900, Houston TX 77024.

© 2011 International Facility Management Association
 800 Gessner Road, Ste. 900, Houston, TX 77024-4257 USA
 Phone: +1-713-623-4362 · Fax: +1-713-623-6124 · webmaster@ifma.org

(5) IFMA (International Facility Management Association) Certified Facility Manager recertification (required every 3 years)

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Confirmation of Form Completion

Stephen Rees - [REDACTED]

Thank you for submitting your CFM Recertification Payment. Please allow 30 days for processing.
Your form number is [REDACTED]

Order Summary

Order ID: [REDACTED]
 Order Date: **8/15/18 3:33 PM**
 Product Category: **CFM Recertification**
 Order Status: **Complete**
 Order Total: **\$290.00 (USD)**
 Payment Type: **Credit Card**

Payment Information

Name (as it appears on credit card) **Steve Rees**
 Credit Card Number: [REDACTED]
 Credit Card Type: **MASTERCARD**
 Expiration Date: [REDACTED]
 Amount Charged: **\$290.00 (USD)**
 Authorization Code: [REDACTED]
 Billing Address: [REDACTED]
 Billing Postal/Zip Code: [REDACTED]

Order Detail

Item	Description	Quantity	Per Item Price	Amount
CFM_Recert_Mem	CFM recertification application fee	1	\$290.00 (USD)	\$290.00 (USD)

This online merchant, International Facility Management Association, is located in the United states at 800 Gessner Road, Suite 900, Houston TX 77024.

© 2011 [International Facility Management Association](http://www.ifma.org)
 800 Gessner Road, Ste. 900, Houston, TX · 77024-4257 USA
 Phone: +1-713-623-4362 · Fax: +1-713-623-6124 · webmaster@ifma.org

Executive Expenses Report Direct Billing Summary

Purpose of This Form:

The purpose of this form is to report expenses incurred on behalf of a designated Executive 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 : Steve Rees	Reporting Period for the Month of : Jun-18
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DD-MMM-YY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
01-Jun-18	Direct Billing	Airline Ticket	June 6/18 - Edmonton to Calgary - to attend AHS Executive Education Program Cohort #6 - Action Learning Project Presentations	Marlin Travel	232.98
01-Jun-18	Direct Billing	Airline Ticket	June 6/18 - Calgary to Edmonton - to attend AHS Executive Education Program Cohort #6 - Action Learning Project Presentations	Marlin Travel	170.74
01-Jun-18	Direct Billing	Airline Ticket	June 15/18 - Edmonton to Calgary - to attend CapM Calgary Zone Staff Engagement session & Calgary Rural FM&E Staff meeting	Marlin Travel	116.48
01-Jun-18	Direct Billing	Airline Ticket	June 15/18 - Calgary to Edmonton - to attend CapM Calgary Zone Staff Engagement session & Calgary Rural FM&E Staff meeting	Marlin Travel	116.48

Total Paid in the Month	\$	██████
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\$636.68



Invoice

ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4	Trip #: [REDACTED] Booking Date: 05 Jun 18 Client: [REDACTED] Agent: [REDACTED] File Locator: [REDACTED]
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PASSENGERS: MR STEPHEN P REES

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
WESTJET Ticket # [REDACTED]	121.26	0.00	\$0.00	49.48	0.00	170.74 CAD
AIR CANADA Ticket # [REDACTED]	232.98	0.00	\$0.00	0.00	0.00	232.98 CAD
Total:	354.24	0.00	0.00	49.48	0.00	403.72 CAD

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	06/01/2018	[REDACTED]	[REDACTED]	170.74 CAD
	[REDACTED]	06/05/2018	[REDACTED]	[REDACTED]	232.98 CAD
				Total Payment:	403.72 CAD

Balance Due CAD Currency 0.00 CAD

Total GST 0.00 Total HST \$0.00

TRAVEL APPROVED BY DEBORAH.RHODES
CORPORATE UNIT 101
BOOKING METHOD NUTRAVEL

***** 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

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

Trip #: [REDACTED]
Booking Date: 05 Jun 18
Client: [REDACTED]
Agent: [REDACTED]

File Locator: [REDACTED]

MY ITINERARY

Passengers	Citizenship	Required Travel Documents
STEPHEN P REES	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:	STEPHEN P REES	Booking Date:	01 Jun 18
		File Locator/Ticket #:	[REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
WESTJET	03145	CALGARY INTL 06 Jun 18 4:15PM		EDMONTON INTL 06 Jun 18 5:07PM	L/	

Passengers:	STEPHEN P REES	Booking Date:	05 Jun 18
		File Locator/Ticket #:	[REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
AIR CANADA	8133	EDMONTON INTL 06 Jun 18 6:55AM		CALGARY INTL 06 Jun 18 7:47AM	/	

Traveler**Passenger Name:**

REES, STEPHEN P MR

e-Ticket Number:

[REDACTED]

Reservation Number:

[REDACTED]

Issue Date:

June 01, 2018

Agency Details**Agency Information:**

VISION TRAVEL

9929 - 108Th.Street Government Centre

Edmonton, AB T5K 1G8

Canada

Agency Phone:

780 425-8611 VISIONTRAVEL 60-87935-0/

**Fare Information****Form Of Payment:**

[REDACTED]

Fare:

CAD 79.00

Taxes and Carrier-imposed fees:

CAD 7.48 CA

CAD EXEMPT XG

CAD 30.00 SQ

Total Airfare:

CAD 116.48

Traveler**Passenger Name:**

REES, STEPHEN P MR

e-Ticket Number:

[REDACTED]

Reservation Number:

[REDACTED]

Issue Date:

June 01, 2018

Agency Details**Agency Information:**

VISION TRAVEL

9929 - 108Th.Street Government Centre

Edmonton, AB T5K 1G8

Canada

Agency Phone:

780 425-8611 VISIONTRAVEL 60-87935-0/

**Fare Information****Form Of Payment:**

[REDACTED]

Fare:

CAD 67.00

Taxes and Carrier-imposed fees:

CAD 7.48 CA

CAD EXEMPT XG

CAD 42.00 XT

Total Airfare:

CAD 116.48



My Trip

FRI, JUN 15, 2018 - Edmonton (YEG) to Calgary (YYC) - Confirmed ✓



Air Canada (AC) 8131*

Confirmation Number: [REDACTED]



DEPART
6:00^{AM}_{YEG}

NON
STOP
→
0H 52M

ARRIVE
6:52^{AM}_{YYC}

PASSENGERS

Name	eTicket Number	Special Services
REES, STEPHEN P MR	[REDACTED]	

*Operated by AIR CANADA EXPRESS - JAZZ
Class Of Service: Economy

AIRPORT INFO

Edmonton Intl Arpt (YEG)
Edmonton, AB, CA

to

Calgary Intl Arpt (YYC)
Calgary, AB, CA

FLIGHT INFO

DHC8 Dash 8-400

FRI, JUN 15, 2018 - Calgary (YYC) to Edmonton (YEG) - Confirmed ✓



Westjet (WS) 3145*

Confirmation Number: [REDACTED]



DEPART
4:15^{PM}_{YYC}

NON
STOP
→
0H 52M

ARRIVE
5:07^{PM}_{YEG}

PASSENGERS

Name	eTicket Number	Special Services
REES, STEPHEN P MR	[REDACTED]	

*Operated by WESTJET ENCORE
Class Of Service: Economy

AIRPORT INFO

Calgary Intl Arpt (YYC)
Calgary, AB, CA

to

Edmonton Intl Arpt (YEG)
Edmonton, AB, CA

FLIGHT INFO

DHC8 Dash 8-400

WED, DEC 12, 2018 - Edmonton Intl Arpt (YEG)



Tour

PASSENGERS

REES, STEPHEN P MR