

AHS Board and Executive Expense Report

Name Steve Rees
Title Chief Program Officer, Capital Management
Location Edmonton
 Expenses submitted during the month of December 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)
Dec-19	P-Card	Meetings			167	202	369			
Dec-19	Direct Billing	Meetings	995				995			
Total			\$ 995	\$ -	\$ 167	\$ 202	\$ 1,364	\$ -	\$ -	\$ -

Total for the Month \$ 1,364

Maximum daily single meal expense claimed in the month \$ -
 Maximum daily base hotel rate claimed in the month \$ 149
 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	\$ 369.18									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
11/28/2019	Trip to Calgary for meeting with FM&E staff and FM&E Managers re: HR investigation outcome	AB - Local	Taxi	\$ 53.00	Home	Edmonton airport		1				
11/28/2019	Trip to Calgary for meeting with FM&E staff and FM&E Managers re: HR investigation outcome	AB - Local	Taxi	\$ 40.50	Calgary airport	FMC		1				
11/29/2019	Trip to Calgary for meeting with FM&E staff and FM&E Managers re: HR investigation outcome	AB - Local	Taxi	\$ 46.40	FMC	Calgary airport		1				
11/29/2019	Trip to Calgary for meeting with FM&E staff and FM&E Managers re: HR investigation outcome	AB - Local	Taxi	\$ 62.00	Edmonton airport	Home		1				
11/29/2019	Acommodations for the nihgt of November 28, 2019 in Calgary for meeting with FM&E staff and FM&E Managers re: HR investigation outcome	AB - Local	Accommodations	\$ 167.28				1				
Approver(s) for the claim		Approval Status	Approval Date									
RHODES, DEBORAH		Approve	10-Jan-20									

(1) Taxi - Home to Edmonton airport - Trip to Calgary for meeting with FM&E staff and FM&E Managers re: HR investigation outcome

(2) Taxi - Edmonton airport to Home - Trip to Calgary for meeting with FM&E staff and FM&E Managers re: HR investigation outcome

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 2019/11/28
TIME 0138 09:58:27
INVOICE # [REDACTED]
RECEIPT NUMBER [REDACTED]

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2019/11/29
TIME 0713 18:02:34
INVOICE # [REDACTED]
RECEIPT NUMBER [REDACTED]

PURCHASE
AMOUNT \$48.00
TIP \$5.00
TOTAL

\$53.00

PURCHASE
AMOUNT \$55.00
TIP \$7.00
TOTAL

\$62.00

MasterCard
[REDACTED]

MasterCard
[REDACTED]

APPROVED

AUTH# [REDACTED]
THANK YOU

APPROVED

AUTH# [REDACTED]
THANK YOU

CARDHOLDER COPY

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

YELLOW CAB 780.462.3456
BARREL TAXI 780.489.7777
EDMTAXI.COM
GST 100403070

(4) Taxi - FMC to Calgary airport - Trip to Calgary
for meeting with FM&E staff and FM&E
Managers re: HR investigation outcome

(5) Taxi - Calgary airport to FMC - Trip to Calgary
for meeting with FM&E staff and FM&E
Managers re: HR investigation outcome

CALGARYUNITEDCABS#1002
#8 -5660 10TH ST NET2E8W7
CALGARY AB
27040592
QW/2704059201

ASSOCIATED CAB
ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299-1111
CAR#22

SALE

11-29-2019 14:13:25
Acct # [REDACTED] C
Exp Date **/** Card Type MC
Name: REES/STEVE.

[REDACTED]
MasterCard

Trace [REDACTED]
Inv. # [REDACTED]
Auth [REDACTED] RRN [REDACTED]

Sale \$40.40
Tip \$6.00

TOTAL \$46.40

++++
00 APPROVED-THANK YOU
++++

Retain this copy for your
records
Customer copy

SALE

REF [REDACTED]
Batch # [REDACTED] SEQ: [REDACTED]
11/28/19 12:57:35
APPR CODE: [REDACTED]
MASTERCARD
[REDACTED]

AMOUNT \$35.50
TIP \$6.00
TOTAL \$40.50

00 - APPROVED - 001

MasterCard
[REDACTED]


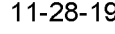
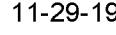
THANK YOU
CUSTOMER COPY


(3) Hotel - Trip to Calgary for meeting with
FM&E staff and FM&E Managers re: HR
investigation outcome



135 Southland Drive S.E Calgary, Alberta, T2J 5X5
Telephone: 403-278-5050 Fax: 403-225-5834

Canadian Provincial Government
Mr Stephen Rees

Room: 
Folio: 
Cashier: 
Arrival: 11-28-19
Departure: 11-29-19

Date	Description	Additional Information	Charges	Credits
11-28-19	Room Charge		149.00	
11-28-19	DMF		4.47	
11-28-19	Tourism Levy		6.14	
11-28-19	Rooms - GST		7.67	
11-29-19	Master Card			167.28

GST Summary	
Registration No: 895126332	
Room	7.67
F&B	0.00
Other	10.61
Total	18.28

Total	167.28	167.28
Balance Due	0.00	CDN

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.

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**

Name :	Steve Rees	Reporting Period for the Month of :	Dec-19
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
15-Nov-2019	Direct Billing	Airline Ticket	Meetings with FM&E staff - HR investigation outcome - Edmonton to Calgary November 28 and return on November 29, 2019	Vision Travel	\$463.68
3-Dec-2019	Direct Billing	Airline Ticket	Meetings with FM&E staff - HR investigation outcome - Edmonton to Calgary December 11, 2019 - The trip was subsequently cancelled and Steve now has a credit on file that can be used to book another flight within the next year.	Vision Travel	\$267.48
3-Dec-2019	Direct Billing	Airline Ticket	Meetings with FM&E staff - HR investigation outcome - Calgary to Edmonton on December 12, 2019 - The trip was subsequently cancelled and Steve now has a credit on file that can be used to book another flight within the next year.	Vision Travel	\$263.80
	Direct Billing	Airline Ticket		Vision Travel	
Total Paid in the Month					\$ 994.96



Vision Travel DT Ontario-West Inc

, , Canada

www.visiontravel.ca

GST Reg : 723782728 RT 0001

E-Ticket Receipt

Ticket Number: [REDACTED]
Invoice: [REDACTED]
Sales Person:

Issuing Airline: WS
Agency Ref.: [REDACTED]
IATA Number: [REDACTED]

Issued: 15Nov19
Customer Number: [REDACTED]
Customer Ref.: N/A

Passenger(s): REES/STEPHEN P M

AIR - Thursday, November 28 2019

WestJet Flight WS3348 Economy Class - Seat Assigned at Check-in

Depart	Edmonton, Alberta Edmonton International Airport 11:30 AM Thursday, November 28 2019	Arrive	Calgary, Alberta Calgary International Airport 12:30 PM Thursday, November 28 2019
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Duration: 1 hour(s) and 0 minute(s) Non-stop
Status: Confirmed - WestJet Booking Reference: [REDACTED]
Operated By: WESTJET ENCORE
FF Number: [REDACTED] - REES/STEPHEN P MR - please reconfirm at check-in
Online Check In: Available 24 hours prior
Baggage Allowance: 0 Piece(s)
Remarks: PLEASE CHECK IN WITH WESTJET ENCORE
Fare Basis: SAND0ELS
Not Valid Before: 28Nov
Not Valid After: 28Nov

AIR - Friday, November 29 2019

WestJet Flight WS3145 Economy Class - Seat Assigned at Check-in

Depart	Calgary, Alberta Calgary International Airport 04:15 PM Friday, November 29 2019	Arrive	Edmonton, Alberta Edmonton International Airport 05:13 PM Friday, November 29 2019
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Duration: 0 hour(s) and 58 minute(s) Non-stop
Status: Confirmed - WestJet Booking Reference: [REDACTED]
Operated By: WESTJET ENCORE
FF Number: [REDACTED] - REES/STEPHEN P MR - please reconfirm at check-in
Online Check In: Available 24 hours prior
Baggage Allowance: 0 Piece(s)
Remarks: PLEASE CHECK IN WITH WESTJET ENCORE
Fare Basis: XAQD0ELS
Not Valid Before: 29Nov
Not Valid After: 29Nov

Fare

Form of payment:	Credit Card CA [REDACTED]
Endorsements / restrictions:	NONE
Fare calculation:	
Fare:	CAD 463.68
Equivalent amount paid:	

Positive identification required for airport check in**Notice:**

Transportation and other services provided by the carrier are subject to conditions of contract and other important notices. Please ensure that you have received these notices, and if not, contact the travel agent or issuing carrier to obtain a copy prior to the commencement of your trip.

If the passenger journey involves an ultimate destination or stop in a country other than the country of departure, the Warsaw Convention may be applicable. This convention governs and on most cases limits the liability of carriers for death or personal injury and in respect of loss of, or damage to baggage.



Vision Travel DT Ontario-West Inc

, , Canada

www.visiontravel.ca

GST Reg : 723782728 RT 0001

E-Ticket Receipt

Ticket Number: [REDACTED]
Invoice: [REDACTED]
Sales Person:

Issuing Airline: AC
Agency Ref.: [REDACTED]
IATA Number: [REDACTED]

Issued: 03Dec19
Customer Number: [REDACTED]
Customer Ref.: N/A

Passenger(s): REES/STEPHEN P M

AIR - Wednesday, December 11 2019

Air Canada Flight AC8161 Economy Class - Seat Assigned at Check-in

Depart	Edmonton, Alberta Edmonton International Airport 07:05 PM Wednesday, December 11 2019	Arrive	Calgary, Alberta Calgary International Airport 08:05 PM Wednesday, December 11 2019
Duration:	1 hour(s) and 0 minute(s) Non-stop		
Status:	Confirmed		
Operated By:	AIR CANADA EXPRESS - JAZZ		
FF Number:	[REDACTED] - REES/STEPHEN P MR - please reconfirm at check-in		
Online Check In:	Available 24 hours prior		
Remarks:	PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ		
Fare Basis:	Q5WLATG		
Not Valid Before:	11Dec		
Not Valid After:	11Dec		

Fare

Form of payment:	Credit Card CA [REDACTED]
Endorsements / restrictions:	NONE
Fare calculation:	
Fare:	CAD 267.48
Equivalent amount paid:	

Positive identification required for airport check in

Notice:

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Vision Travel DT Ontario-West Inc

, , Canada

www.visiontravel.ca

GST Reg : 723782728 RT 0001

E-Ticket Receipt

Ticket Number: [REDACTED]
Invoice: [REDACTED]
Sales Person:

Issuing Airline: WS
Agency Ref.: [REDACTED]
IATA Number: [REDACTED]

Issued: 03Dec19
Customer Number: [REDACTED]
Customer Ref.: N/A

Passenger(s): REES/STEPHEN P M

AIR - Thursday, December 12 2019

WestJet Flight WS3145 Economy Class - Seat Assigned at Check-in

Depart	Calgary, Alberta Calgary International Airport 04:15 PM Thursday, December 12 2019	Arrive	Edmonton, Alberta Edmonton International Airport 05:14 PM Thursday, December 12 2019
Duration:	0 hour(s) and 59 minute(s) Non-stop		
Status:	Confirmed - WestJet Booking Reference: [REDACTED]		
Operated By:	WESTJET ENCORE		
FF Number:	[REDACTED] - REES/STEPHEN P MR - please reconfirm at check-in		
Online Check In:	Available 24 hours prior		
Baggage Allowance:	0 Piece(s)		
Remarks:	PLEASE CHECK IN WITH WESTJET ENCORE		
Fare Basis:	QA5D0ELS		
Not Valid Before:	12Dec		
Not Valid After:	12Dec		

Fare

Form of payment:	Credit Card CA [REDACTED]
Endorsements / restrictions:	NONE
Fare calculation:	
Fare:	CAD 263.80
Equivalent amount paid:	

Positive identification required for airport check in

Notice:

Transportation and other services provided by the carrier are subject to conditions of contract and other important notices. Please ensure that you have received these notices, and if not, contact the travel agent or issuing carrier to obtain a copy prior to the commencement of your trip.

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