

AHS Board and Executive Expense Report

Name Steve Rees
Title Chief Program Officer, Capital Management
Location Edmonton
 Expenses submitted during the month of September 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)
Sep-18	P-Card	Meetings	55		1,157	323	1,535			
Sep-18	Direct Billing	Meetings	1,320				1,320			
Total			<u>\$ 1,375</u>	<u>\$ -</u>	<u>\$ 1,157</u>	<u>\$ 323</u>	<u>\$ 2,855</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Total for the Month \$ 2,855

Maximum daily single meal expense claimed in the month \$ -
 Maximum daily base hotel rate claimed in the month \$ 324
 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	\$ 1,535.12									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
9/11/2018	Trip to Calgary for meetings and FMC/CCP site tours	AB - Local	Taxi	\$ 55.00	Home	Edmonton Airport	Home to Edmonton Airport - Trip to Calgary for meetings and FMC/CCP site tours	1				
9/11/2018	Trip to Calgary for meetings and FMC/CCP site tours	AB - Local	Taxi	\$ 63.25	Edmonton Airport	Home	Edmonton Airport to Home - Trip to Calgary for meetings and FMC/CCP site tours	1				
9/11/2018	Trip to Calgary for meetings and FMC/CCP site tours	AB - Local	Taxi	\$ 60.49	FMC	Calgary Airport	FMC to Calgary Airport - Trip to Calgary for meetings and FMC/CCP site tours	1				
9/14/2018	Checked Baggage Fee - Flight to St Johns, NFLD for CHES National Conference	AB - Local	Airfare	\$ 26.25	AB - Local	NL	Checked Baggage Fee - Flight to St Johns, NFLD for CHES (Canadian Healthcare Engineering Society) National Conference - Sept 15-18, 2018	1				
9/15/2018	Trip to St John's, NFLD for CHES National Conference	AB - Local	Taxi	\$ 55.20	Home	Edmonton Airport	Home to Edmonton Airport - Trip to St John's, NFLD for CHES National Conference	1				
9/15/2018	Trip to St Johns, NFLD for CHES National Conference	NL	Accommodations	\$ 1,156.68			Delta St John's - Trip to St Johns, NFLD for CHES National Conference - Sept 15-18, 2018	3				
9/17/2018	Checked Baggage Fee - Flight back to Edmonton from CHES National Conference	MB	Airfare	\$ 28.75	NL	AB - Local	Checked Baggage Fee - Flight back to Edmonton from CHES National Conference	1				
9/18/2018	Trip to St John's, NFLD for CHES National Conference	NL	Taxi	\$ 27.50	St John's Airport	Hotel	St John's Airport to Hotel - Trip to St John's, NFLD for CHES National Conference	1				
9/19/2018	Trip to St John's, NFLD for CHES National Conference	AB - Local	Taxi	\$ 62.00	Edmonton Airport	Home	Edmonton Airport to Home - Trip to St John's, NFLD for CHES National Conference	1				
Approver(s) for the claim		Approval Status		Approval Date								
RHODES, DEBORAH		Approve		23-Oct-18								

(1) Taxi - Home to Edmonton Airport - Trip to Calgary
for meetings and FMC/CCP site tours - Sept 11, 2018

(2) Taxi - Edmonton Airport to Home - Trip to Calgary
for meetings and FMC/CCP site tours - Sept 11, 2018

GREATER EDMONTON TAXI
SERVICE
10135 31 AVE NW
EDMONTON AB

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

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2018/09/11
TIME 7668 04:58:54
INVOICE # [REDACTED]
RECEIPT NUMBER [REDACTED]

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2018/09/11
TIME 6292 18:26:11
INVOICE # [REDACTED]
RECEIPT NUMBER [REDACTED]

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

PURCHASE
AMOUNT \$55.00
TIP \$8.25
TOTAL
\$63.25

MasterCard
[REDACTED]

MasterCard
[REDACTED]

APPROVED
AUTH# [REDACTED]
THANK YOU

APPROVED
AUTH# [REDACTED]
THANK YOU

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GST 714452323 RT0001

(3) Taxi - FMC to Calgary Airport - Trip to Calgary for meetings and FMC/CCP site tours - Sept 11, 2018

216 BURDIGH ROAD SE
CALGARY, AB T2A 1X2

CUSTOMER ID. [REDACTED]
MERCHANT ID. [REDACTED]
VEHICLE ID. [REDACTED]
DRIVER ID. [REDACTED]
GST ACCOUNT NO. [REDACTED]
TRIP NUMBER. [REDACTED]
PASSENGERS. 1

09-11-2018
START. 15:13 LHO 15:45
DISTANCE. 31.00 RATE. 1

COST AMOUNT. \$ 50.10

TIP AMOUNT \$ 2.50
TIP AMOUNT \$ 7.89

TOTAL : \$ 60.49

MASTERCARD SALE . [REDACTED]
APPROVAL NUMBER . [REDACTED]

PASSENGER COPY

THANK YOU
403.293.9991
WWW.THECHECKERRO.P.COM



(5) Taxi - Home to Edmonton Airport - Trip to St John's, NFLD for CHES National Conference - Sept 15, 2018

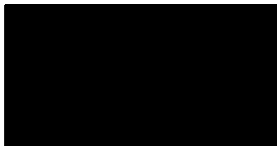
GREATER EDMONTON TAXI
SERVICE
10135 31 AVE NW
EDMONTON AB

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2018/09/15
TIME 0886 05:42:30
INVOICE # [REDACTED]
RECEIPT NUMBER [REDACTED]

PURCHASE
AMOUNT \$48.00
TIP \$7.20
TOTAL

\$55.20

MasterCard



APPROVED

AUTH# [REDACTED]
THANK YOU

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PAYMENT RECEIPT / RECU DE PAIEMENT

Name/Nom
REES/STEPHEN

PNR
ZVSEBF

Date
14SEP18

Time/Heure
3:40PM

Description	Fee/Frais (CAD)	GST/TPS	Total (CAD)
FIRST BAG [REDACTED]	\$25.00	1.25	26.25
	\$25.00	1.25	26.25

Total (CAD)
REES/STEPHEN
\$25.00 \$1.25

CARDHOLDER NAME/NOM DU DETENTEUR DE LA CARTE

STEVE REES

MC [REDACTED]

AUTH [REDACTED]

GST/TPS No. 866112535
QST/TVQ No. 1202807956 TQ0001



120 New Gower Street, St. John's, Newfoundland, A1C 6K4
Tel: 709-739-6404 Fax: 709-570-1622

Stephen Rees

Room: [REDACTED]
Folio: [REDACTED]
Cashier: [REDACTED]
Arrival: 09-15-18
Departure: 09-18-18
Reference:

Group: CDN HEALTHCARE ENGINEERING

Date	Description	Additional Information	Charges	Credits
09-15-18	Room Charge		324.00	
09-15-18	Rooms HST		48.60	
09-15-18	TML TAX		12.96	
09-16-18	Room Charge		324.00	
09-16-18	Rooms HST		48.60	
09-16-18	TML TAX		12.96	
09-17-18	Room Charge		324.00	
09-17-18	Rooms HST		48.60	
09-17-18	TML TAX		12.96	
09-18-18	Master Card	[REDACTED]		1,156.68

HST Summary	
Registration No:	896932449
Room	145.80
F&B	0.00
Other	0.00
Total	184.68

Total	1,156.68	1,156.68
Balance Due	0.00	CAD

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.

Fee Receipt

PASSENGER SELECT	FLIGHT INFORMATION	BAGGAGE	ADDITIONAL TRAVEL INFORMATION	PRINT DOCUMENTS
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Your fees have been successfully collected.

Passenger: **STEPHEN REES**
Departure city: **ST JOHNS NL YYT**

Departure Date: **2018-09-18**
Destination city: **EDMONTON YEG**

Fee Breakdown:

Baggage fee	CAD	25.00
HST	CAD	3.75

CAD Total : CAD 28.75

Form of payment used: **MasterCard** 

Please Note: This fee is non refundable.
RC - HARMONIZED SALES TAX -CANADA NO. 100092287 RT0001

Please enter your email address if you wish to have this receipt emailed to you.

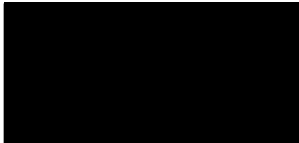
(6) Taxi - St John's Airport to Hotel - Trip to St John's,
NFLD for CHES National Conference - Sept 15, 2018

JIFFY CABS
322 PENNYWELL RD
ST. JOHN'S NL

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2018/09/18
TIME 5737 13:01:47
RECEIPT NUMBER
[REDACTED]

PURCHASE
AMOUNT \$22.50
TIP \$5.00
TOTAL
\$27.50

MasterCard



APPROVED

AUTH# [REDACTED]
THANK YOU

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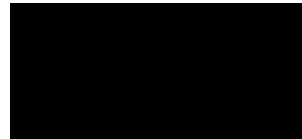
(9) Taxi - Edmonton Airport to Home - Trip to St John's,
NFLD for CHES National Conference - Sept 18, 2018

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

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2018/09/19
TIME 9861 01:01:15
INVOICE # [REDACTED]
RECEIPT NUMBER
[REDACTED]

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

MasterCard



APPROVED

AUTH# [REDACTED]
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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 : Sep-18
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DD-MMM-YY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
17-Jul-18	Direct Billing	Airline Ticket	Sept 15-18/18 - Trip to St Johns, NFLD to attend the CHES (Canadian Healthcare Engineering Society) National Conference	Marlin Travel	591.96
29-Aug-18	Direct Billing	Airline Ticket	Sept 11/18 - Trip to Calgary for meetings and FMC/CCP site tours	Marlin Travel	378.96
25-Sep-18	Direct Billing	Airline Ticket	Nov 5-6, 2018 - Trip to Lethbridge for CapM South Zone Staff meeting and site tours	Marlin Travel	348.96
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
Total Paid in the Month					\$ 1,319.88



A DIRECT TRAVEL® COMPANY

Invoice

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

Trip #:
Booking Date: 19 Jul 18
Client:
Agent:

File Locator:

PASSENGERS: MR STEPHEN REES

Table with columns: REFERENCE/ DESCRIPTION, FARE, HST/GST, PST, OTHER TAXES, PENALTY, TOTAL. Rows include WESTJET Ticket # and AIR CANADA Ticket #.

Table with columns: PAYMENTS, Invoice #, Payment Date, Card Holder, Form of Payment, Amount. Includes Total Payment: 591.96 CAD.

Balance Due CAD Currency 0.00 CAD

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101
REASON FOR TRAVEL HEALTH CARE ENGINEERING SOCIETY CONFERENCE

***** 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: 19 Jul 18
Client: [REDACTED]
Agent: [REDACTED]

File Locator: [REDACTED]

MY ITINERARY

Passengers STEPHEN REES	Citizenship Not Specified	Required Travel Documents Not Specified
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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 REES	Booking Date: 17 Jul 18
	File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
WESTJET	00242	EDMONTON INTL 15 Sep 18 7:30AM		CALGARY INTL 15 Sep 18 8:20AM	I/	
WESTJET	00380	CALGARY INTL 15 Sep 18 9:05AM		ST. JOHNS 15 Sep 18 5:57PM	I/	



AIR

Passengers: STEPHEN REES	Booking Date: 19 Jul 18
	File Locator/Ticket #: [REDACTED]

From: ST. JOHNS	Departing on: 18 Sep 18
To: EDMONTON INTL	Returning on: 18 Sep 18

Traveler**Passenger Name:**
REES, STEPHEN P MR**e-Ticket Number:**
[REDACTED]**Reservation Number:**
[REDACTED]**Ticket Issue Date:**
August 29, 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/**Flight - Air Canada (AC) - 8131 - September 11, 2018****Confirmation Number:**
[REDACTED]**Status:**
Confirmed**Fare Basis:**
W10WLATG***Operated by:** AIR CANADA EXPRESS - JAZZ**Depart:**
Edmonton Intl Arpt (YEG)
Edmonton
6:00 AM**Arrive:**
Calgary Intl Arpt (YYC)
Calgary
6:53 AM**Class Of Service:**
Economy**Not Valid Before:**
September 11, 2018**Not Valid After:**
September 11, 2018**Carry-On:**
2 Piece Plan
Bag 1 - NO FEE CARRYON 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: YEA - YYC**Flight - Air Canada (AC) - 8152 - September 11, 2018****Confirmation Number:**
[REDACTED]**Status:**
Confirmed**Fare Basis:**
W10WLATG***Operated by:** AIR CANADA EXPRESS - JAZZ**Depart:**
Calgary Intl Arpt (YYC)
Calgary
4:40 PM**Arrive:**
Edmonton Intl Arpt (YEG)
Edmonton
5:30 PM**Class Of Service:**
Economy**Not Valid Before:**
September 11, 2018**Not Valid After:**
September 11, 2018**Carry-On:**
2 Piece Plan
Bag 1 - NO FEE CARRYON 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 304.00**Taxes and Carrier-imposed fees:**
CAD 14.96 CA
CAD EXEMPT XG
CAD 60.00 SQ**Total:** CAD 378.96**Endorsement Information:**
AC ONLY-NONREF-CHGFEE AB HEALTHSERVICES COF**Fare Calculation:**
11SEP YEA AC YYC Q9.00Q3.00 140.00AC YEA Q9.00Q3.00 140.00CAD304.00END



Invoice

ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4	Trip #: [REDACTED] Booking Date: 25 Sep 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]	110.00	0.00	\$0.00	49.48	0.00	159.48 CAD
AIR CANADA Ticket # [REDACTED]	167.00	0.00	\$0.00	22.48	0.00	189.48 CAD
Total:	277.00	0.00	0.00	71.96	0.00	348.96 CAD

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	09/24/2018	[REDACTED]	[REDACTED]	189.48 CAD
	[REDACTED]	09/24/2018	[REDACTED]	[REDACTED]	159.48 CAD
				Total Payment:	348.96 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
REASON FOR TRAVEL CAPM SOUTH ZONE STAFF ENGAGEMENT SESSION

***** 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: 25 Sep 18
Client: [REDACTED]
Agent: [REDACTED]

File Locator: [REDACTED]

MY ITINERARY

Passengers STEPHEN P REES	Citizenship Not Specified	Required Travel Documents Not Specified
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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:** 24 Sep 18
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
WESTJET	03140	EDMONTON INTL 05 Nov 18 6:00PM		CALGARY INTL 05 Nov 18 7:00PM	L/	
WESTJET	03004	CALGARY INTL 05 Nov 18 7:45PM		LETHBRIDGE 05 Nov 18 8:38PM	L/	



AIR

Passengers: STEPHEN P REES **Booking Date:** 24 Sep 18
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class/Seat	Stops
AIR CANADA	07220	LETHBRIDGE 06 Nov 18 5:25PM		CALGARY INTL 06 Nov 18 6:16PM	V/	
AIR CANADA	08158	CALGARY INTL 06 Nov 18 7:55PM		EDMONTON INTL 06 Nov 18 8:51PM	V/	