

Official Administrator and Executive Expense Report

Name Todd Gilchrist
Title VP, Human Resources
Location Edmonton

Expenses submitted during the month of November 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)
Nov-15	Expense Claim	Meetings		21		781	802			262
Nov-15	Direct Billing	Meetings	528				528			
Total			\$ 528	\$ 21	\$ -	\$ 781	\$ 1,330	\$ -	\$ -	\$ 262

Total for the Month \$ 1,592

Maximum daily single meal expense claimed in the month \$ 21
 Maximum daily base hotel rate claimed in the month \$ 161
 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	Expense Claim Total
GILCHRIST, TODD	VP, Human Resources	1,064.41

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
11/2/2015	Executive Leadership Team Retreat		Mileage	416.63	Edmonton	Canmore & Return	Attendance at ELT Retreat in Canmore, AB	1			412.50
11/2/2015	Executive Leadership Team Retreat	AB - Other Zones	Other	262.76			Travel to Canmore, AB to attend Executive Leadership Team Retreat (Nov. 2&3/15)	1			
11/2/2015	Executive Leadership Team Retreat		Meals Per Diem	20.75			Attendance at ELT Retreat in Canmore, AB (Dinner)	1			
11/4/2015	HR Conference	AB - Local	Parking - Lot or Parkade	20.00			Travelled to Glenrose Rehabilitation Hospital to faciliate provincial HR Conference via videoconference	1			
11/6/2015	Meet & Greet Session	AB - Other Zones	Taxi	27.19			Attendance at Meet & Greet videoconference for HR staff in South Zone	1			
11/6/2015	Meet & Greet Session	AB - Local	Parking - Lot or	25.00			Parking at Edmonton International Airport	1			
11/6/2015	Meet & Greet session, Lethbridge	AB - Local	Taxi	16.00			Integra Air (return flight from Lethbridge) does not land at the main terminal at Edmonton International Airport. Must take taxi to short term parking.	1			
11/6/2015	Meet & Greet Session	AB - Other Zones	Taxi	27.19			Attendance at Meet & Greet videoconference for HR staff in South Zone	1			
11/19/2015	Meet & Greet Session	AB - Other Zones	Parking - Lot or Parkade	7.50			Travel to Red Deer to attend Meet & Greet with Central Zone HR staff at Red Deer Regional Hospital	1			
11/19/2015	Meet & Greet Session		Mileage	155.54	Edmonton	Red Deer and Return	Travelled to Red Deer to attend Meet & Greet session with Central Zone HR staff (Red Deer Regional Hospital)	1			308.00
11/23/2015	Meet & Greet Session		Mileage	85.85	Edmonton	Westlock and return	Travel to Westlock to attend Meet & Greet session with North Zone HR Staff	1			170.00
Approver(s) for the claim		Approval Status	Approval Date								
KAMINSKI, VICTORIA		Approve	2-Dec-15								

Executive Leadership
 Team Retreat
 Nov. 2/3, 2015

Stoneridge Resort
 30 Lincoln Park
 Canmore, AB T1N 3E9

TAX ID: GST#873770648RT005

Todd Gilchrist

Room	Folio	CheckIn	CheckOut	Balance
████	████	11/02/15	11/03/15	0.00
Master Folio		Meeting Room Package Executive		

Date	Room	Description / Voucher	Charges	Credits	Balance
11/02/15	████	Meeting Room Package Executive	239.00	0.00	239.00
11/02/15		GST	12.20	0.00	251.20
11/02/15		Resort Fee	4.87	0.00	256.07
11/02/15		Alberta Tourism Levy	6.69	0.00	262.76
11/03/15		Visa - █████ AP: █████	0.00	262.76	0.00
		Balance Due			0.00
Summary and Taxes					
		Taxable Sales	239.00		
		Resort Fee - 3%	4.87		
		Alberta Tourism Levy - 4%	6.69		
		GST - 5%	12.20		
<p>Room Package Includes</p> <p>Rm Rate 161.46</p> <p>Mtg Room</p> <p>> Meals ... 77.54</p> <p>2. _____</p> <p>Room package includes:</p> <div style="background-color: black; width: 100%; height: 100%; margin-top: 10px;"></div>					

The room package included accommodation at base rate of \$161.46 per night, meals and meeting room usage along with visual/ audio supplies/ equipment disclosed under "Other"

HR Conference -
Glenora

Impark Lot 349

06:00 PM
NOV 04, 2015

Purchase Date/Time: 12:25pm Nov 04, 2015
Total Parking: \$19.05
Total GST: \$0.95
Total Due: \$20.00
Total Paid: \$20.00
Ticket # [REDACTED]
S/N #: 100008460022
Setting: Lot 349
Mach Name: Meter 1

Rate: \$20 - All Day
Payment Type: Card

[REDACTED] Visa

Auth # [REDACTED]

GST #887315638RT0001
NO IN AND OUT PRIVILEGES

***RECEIPT**

Impark Lot 349

: 06:00pm Nov 04, 2015
Purchase Date/Time: 12:25pm Nov 04, 2015
Total Parking: \$19.05
Total GST: \$0.95
Total Due: \$20.00
Total Paid: \$20.00
Ticket # [REDACTED]
Setting: Lot 349
Mach Name: Meter 1

Rate: \$20 - All Day
Payment Type: Card

[REDACTED] Visa

Auth #: [REDACTED]

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PA

Meet + Greet Session with
HR staff in South Zone
Lethbridge, AB - Nov. 6/15

Taxi from Lethbridge
Airport to Lethbridge
Centre

BLACK DIAMOND TAXI LTD.
233 14 ST N
LETHBRIDGE AB

CARD [REDACTED]
CARD TYPE VISA
DATE 2015/11/06
TIME 5372 12:47:18
RECEIPT NUMBER [REDACTED]

PURCHASE
AMOUNT \$25.19
TIP \$2.00
TOTAL
\$27.19

Visa Credit
A0000000031010
250F2E030A098957
0000008000-EB00
5839A0360666ABD7
0000008000-FB00

APPROVED

AUTH# [REDACTED] 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

Taxi from Lethbridge
Centre to Lethbridge
Airport

BLACK DIAMOND TAXI LTD.
233 14 ST N
LETHBRIDGE AB

CARD [REDACTED]
CARD TYPE VISA
DATE 2015/11/06
TIME 8847 15:02:48
RECEIPT NUMBER [REDACTED]

PURCHASE
AMOUNT \$25.19
TIP \$2.00
TOTAL
\$27.19

SCOTIABANK VISA
A0000000031010
25FB58060B3267A3
0080008000-EB00
F033BAB5896CC5CD
0080008000-FB00

APPROVED

AUTH# [REDACTED] 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

Parking at Edmonton International Airport

Taxi from Executive Terminal (Integra Air) to short term parking at Edmonton International Airport

GS# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax CodeCA5%

Exit Lane 06/11/15 16:51
Receipt

Short-term parking tkt
HL - No. 032770
06/11/15 09:09
07/11/15 09:08
Period 1d0h0'
(Tax) \$25.00

Total \$25.00

Payment Received
VISA \$25.00

Type: Swiped

Sub Total \$23.81
Tax 5% \$1.19

6714846 - 1/1

AIRPORT TAXI SERVICE

4608 101 ST.

(7808907070)

EDMONTON AB

CARD [REDACTED]
CARD TYPE VISA

DATE 2015/11/06

TIME 1350 16:47:58

INVOICE # [REDACTED]

RECEIPT NUMBER [REDACTED]

PURCHASE

TOTAL

\$16.00

Visa Credit

A0000000031010

3FEEF9C86A85E9F5

000008000-E800

5B4722080B26833C

000008000-F800

APPROVED

AUTH# [REDACTED] 01-027

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Red Deer
- Meet and
Greet with
Central Zone
HR staff

RECEIPT
Red Deer
Regional Hospital

License Plate Number



Expiration Date/Time

12:54 PM
NOV 19, 2015

Purchase Date/Time: 09:54am Nov 19, 2015

Total Due: \$7.50

Rate: \$7.50 - 3 hours

Total Paid: \$7.50

Payment Type: Card

Ticket

S/N #: 520015160443

Setting: Red Deer Wireless

Mach Name: CE-RDRH-018

Visa

Auth #

www.ahs.ca

- include mileage
to Red Deer & return 308 Km

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 : Nov-15
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DD-MMM-YY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
06-Nov-15	Direct Billing	Airline Ticket	Flight to/From Lethbridge to attend Meet & Greet with South Zone HR staff	Marlin Travel	528.26
	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	-
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
Total Paid in the Month					\$ 528.26

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

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 22, 2015
Page: 1/2
Our Reference: [REDACTED]

INVOICE

For MR RICHARD TODD GILCHRIST

Friday, November 6, 2015

 Air

AIR CANADA
From: EDMONTON INTL AB
To: CALGARY AB
Stops: 0 Arrival: 06Nov15
AIR CANADA E
SEAT 7D - GILCHRIST/RICHARD TODD MR

Flight: 8161 G CLASS
10:15 AM Equipment: DH4
11:05 AM

Mile(s) Flown: 163

 Air

AIR CANADA
From: CALGARY AB
To: LETHBRIDGE
Stops: 0 Arrival: 06Nov15
AIR CANADA E
SEAT 3B - GILCHRIST/RICHARD TODD MR

Flight: 7213 G CLASS
11:45 AM Equipment: BEH
12:30 PM

Mile(s) Flown: 115

 Air

OTHER TRAVEL
From: LETHBRIDGE
To: EDMONTON INTL AB
Stops: 0 Arrival: 06Nov15
INTEGRA AIR CONFIRMATION [REDACTED]

Flight: 928 ECONOMY CLASS
03:30 PM
04:45 PM

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

Invoice Number: [REDACTED]
Date: October 22, 2015
Page: 2/2
Our Reference: [REDACTED]

INVOICE

Cost:

AIR CANADA WEB [REDACTED]	[REDACTED]	162.66
	Tax:	37.48
	Ticket Total:	200.14
INTEGRA AIR [REDACTED]	[REDACTED]	294.00
	Tax:	34.12
	Ticket Total:	328.12

Total:

Grand Total:	528.26
Less Credit Card Payments:	528.26
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.

Integra Air
Customer Receipt

06 November 2015

Depart: Tallbridge 15:30
Arrive: Executive Flt Ctr
FLT: [REDACTED]

FARE:	
Nav Canada	294.00
Customs Fees	12.00
Change Fee	0.00
Security Fee	0.00
PFF	7.12
AIF	0.00
Fuel Surcharge	15.00
GST:	0.00
TOTAL	328.12

THANKS FOR FLYING
INTEGRA AIR

Welcome Aboard!
Welcome Aboard! Welcome Ab
oard!