

AHS Board and Executive Expense Report

Name Tina Giesbrecht
Title General Counsel Legal & Privacy (Acting)
Location Calgary
 Expenses submitted during the month of December 2015

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-15	Expense Claim	Meetings				287	287			
Total			\$ -	\$ -	\$ -	\$ 287	\$ 287	\$ -	\$ -	\$ -

Total for the Month \$ 287

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 Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total
GIESBRECHT, TINA	General Counsel Legal & Privacy (Acting)	Calgary	287.04

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
12/3/2015	Meeting	AB - Other Zones	Miscellaneous-Bus Fare	148.00			Meeting in Edm	1			
12/7/2015	Meeting	AB - Other Zones	Miscellaneous-Bus Fare	139.04			Meeting	1			
Approver(s) for the claim		Approval Status		Approval Date							
GILCHRIST, TODD		Approve		28-Mar-16							

Maureen Robbins

From: Tina Giesbrecht
Sent: December 04, 2015 5:59 AM
To: Maureen Robbins
Subject: Fw: Invoice

I decided to take the Red Arrow to catch up on email.

Tina Giesbrecht
Legal Counsel
Alberta Health Services

From: Red Arrow Reservations [<mailto:itinerary@redarrow.ca>]
Sent: Thursday, December 03, 2015 10:44 PM
To: Tina Giesbrecht
Subject: Invoice



Invoice

Date: 2015-12-03

Bill To:

You can reach us at

Website User

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
	2015-12-03		-	-	2015-12-04	2015-12-04	-	Website User

Travellers:

Giesbrecht/Tina

Product	Details	Duration	Price Basis	Qty	Each	Billed
CEEXP 06:00 Assigned to: 08C	Departs Calgary (CALTO / Calgary Ticket Office) 2015-12-04 at 06:00 Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2015-12-04 at 09:20	3 hrs 20 mins	Adult	1	70.48	74.00
EDMCAL 15:30 YYC Assigned to: 08C	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2015-12-04 at 15:30 Arrives Calgary (CALTO / Calgary Ticket Office) 2015-12-04 at 19:35	4 hrs 5 mins	Adult	1	70.48	74.00

Payments Received:

Date	From	Reference	Amount
2015-12-03	Website User		148.00 CAD

Base Price: 140.96 CAD
Discounts: 0.00 CAD
Service Charges: 0.00 CAD
GST 7.04 CAD

Invoice Total:	148.00 CAD
Received:	148.00 CAD
Balance:	0.00 CAD

TERMS: DUE UPON RECEIPT

GST# BN139981476

Holiday Blackout - December 15 2015 to January 5 2016. All changes to reservations including cancellations require at least 24 hours notice prior to departure.

If you wish to time change, date change, or cancel for a full refund - 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change.

Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. If you wish to change or cancel your booking, please contact our Central Reservation line at 1-800-232-1958.

Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices

Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time

CORPORATE BILLING ACCOUNTS - PLEASE PAY OFF OF YOUR MONTHLY STATEMENT & NOT OFF OF INDIVIDUAL INVOICES.

Thank you for choosing Red Arrow.

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication

Maureen Robbins

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: December 07, 2015 9:34 AM
To: Maureen Robbins
Subject: Invoice

**Invoice**

Date: 2015-12-07

Bill To:

You can reach us at:

ALBERTA HEALTH SERVICES - LEGAL DEPARTMENT
ALBERTA HEALTH SERVICES

Order#	Ordered	Customer#	P.O.	Group Name	Departing	Returning	Sales Rep	Sales Agent
	2015-12-07		-	-	2015-12-08	2015-12-08	-	Website User

Travellers:

Giesbrecht/Tina

Product	Details	Duration	Price Basis	Qty	Each	Billed
CEEXP 06:00 Assigned to: 10C	Departs Calgary (CALTO / Calgary Ticket Office) 2015-12-08 at 06:00 Arrives Edmonton (EDMTO / Edmonton Ticket Office) 2015-12-08 at 09:20	3 hrs 20 mins	Corporate 1	1	69.52	69.52
ECEXP 16:30 Assigned to: 04B	Departs Edmonton (EDMTO / Edmonton Ticket Office) 2015-12-08 at 16:30 Arrives Calgary (CALTO / Calgary Ticket Office) 2015-12-08 at 19:50	3 hrs 20 mins	Corporate 1	1	69.52	69.52

Payments Received:

Date	From	Reference	Amount
2015-12-07	ALBERTA HEALTH SERVICES - LEGAL DEPARTMENT	Visa [REDACTED]	139.04 CAD

Base Price: 139.04 CAD
Discounts: 0.00 CAD
Service Charges: 0.00 CAD
Invoice Total: 139.04 CAD
Received: 139.04 CAD
Balance: 0.00 CAD

TERMS: DUE UPON RECEIPT

GST# BN139981476

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