

AHS Board and Executive Expense Report

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

			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)
Mar-18	P-Card	Meetings			145	290	435			384
Mar-18	Direct Billing	Meetings	396				396			
Total			\$ 396	\$ -	\$ 145	\$ 290	\$ 831	\$ -	\$ -	\$ 384

Total for the Month \$ 1,215

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	\$ 819.12								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
2/28/2018	Interviews for Sr. Program Officer and meetings in Calgary	AB - Other Zones	Taxi	\$ 62.00	Edmonton Airport	Home	Taxi - Edmonton Airport to Home - Interviews for Sr. Program Officer and meetings in Calgary - Feb 28/18	1			
2/28/2018	Interviews for Sr. Program Officer and meetings in Calgary	AB - Other Zones	Taxi	\$ 55.00	Home	Edmonton Airport	Taxi - Home to Edmonton Airport - Interviews for Sr. Program Officer and meetings in Calgary - Feb 28/18	1			
2/28/2018	Interviews for Sr. Program Officer and meetings in Calgary	AB - Other Zones	Taxi	\$ 58.90	Calgary Airport	Southport	Taxi - Calgary Airport to Southport - Interviews for Sr. Program Officer and meetings in Calgary - Feb 28/18	1			
3/7/2018	Site tours in Bassano, Brooks and Medicine Hat	AB - Other Zones	Taxi	\$ 52.40	Home	Edmonton Airport	Taxi - Home to Edmonton Airport - Site tours in Bassano, Brooks and Medicine Hat - March 7-8/18	1			
3/7/2018	Site tours in Bassano, Brooks and Medicine Hat	AB - Other Zones	Accommodations	\$ 144.82			Hotel - Site tours in Bassano, Brooks and Medicine Hat - March 7-8/18	1			
3/8/2018	Site tours in Bassano, Brooks and Medicine Hat	AB - Other Zones	Taxi	\$ 62.00	Edmonton Airport	Home	Taxi - Edmonton Airport to Home - Site tours in Bassano, Brooks and Medicine Hat - March 7-8/18	1			
3/11/2018	Yearly subscription renewal for Survey Monkey on-line survey tool	AB - Local	Subscriptions	\$ 384.00			Yearly subscription renewal for Survey Monkey on-line survey tool	1			
Approver(s) for the claim		Approval Status		Approval Date							
RHODES, DEBORAH		Approve		16-Apr-18							

(1) Taxi - Edmonton Airport to Home - Interviews for
Sr. Program Officer and meetings in Calgary - Feb 28/18

(2) Taxi - Home to Edmonton Airport - Interviews for
Sr. Program Officer and meetings in Calgary - Feb
28/18

GREATER EDMONTON TAXI
SERVICE
10135 31 AVE NW
EDMONTON AB

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2018/02/28
TIME 2646 18:40:37
INVOICE # [REDACTED]
RECEIPT NUMBER
[REDACTED]

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

MasterCard
[REDACTED]

APPROVED

AUTH# [REDACTED]
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

YELLOW CAB 780.462.3456
BARREL TAXI 780.489.7777
EDMTAXI.COM
GST 100403070

GREATER EDMONTON TAXI
SERVICE
10135 31 AVE NW
EDMONTON AB

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2018/02/28
TIME 8045 05:21:50
INVOICE # [REDACTED]
RECEIPT NUMBER
[REDACTED]

PURCHASE
AMOUNT \$48.00
TIP \$7.00
TOTAL
\$55.00

MasterCard
[REDACTED]

APPROVED

AUTH# [REDACTED]
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
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CAPITAL 780.423.2425
24.7 TAXI 780.442.4444
EDMTAXI.COM
GST 100403070

(3) Taxi - Calgary Airport to Southport - Interviews for Sr. Program Officer and meetings in Calgary - Feb 28/18

(4) Taxi - Home to Edmonton Airport - Site tours in Bassano, Brooks and Medicine Hat - March 7-8/18

ASSOCIATED CAB
ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299-1111
Car#341

SALE

MID [REDACTED]
TID [REDACTED] REF# [REDACTED]
Batch # [REDACTED] SEQ. [REDACTED]
02/28/18 [REDACTED] 07:47:37
APPR COD [REDACTED]
MASTERCARD [REDACTED]

AMOUNT \$51.90
TIP \$7.00
TOTAL \$58.90

00 - APPROVED - 001

MasterCard



THANK YOU

CUSTOMER COPY

GREATER EDMONTON TAXI
SERVICE

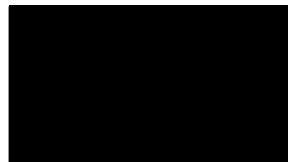
10135 31 AVE NW
EDMONTON AB

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2018/03/07
TIME 7658 07:11:52
INVOICE # [REDACTED]
RECEIPT NUMBER [REDACTED]

PURCHASE
AMOUNT \$45.40
TIP \$7.00
TOTAL

\$52.40

MasterCard



APPROVED

AUTH# [REDACTED]
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

YELLOW CAB 780.462.3456
BARREL TAXI 780.489.7777
EDMTAXI.COM
GST403070

HAMPTON INN & SUITES MEDICINE, 2510 BOX SPRINGS BLVD
MEDICINE HAT, AB T1A 8E3
TELEPHONE 403-548-7818 • FAX 403-548-2979

(5) Hotel - Medicine Hat Hamptons - Site tours in
Bassano, Brooks and Medicine Hat - March 7-8/18

REES, STEPHEN

3/7/2018 5:42:00 PM
3/8/2018

1/0
129.00

GVS

Rate Plan:
HH #
AL:
Car:

Confirmation Number

3/8/2018

3/7/2018	MC	(\$144.82)
3/7/2018	GUEST ROOM	\$129.00
3/7/2018	GST 5%	\$6.64
3/7/2018	HOTEL TAX 4%	\$5.31
3/7/2018	DMF 3%	\$3.87
	BALANCE	\$0.00

EXPENSE REPORT SUMMARY

	3/7/2018	STAY TOTAL
ROOM AND TAX	\$144.82	\$144.82
DAILY TOTAL	\$144.82	\$144.82

Total Invoice Amount \$129.00 \$15.82

MEDICINE HAT HAMPTONS
2510 BOX SPRINGS BLVD NW
MEDICINE HAT AB

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2018/03/07
TIME 6:43:17
RECEIPT NUMBER [REDACTED]

PURCHASE TOTAL
\$144.82

MasterCard [REDACTED]

APPROVED [REDACTED]
AUTH# [REDACTED]
THANK YOU

CARDHOLDER COPY
IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST# 82491 7231 RT0001
THANK YOU FOR CHOOSING MEDICINE HAT HAMPTON!

(6) Taxi - Edmonton Airport to Home - Site tours in Bassano, Brooks and Medicine Hat - March 7-8/18

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

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2018/03/08
TIME 0492 18:13:24
INVOICE # [REDACTED]
RECEIPT NUMBER [REDACTED]

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

MasterCard
[REDACTED]

APPROVED
AUTH# [REDACTED]
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST#838025351

From: SurveyMonkey <surveymonkey@go.surveymonkey.com>
Sent: Sunday, March 11, 2018 11:03 AM
To: [REDACTED] (CapMan)
Subject: SurveyMonkey Team Payment Received



[Sign In](#)

We've Received Your Renewal!

Thanks so much for renewing your ADVANTAGE subscription. Now that we have Cap_Ops's payment, everyone can count on having the tools they need to develop more great insights. For questions about your bill or anything else, please visit our Help Center.

Thanks,

The SurveyMonkey Team

RENEWAL DETAILS

Subscription: Mar 11, 2018 to Mar 10, 2019

Total: \$384 CAD

Admin: Cap_Ops [REDACTED]@albertahealthservices.ca)

Team: Cap_Ops

Plan: ADVANTAGE

Seats: 2

BILLING DETAILS

Billing Name: **STEVE REES**

Billing Address: **11TH FLOOR, N. TOWER, 10030 - 107 STREET
EDMONTON, Alberta T5J 3E4**

Billing Email Address: [REDACTED]@albertahealthservices.ca

Credit Card: **MASTERCARD**

Credit Card Number: **Ending with** [REDACTED]

Admin Resources: [SurveyMonkey Teams](#) | [Contact Us](#) | [Help Center](#)

Your team subscription will automatically renew and you'll be billed \$384 CAD each billing period until you cancel it. See [Cancellation Information](#) for more details.



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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 : Mar-18
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DD-MMM-YY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
21-Feb-18	Direct Billing	Airline Ticket	Feb 28/18 - Edmonton to Calgary - to conduct interviews for Senior Program Officer position and attend meetings in Calgary	Marlin Travel	178.48
21-Feb-18	Direct Billing	Airline Ticket	Feb 28/18 - Calgary to Edmonton - to conduct interviews for Senior Program Officer position and attend meetings in Calgary	Marlin Travel	217.48
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
Total Paid in the Month					\$ 395.96

\$395.96

Traveler**Passenger Name:**
REES, STEPHEN MR**e-Ticket Number:**
[REDACTED]**Reservation Number:**
[REDACTED]**Ticket Issue Date:**
February 21, 2018**Rewards Program:**
[REDACTED] WestJet**Agency Details****Agency Information:**
VISION TRAVEL
9929 - 108Th.Street Government Centre
Edmonton, AB T5K 1G8
Canada**Agency Phone:**
[REDACTED] [REDACTED] [REDACTED] MARLIN TRAVEL 60-87935-
0/-CHRISTINA**Flight - WestJet (WS) - 238 - February 28, 2018****Confirmation Number:**
[REDACTED]**Status:**
Confirmed**Fare Basis:**
MA07TL**Depart:**
Edmonton Intl Arpt (YEG)
Edmonton
6:30 AM**Arrive:**
Calgary Intl Arpt (YYC)
Calgary
7:29 AM**Class Of Service:**
Economy**Not Valid Before:**
February 28, 2018**Not Valid After:**
February 28, 2018**Carry-On:**
1 Piece Plan
Bag 1 - NO FEE CARRYON HAND BAGGAGE ALLOWANCE**Baggage Allowance:**
0 Piece Plan
Bag 1 - 25.00 CAD UPTO50LB/23KG AND UPTO62LI/158LCM
Bag 2 - 35.00 CAD UPTO50LB/23KG AND UPTO62LI/158LCM
Applies to: YEA - YYC**Fare Information****Form Of Payment:**
[REDACTED]**Fare:** CAD 129.00**Taxes and Carrier-imposed fees:**
CAD 7.48 CA
CAD EXEMPT XG
CAD 42.00 XT**Total:** CAD 178.48**Endorsement Information:**
NONREF - FEE FOR CHG-CXLAB HEALTH SERVICES COF**Fare Calculation:**
28FEB YEA WS YYC 129.00CAD129.00END XT 30.00SQ 12.00YQ**Notes**

Baggage discounts may apply based on frequent flyer status/online checkin/form of payment/military/etc.

IMPORTANT INFORMATION FOR TRAVELERS WITH ELECTRONIC TICKETS - PLEASE READ:

Carriage and other services provided by the carrier are subject to conditions of carriage, which are hereby incorporated by reference. These conditions may be obtained from the issuing carrier. Passengers on a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that international treaties known as the Montreal Convention, or its predecessor, the Warsaw Convention, including its amendments (the Warsaw Convention System), may apply to the entire journey, including any portion thereof within a country. For such passengers, the applicable treaty, including special contracts of carriage embodied in any applicable tariffs, governs and may limit the liability of the carrier. The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Traveler

Passenger Name:

REES, STEPHEN MR

e-Ticket Number:

[REDACTED]

Reservation Number:

[REDACTED]

Ticket Issue Date:

February 21, 2018

Rewards Program:

[REDACTED] Air Canada

Agency Details

Agency Information:VISION TRAVEL
9929 - 108Th.Street Government Centre
Edmonton, AB T5K 1G8
Canada**Agency Phone:**[REDACTED] MARLIN TRAVEL 60-87935-
0/-CHRISTINA

Flight - Air Canada (AC) - 8150 - February 28, 2018

Confirmation Number:

[REDACTED]

Status:

Confirmed

Fare Basis:

H0WLATG

***Operated by:** AIR CANADA EXPRESS -
JAZZ**Depart:**Calgary Intl Arpt (YYC)
Calgary
5:00 PM**Arrive:**Edmonton Intl Arpt (YEG)
Edmonton
5:52 PM**Class Of Service:**

Economy

Not Valid Before:

February 28, 2018

Not Valid After:

February 28, 2018

Carry-On:2 Piece Plan
Bag 1 - NO FEE CARRY ON HAND BAGGAGE ALLOWANCE
Bag 2 - NO FEE CARRY ON HAND BAGGAGE**Baggage Allowance:**0 Piece Plan
Bag 1 - 25.00 CAD UPTO50LB/23KG AND UPTO62LI/158LCM
Bag 2 - 35.00 CAD UPTO50LB/23KG AND UPTO62LI/158LCM
Applies to: YYC - YEA

Fare Information

Form Of Payment:

[REDACTED]

Fare:

CAD 180.00

Taxes and Carrier-imposed fees:CAD 7.48 CA
CAD EXEMPT XG
CAD 30.00 SQ**Total:**

CAD 217.48

Endorsement Information:

AC ONLYT-NONREF-CHGFEE AB HEALTH SERVICES COF

Fare Calculation:

28FEB YYC AC YEA Q9.00Q3.00 168.00CAD180.00END

Notes

Baggage discounts may apply based on frequent flyer status/online checkin/form of payment/military/etc.

IMPORTANT INFORMATION FOR TRAVELERS WITH ELECTRONIC TICKETS - PLEASE READ:

Carriage and other services provided by the carrier are subject to conditions of carriage, which are hereby incorporated by reference. These conditions may be obtained from the issuing carrier. Passengers on a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that international treaties known as the Montreal Convention, or its predecessor, the Warsaw Convention, including its amendments (the Warsaw Convention System), may apply to the entire journey, including any portion thereof within a country. For such passengers, the applicable treaty, including special contracts of carriage embodied in any applicable tariffs, governs and may limit the liability of the carrier. The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.