

Official Administrator and Executive Expense Report

Name Todd Gilchrist
Title VP, Human Resources
Location Edmonton

Expenses submitted during the month of September 2015

Travel (1)										
Month-Year	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Sep-15	Expense Claim	Meetings		23	519	954	1,496			
Sep-15	Direct Billing	Meetings	362				362			
Total			\$ 362	\$ 23	\$ 519	\$ 954	\$ 1,858	\$ -	\$ -	\$ -

Total for the Month \$ 1,858

Maximum daily single meal expense claimed in the month \$ 12
 Maximum daily base hotel rate claimed in the month \$ 154
 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.

Car allowance 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
GILCHRIST, TODD	VP, Human Resources	Edmonton	1,888.27

\$1,495.87

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
9/29/2015	Presentation in Calgary at the UofC President's Dinner	AB - Other Zones	Accommodations	172.89				1			
9/9/2015	Airfare from Edmonton to Calgary for Meeting in Calgary with AHS Legal	AB - Other Zones	Airfare	170.92	AB - Local	AB - Other Zones	Meeting with Legal was scheduled for September 9th but was cancelled and rescheduled for September 16th, 2015. Credit for airfare will be used in October, 2015	1			
9/15/2015	Travel from Edmonton to Calgary for Meeting with AHS Legal that was rescheduled from September 9		Mileage	151.50	Edmonton	Calgary	Travel from Edmonton to Calgary for meeting with AHS Legal which was reschedule from September 9th,	1			300
9/10/2015	Return Airfare from Calgary to Edmonton for Meeting with AHS Legal	AB - Other Zones	Airfare	191.48	AB - Other Zones	AB - Other Zones	Return airfare from Calgary to Edmonton for meeting with AHS Legal, meeting was cancelled and rescheduled for September 16, 2015. Credit for the airfare will be used in October 2015.	1			
9/16/2015	Return travel from Calgary to Edmonton from meeting with AHS Legal		Mileage	151.50	Calgary	Edmonton	Return travel from Calgary to Edmonton from meeting with AHS Legal	1			300
9/15/2015	Meeting in Calgary with AHS Legal	AB - Other	Accommodations	172.89			Meeting in Calgary with AHS Legal	1			
9/29/2015	Travel from Edmonton to Calgary for Presentation to the UofC President's Dinner		Mileage	151.50	Edmonton	Calgary	Travel from Edmonton to Calgary for Presentation to the UofC President's Dinner	1			300
9/24/2015	Lunch per diem in Calgary while attending Senior Program Officer Interviews		Meals Per Diem	11.60			Senior Program Officer Interviews	1			
9/23/2015	Meeting in Calgary for Senior Program Officer Interviews	AB - Other Zones	Accommodations	172.89			Meeting in Calgary for Senior Program Officer Interviews	1			
9/23/2015	Travel from Edmonton to Calgary for Senior Program Officer Interviews		Mileage	151.50	Edmonton	Calgary	Travel from Edmonton to Calgary for Senior Program Officer Interviews	1			300

personal cheque \$362.40
reimbursed to AHS

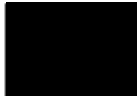
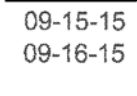
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
9/30/2015	Return travel from Calgary to Edmonton from the Presentation to the UofC President's Dinner and attending three meetings at Southport on September 30		Mileage	151.50	Calgary	Edmonton	Return travel from Calgary to Edmonton from the Presentation to the UofC President's Dinner, and attending three meetings at Southport on September 30th.	1			300
9/24/2015	Return travel from Calgary to Edmonton from Senior Program Officer Interviews		Mileage	151.50	Calgary	Edmonton	Return travel from Calgary to Edmonton from Senior Program Officer Interviews	1			300
9/24/2015	Parking in Calgary for Senior Program Officer Interviews	AB - Other Zones	Parking - Lot or Parkade-Service Rcpt	15.00			Parking in Calgary for Senior Program Officer Interviews	1			
9/30/2015	Lunch per diem in Calgary		Meals Per Diem	11.60			Meetings on Planning Coordination, Workforce & Benchmarking Meeting, Meeting with E. Watson	1			
9/16/2015	Parking in Calgary for Meeting with AHS Legal	AB - Other Zones	Parking - Lot or Parkade-Service	15.00			Parking in Calgary for meeting with AHS Legal	1			
9/30/2015	Parking in Calgary for Meetings	AB - Other Zones	Parking - Lot or Parkade-Service Rcpt	15.00			Planning Coordination Meeting, Workforce & Benchmarking Meeting, Meeting with E. Watson	1			
Approver(s) for the claim		Approval Status		Approval Date							
KAMINSKI, VICTORIA		Approve		14-Oct-15							



DELTA
CALGARY SOUTH

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

AB HEALTH SERVICES
Mr Richard Gilchrist

Room: 
Folio: 
Cashier:
Arrival: 09-15-15
Departure: 09-16-15

Date	Description	Additional Information	Charges	Credits
09-15-15	Room Charge		154.00	
09-15-15	DMF		4.62	
09-15-15	Room GST		7.93	
09-15-15	Tourism Levy		6.34	
09-16-15	Visa			172.89

GST Summary

Registration No: 895126332
Room 7.93
F&B 0.00
Other 0.00
Total 7.93

Total	172.89	172.89
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.

ALBERTA HEALTH SERVICES
SPT-1 CST R124072513
EXPIRES

EXPIRES

17 SEP 15

17 SEP 15
07:12 AM

07:12 AM PAID
\$ 15.00C

PAID
\$ 15.00C

ENTRY TIME 16 SEP 15 07:12 AM

RECEIPT

SPACE 31

SPACE 31

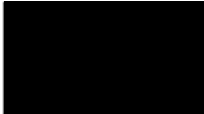
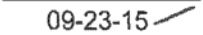
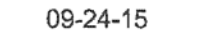
*Parking - Calgary
Meeting with AHS Legal.*




DELTA
CALGARY SOUTH

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

AB HEALTH SERVICES
Richard Todd Gilchrist
Canada

Room: 
Folio: 
Cashier: 
Arrival: 09-23-15 ✓
Departure: 09-24-15

Date	Description	Additional Information	Charges	Credits
09-23-15	Room Charge		154.00	
9-23-15	DMF		4.62	
9-23-15	Room GST		7.93	
9-23-15	Tourism Levy		6.34	
9-24-15	Visa			172.89

GST Summary	
Registration No: 895126332	
Room	7.93
F&B	0.00
Other	0.00
Total	7.93

Total	172.89	172.89
Balance Due	0.00	CDN

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 any part of or the full amount of these charges.

*Southport
Ntqs*

ALBERTA HEALTH SERVICES
SPT-1 GST R124072513
EXPIRES

25 SEP 15
07:20 AM PAID \$ 15.00C

ENTRY TIME 24 SEP 15 07:20 AM
SPACE 31

EXPIRES

25 SEP 15
07:20 AM
PAID
\$ 15.00C

RECEIPT
SPACE 31

ALBERTA HEALTH SERVICES
SPT-1 GST R124072513
EXPIRES

01 OCT 15
07:16 AM PAID \$ 15.00C

ENTRY TIME 30 SEP 15 07:16 AM
SPACE 31

*Southport
Ntqs*

EXPIRES

01 OCT 15
07:16 AM
PAID
\$ 15.00C

RECEIPT
SPACE 31



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

AB HEALTH SERVICES
Mr Richard Todd Gilchrist
Canada

Room: [REDACTED]
Folio: [REDACTED]
Cashier: [REDACTED]
Arrival: 09-29-15
Departure: 09-30-15

Date	Description	Additional Information	Charges	Credits
09-29-15	Room Charge		154.00	
09-29-15	DMF		4.62	
09-29-15	Room GST		7.93	
09-29-15	Tourism Levy		6.34	
09-30-15	Visa	[REDACTED]		172.89

GST Summary	
Registration No:	895126332
Room	7.93
F&B	0.00
Other	0.00
Total	7.93

Total	172.89	172.89
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.

Executive Expenses Report Direct Bill 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 : Gilchrist/Richard Todd	Reporting Period for the Month of : Sep-15
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
9-Sep-2015	Direct Billing	Airline Ticket	Airfare from Edmonton to Calgary to meet with AHS Legal Counsel - meeting was subsequently cancelled and rescheduled for September 16th, 2015. Airline credit was utilized. The scheduled September 16th meeting went ahead.	Marlin Travel	170.92
10-Sep-2015	Direct Billing	Airline Ticket	Airfare from Calgary to Edmonton from meeting with AHS Legal Counsel which was subsequently cancelled and rescheduled for September 16th, 2015. Airline credit was utilized. The meeting proceeded on September 16th.	Marlin Travel	191.48
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
Total Paid in the Month					\$ 362.40

MARLIN TRAVEL
O-O PERCY HUNT TRAVELGROUP INC
MAIN FLOOR, 9929 108TH ST.
EDMONTON, AB T5K 1G8
GST Reg#: 885101915

Branch:

Agent:

To: ALBERTA HEALTH SERVICES
SUITE 800, NORTH TOWER
10030-107 ST
EDMONTON AB
CA T5J 3E4

Invoice Number:

Date:

Page:

Our Reference:

September 5, 2015

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INVOICE

For

MR RICHARD TODD GILCHRIST

Wednesday, September 9, 2015

Air

WESTJET AIRLINES

From: EDMONTON INTL AB

To: CALGARY AB

Stops: 0 Arrival: 09Sep15

CANCEL 24HOURS PRIOR TO AVOID BILLING

Flight: 104 L CLASS

08:15 AM Equipment: 73W

09:04 AM

Mile(s) Flown: 163

Thursday, September 10, 2015

meeting cancelled
rescheduled to
September 16, 2015

To: ALBERTA HEALTH SERVICES
SUITE 800, NORTH TOWER
10030-107 ST
EDMONTON AB
CA T5J 3E4

Invoice Number: [REDACTED]
Date: September 5, 2015
Page: 2/3
Our Reference: [REDACTED]

INVOICE

Thursday, September 10, 2015

← Air

AIR CANADA
From: CALGARY AB
To: EDMONTON INTL AB
Stops: 0 Arrival: 10Sep15
Seat(s): 09C
AIR CANADA E

Flight: 8150 V CLASS
04:00 PM Equipment: DH4
04:49 PM

Mile(s) Flown: 163

Cost:			
TKT-	[REDACTED]	E-TKT	[REDACTED]
			Tax: 121.44
			Ticket Total: 170.92
TKT-	[REDACTED]	E-TKT	[REDACTED]
			Tax: 37.48
			Ticket Total: 191.48
Total:			Grand Total: 362.40
			Less Credit Card Payments: 362.40
			Credit / Balance Due To This Invoice: 0.00
			Total Balance Due: 0.00

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE
ACCEPTED:.....DECLINED:.....
DOCUMENTATION REQUIRED:VALID PASSPORT...VISA..TOURIST CARD..
...PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER.....
PLEASE RECONFIRM ALL FLIGHTS BETWEEN 48 AND 72 HOURS PRIOR
TO EACH DEPARTURE DIRECTLY WITH THE AIRLINE.
CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY
GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL
24 HOUR EMERGENCY HELP DESK WITHIN CANADA OR USA CALL
1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT
1 303 801 2147. PLEASE QUOTE ACCESS CODE 2EC0
OUR PRIVACY POLICY CAN BE FOUND AT WWW.MARLINTRAVEL.CA.