

Official Administrator and Executive Expense Report

Name Todd Gilchrist
Title VP, Human Resources
Location Edmonton

Expenses submitted during the month of October 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)
Oct-15	Expense Claim	Meetings		32	122	498	652			
Oct-15	Direct Billing	Meetings	577				577			
Total			\$ 577	\$ 32	\$ 122	\$ 498	\$ 1,229	\$ -	\$ -	\$ -

Total for the Month \$ 1,229

Maximum daily single meal expense claimed in the month \$ 21
 Maximum daily base hotel rate claimed in the month \$ 109
 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	651.52

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
10/1/2015	Meetings with HR	AB - Other Zones	Taxi	9.20			Taxi to Medicine Hat Regional Hospital to attend meetings with HR staff.	1			
10/1/2015	Meetings with HR staff	AB - Other Zones	Taxi	9.09			Taxi to Medicine Hat Regional Hospital to attend meetings with HR staff.	1			
10/1/2015	Meetings	AB - Local	Parking - Lot or Parkade	25.00			Parking at Edmonton International Airport while in Medicine Hat to attend meetings	1			
10/5/2015	Alberta Clinicians Council meeting		Mileage	36.36	Edmonton, Seventh Street Plaza	Leduc, Royal Executive Hotel	Attendance at Alberta Clinicians Council meeting	1			72
10/20/2015	Edmonton Zone Meet & Greet	AB - Local	Parking - Lot or Parkade	24.00			Attendance at Edmonton Zone HR Meet & Greet at Royal Alexandra Hospital	1			
10/26/2015	Calgary HR Meet & Greet	AB - Other Zones	Parking - Lot or Parkade	15.00			Travelled to Calgary to attend Meet & Greet with HR Zone staff	1			
10/26/2015	Calgary HR Zone Meet & Greet		Meals Per Diem	11.60		Lunch	Travelled to Calgary to attend Meet & Greet with HR Zone staff	1			
10/29/2015	Foundations Leadership Forum, Calgary	AB - Local	Taxi	59.40			Travel to Calgary to attend Foudations Leadership Forum	1			
10/29/2015	Foundations Leadership Forum	AB - Other Zones	Accommodations	122.37			Travel to Calgary to attend Foundations Leadership Forum	1			
10/30/2015	Foundations Leadership Forum	AB - Other Zones	Taxi	15.75			Travel to Calgary to attend Foudations Leadership Forum - taxi to Airport	1			
10/29/2015	Foundations Leadership		Meals Per Diem	20.75		Dinner		1			
10/26/2015	Calgary HR Zone Meet & Greet		Mileage	303.00	Edmonton	Calgary (Southport)	Travelled to Calgary to attend Meet & Greet with HR Zone staff	1			600

Approver(s) for the claim	Approval Status	Approval Date
KAMINSKI, VICTORIA	Approve	9-Nov-15

Travel to Medicine Hat to attend meetings with HR Staff

Taxi from Airport to Medicine Hat Hosp.

Taxi from Medicine Hat Hospital to Airport

Airport to Medicine Hat Hosp.

DELUXE CENTRAL TAXI #5
656 3 ST SE UNIT 1/2
MEDICINE HAT AB T1A 0H5
TEL: 403-866-7968

MHRH to Airport

5280 PRINCESS AVE SE
MEDICINE HAT AB

Term Id [REDACTED]
Invoice [REDACTED]
VISA PURCHASE CREDIT
App Label: Visa Credit
AID: A0000000031010
TUR: 0000000000
TSI: F800
Card #: [REDACTED]

CARD [REDACTED]
CARD TYPE VISA
DATE 2015/10/01
TIME 4152 15:01:00
RECEIPT NUMBER [REDACTED]

APPROVED 000
THANK YOU

PURCHASE AMOUNT \$7.90
TIP 1.19 ~~\$2.00~~
TOTAL 9.09 **\$9.90**

AMOUNT \$8.00
TIP \$1.20
TOTAL **\$9.20**

Exceeded
1590 tip.
Adjusting total to **\$9.09**

No signature required

Seq. #: [REDACTED]
Auth. #: [REDACTED]
TC: 77F4C504BAE18280
TS: 20151001113241
Date: 2015/10/01 Time: 11:32:33

CUSTOMER COPY

APPROVED

AUTH# [REDACTED] 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

Parking at Edmonton Airport

GS# R128599776

Edmonton Airports

Can-T53 2T2 Edmonton Tax CodeCA5%

Exit Lane 01/10/15 18:19
Receipt [REDACTED]

Short-term parking tkt

HL No. [REDACTED]
01/10/15 05:57
02/10/15 05:56
Period 1d0h0' (Tax) \$25.00

Total \$25.00

Payment Received VISA \$25.00

Merc Auth [REDACTED]
Type: Swiped

Sub Total \$23.91
Tax 5% \$1.19

RECEIVED - TAX

Edmonton Zone HR
Meet & Greet

Parking at Royal
Alexandra Hospital

RECEIPT

NO IN AND OUT PRIVILEGES
IMPARK LOT 212

License Plate Number



Expiration Date/Time

04:53 PM
OCT 20, 2015

Purchase Date/Time: 12:53pm Oct 20, 2015

Total Parking: \$22.86

Total gst: \$1.14

Total Due: \$24.00

Rate: \$24 - 4 hours

Total Paid: \$24.00

Payment Type: Card

Ticket

S/N #: 500012411014

Setting: Lot 212

Mach Name: Meter 1

Redacted Visa logo

GST #887315638RT0001

EIPT
PARKING RECEIPT
PARKING RECEIPT
PARKING RECEIPT
PARKING RECEIPT
PARKING RECEIPT

Charleen Schmidt

From: Todd Gilchrist
Sent: Monday, October 26, 2015 12:09 PM
To: Gillian Lazaruk
Subject: Lunch Per Deim for today

Please.

Todd Gilchrist MBA, CHRP, CRSP
Vice President, Human Resources



Travel to Calgary for
Meet + Greet with Calgary Zone HR

Parking at Southport
Tower

FACE UP	PLACE ON DASH FACE UP	PLACE ON DASH FACE UP	PLACE ON I
ALBERTA HEALTH SERVICES SPT-1 GST R124072513 EXPIRES 27 OCT 15 09:42 AM		EXPIRES 27 OCT 15 09:42 AM PAID \$ 15.00C	
ENTRY TIME 26 OCT 15 09:42 AM SPACE 31		RECEIPT SPACE 31	
EAU DE BORD BLE	PLACER SUR LE TABLEAU DE BORD CE CÔTÉ VISIBLE	PLACER SUR LE TABLEAU DE BORD CE CÔTÉ VISIBLE	PLACER SUR LE CÔTÉ

Mileage Edm to
Calgary to Edm
= 600 km.

Travel to Calgary for
Foundations Leadership Forum

Gillian Lazaruk

From: Todd Gilchrist
Sent: Thursday, October 29, 2015 5:59 PM
To: Gillian Lazaruk
Subject: Supper per deim please

Todd Gilchrist MBA, CHRP, CRSP
Vice President, Human Resources

Taxi from Calgary
Airport to Acklam Hotel

Taxi from 7th Street
Plaza to Edmonton
Airport

Co-op Taxi Line
(780) 425-2525
www.co-optaxi.com

ASSOCIATED CAB ALTA LTD
307 - 41 AVE NE (403) 299-1111
INSIST ON THE PROFESSIONALS

Terminal 355/66234970
Driver 2030
~~15/10/29~~ ~~15/10/09~~

DATE: 2015/10/29
PICK-UP TIME: 17:31
DROP-OFF TIME: 17:36
TRIP ID: 0
LOCATION: 873000-45024103707
CAR NUMBER: 1496
DRIVER: [REDACTED]
CARD TYPE: VISA
CARD: [REDACTED]
EXPIRY: [REDACTED]
AUTH: [REDACTED]

VISA
Card : [REDACTED]
Visa Credit
CHIP CARD
AID : A0000000031010
TVR : 0000008000
Ref # [REDACTED]
Auth # [REDACTED]

FARE (\$) : 13.70
EXTRA (\$) : 0.00
SUBTTL (\$) : 13.70

FARE : \$ 54.40
TIP : \$ 5.00

Exceeded
15.90 tip 2.05
TIP (\$) : 5.00

TOTAL : \$ 59.40

TOTAL (\$) : 18.70
15.75

APPROVED - THANK YOU
(01-027)

SIGNATURE: _____

IMPORTANT: Retain a
copy for your records

FOR ONLINE TAXI BOOKINGS VISIT
OUR WEBSITE@WWW ASSOCIATEDCAB CA

Customer Copy

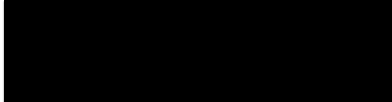
Acclaim Hotel Calgary Airport

123 Freeport Blvd NE
Calgary, AB T3N 0A3
Ph: 403-291-8000 Fax: 403-532-9400
www.acclaimhotel.ca



TAX ID: GST #:849702444RT0027

Richard Todd Gilchrist



Room	Folio	CheckIn	CheckOut	Balance
		29/10/2015	30/10/2015	0.00
Master Folio				
Direct Bill: [Redacted]				

Date	Room	Description / Voucher	Charges	Credits	Balance
29/10/2015	[Redacted]	Room Taxable	109.00	0.00	109.00
29/10/2015	[Redacted]	DMF - 3.000%	3.27	0.00	112.27
29/10/2015	[Redacted]	GST - 5.000%	5.61	0.00	117.88
29/10/2015	[Redacted]	ATL - 4.000%	4.49	0.00	122.37
30/10/2015	[Redacted]	Visa [Redacted]	0.00	122.37	0.00
		Balance Due			0.00
Summary and Taxes					
		Taxable Sales			109.00
		DMF - 3%			3.27
		GST - 5%			5.61
		ATL - 4%			4.49

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 : TODD GILCHRIST	Reporting Period for the Month of : Oct-15
------------------------------	---

DD-MMM-YY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
01-Oct-15	Direct Billing	Airline Ticket	Travel to Medicine Hat and return to attend meetings with HR staff ██	Marlin Travel	311.48
29-Oct-15	Direct Billing	Airline Ticket	Travel to Calgary and return to attend Foundations Leadership Forum ██	Marlin Travel	265.74
	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					\$ 577.22

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

*Travel to Medicine Hat
to attend meeting with
HR Staff*

Invoice Number:

Date:

Page:

Our Reference:

September 24, 2015

1/3

INVOICE

For

MR RICHARD TODD GILCHRIST

Thursday, October 1, 2015

 **Air**

AIR CANADA
From: EDMONTON INTL AB
To: CALGARY AB
Stops: 0 **Arrival:** 01Oct15
Seat(s): 09C
AIR CANADA E

Flight: 8133 W CLASS
07:00 AM **Equipment:** CRJ JET
07:49 AM

Mile(s) Flown: 163

 **Air**

AIR CANADA
From: CALGARY AB
To: MEDICINE HAT
Stops: 0 **Arrival:** 01Oct15
Seat(s): 02A
AIR CANADA E

Flight: 7229 W CLASS
09:20 AM **Equipment:** BEH
10:14 AM

Mile(s) Flown: 164

 **Air**

AIR CANADA
From: MEDICINE HAT
To: CALGARY AB
Stops: 0 **Arrival:** 01Oct15
Seat(s): 03B
AIR CANADA E

Flight: 7234 W CLASS
04:00 PM **Equipment:** BEH
05:00 PM

Mile(s) Flown: 164

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

Invoice Number: [REDACTED]
Date: September 24, 2015
Page: 2/3
Our Reference: [REDACTED]

INVOICE

Thursday, October 1, 2015

Air

AIR CANADA
From: CALGARY AB
To: EDMONTON INTL AB
Stops: 0 Arrival: 01Oct15
Seat(s): 07D
AIR CANADA E

Flight: 8172 W CLASS
05:30 PM Equipment: D8 (300 SERIES)
06:22 PM

Mile(s) Flown: 163

Cost:	[REDACTED]		
TKT-	[REDACTED]	E-TKT EXCHANGED	[REDACTED]
			304.00
		Tax:	7.48
		Ticket Total:	311.48
Total:			
		Grand Total:	311.48
		Less Credit Card Payments:	311.48
		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.

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

Travel to Calgary to
attend foundations Leadership
Forum

Branch: [REDACTED]
Agent: [REDACTED]

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

Invoice Number: [REDACTED]
Date: October 27, 2015
Page: 1/2
Our Reference: [REDACTED]

INVOICE

For

MR RICHARD TODD GILCHRIST

Thursday, October 29, 2015

Air

WESTJET AIRLINES Flight: 3207 Q CLASS
From: EDMONTON INTL AB 04:40 PM Equipment: DH4
To: CALGARY AB 05:40 PM Mile(s) Flown: 163
Stops: 0 Arrival: 29Oct15
WESTJET ENCO
SEAT SELECTION IS AVAILABLE ONLINE 24 HOURS PRIOR TO DEPARTURE

Friday, October 30, 2015

Air

AIR CANADA Flight: 8172 V CLASS
From: CALGARY AB 05:30 PM Equipment: D8 (300 SERIES)
To: EDMONTON INTL AB 06:22 PM Mile(s) Flown: 163
Stops: 0 Arrival: 30Oct15
AIR CANADA E
SEAT 6D - GILCHRIST/RICHARD TODD MR
TICKET NUMBER [REDACTED]

Cost:

T [REDACTED] E-TKT EXCHANGED	[REDACTED]	84.20
AIR CANADA [REDACTED]	[REDACTED]	144.06
	Tax:	37.48
	Ticket Total:	181.54

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

Invoice Number: [REDACTED]
Date: October 27, 2015
Page: 2/2
Our Reference: [REDACTED]

INVOICE

Total:

Grand Total:	265.74
Less Credit Card Payments:	265.74 ✓
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.