

## AHS Board and Executive Expense Report

**Name** Todd Gilchrist  
**Title** VP Human Resources  
**Location** Edmonton

Expenses submitted during the month of March 2016

### 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)
Mar-16	Expense Claim	Meetings		51	158	330	539			
Mar-16	Direct Billing	Meetings	1,478				1,478			
<b>Total</b>			\$ 1,478	\$ 51	\$ 158	\$ 330	\$ 2,017	\$ -	\$ -	\$ -

**Total for the Month** \$ 2,017

Maximum daily single meal expense claimed in the month \$ 21  
 Maximum daily base hotel rate claimed in the month \$ 141  
 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
GILCHRIST, TODD	VP, Human Resources	Edmonton	539.09

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
3/11/2016	Site Visit - Change Day		Mileage	157.56	SSP	Red Deer Critical	Site Visit - Red Deer Critical Care (Change Day)	1			312
3/11/2016	Site Visit, Red Deer	AB - Local	Parking - Lot or Parkade	8.50			Site Visit, Red Deer (Change Day)	1			
3/30/2016	Institute of Corporate Directors course - Calgary		Meals Per Diem	50.70			Dinner-30-Mar-16 B/Fast & Dinner- 31-Mar-16	2			
3/30/2016	Attending Institute of Corporate Directors course	AB - Local	Taxi	50.93			Taxi from Calg. Int'l Airport to Hotel for l	1			
3/31/2016	Taxi to airport	AB - Local	Taxi	47.80			Taxi to airport	1			
3/31/2016	Travel from hotel to course location	AB - Local	Taxi	17.30			Taxi from Hotel Alma to Haskayne School of Business, UofC	1			
3/31/2016	Parking at airport for travel to Calgary	AB - Local	Parking - Lot or Parkade	48.00			Parking at Edm. Int'l airport	1			
3/31/2016	Attend Institute of Corporate Directors course	AB - Local	Accommodations	158.30			Overnight stay at Hotel Alma to attend Institute of Corporate Directors course.	1			
Approver(s) for the claim		Approval Status		Approval Date							
YIU, VERNA		Approve		6-Apr-16							

①

**RECEIPT**  
Red Deer  
Regional Hospital

License Plate Number



Expiration Date/Time

**08:10 AM**  
**MAR 12, 2016**

Purchase Date/Time: 08:10am Mar 11, 2016  
Total Due: \$8.50 Rate: \$8.50 - 24 Hr  
Total Paid: \$8.50 Payment Type: Card  
Ticket # [Redacted]  
S/N #: 820015331434  
Setting: Red Deer Wireless  
Mach Name: CE-RDRH-018

[Redacted] MasterCard  
Auth [Redacted]  
www.ahs.ca  
DO NOT PLACE ON DASH

PARKING RECEIPT

②

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

**SALE**

MID: [Redacted]  
TID: [Redacted] RE [Redacted]  
Bat [Redacted] SEQ: [Redacted]  
03/30/16  
APPR CODE: 00919Z  
MASTERCARD  
[Redacted]

AMOUNT \$46.30  
TIP \$4.63  
TOTAL \$50.93

00 - APPROVED - 001

MASTERCARD  
AID: A0000000041010  
TVR: 00 00 00 80 00  
TS: E8 00

THANK YOU  
CUSTOMER COPY

③

316 MERIDIAN ROAD SE  
CALGARY, AB T2A 1X2

TERMINAL ID: 314-674-309  
MERCHANT ID: 43275AAB  
VEHICLE ID: 0618  
DRIVER ID: 10753  
GST ACCOUNT #: 815685989  
TRIP NUMBER: 6787875  
PASSENGERS: 1

03/31/2016  
START: 07:01 END: 07:11  
DISTANCE: 66.00 RATE: 1

FARE AMOUNT: \$ 15.05

TAX AMOUNT: \$ 0.15  
TIP AMOUNT: \$ 1.50

TOTAL : \$ 17.30

MASTER CARD SALE : [Redacted]  
APPROVAL NUMBER : [Redacted]  
PASSENGER COPY

THANK YOU  
(403)259-9999  
WWW.THECHECKERGROUP.COM

**\$17.30**



④

316 MERIDIAN ROAD SE  
CALGARY, AB T2A 1X2

TERMINAL ID: 314-651-536  
MERCHANT ID: 4327650G  
VEHICLE ID: 0946  
DRIVER ID: 10925  
GST ACCOUNT #: 803638246  
TRIP NUMBER: 6795138  
PASSENGERS: 1

03/31/2016  
START: 16:18 END: 16:56  
DISTANCE: 193.00 RATE: 1

FARE AMOUNT: \$ 40.76

TAX AMOUNT: \$ 2.04  
TIP AMOUNT: \$ 5.00

TOTAL : \$ 47.80

MASTER CARD SALE : [Redacted]  
APPROVAL NUMBER : [Redacted]

PASSENGER COPY

THANK YOU  
(403)259-9999  
WWW.THECHECKERGROUP.COM

**\$47.80**



⑤

GST# R128599776

Edmonton Airports  
Can-T53 2T2 Edmonton  
Tax CodeCA5%

Exit Lane 31/03/16 20:16  
Receipt [Redacted]

Short-term [Redacted] tkt  
HL - No. 002677  
30/03/16 17:33  
31/03/16 20:32  
Period 1d3h0'  
(Tax) \$48.00

Total \$48.00

Payment Received  
MC [Redacted] \$48.00

Sub Total \$45.71  
Tax 5% \$2.29

# HOTEL ALMA



169 UNIVERSITY GATE NW  
CALGARY, ALBERTA, CANADA T2N 1N4  
1.877.498.3203 T 403.220.3203 F 403.284.4184  
W HOTELALMA.CA

GILCHRIST, RICHARD (TOOD)

Room Number: [REDACTED]

Daily Rate: [REDACTED]

Room Type: [REDACTED]

No. of Guests: 1 / 0

ARRIVAL	DEPARTURE	CREDIT CARD	RATE PLAN	CATEGORY	ACCOUNT
30-Mar-16	31-Mar-16	[REDACTED]	AHS	NEG	[REDACTED]

DATE	ROOM NO.	DESCRIPTION	REFERENCE	AMOUNT
30-Mar-16	[REDACTED]	ROOM CHARGE	[REDACTED] GILCHRIST, RICHARD (TOOD)	\$141.00
30-Mar-16	[REDACTED]	ROOM FEE	ROOM FEE	\$4.23
30-Mar-16	[REDACTED]	GST	GST	\$7.26
30-Mar-16	[REDACTED]	ALBERTA TOURISM LEVY	ALBERTA TOURISM LEVY	\$5.81
31-Mar-16	[REDACTED]	MASTERCARD	MASTERCARD	(\$158.30)

CREDIT DUE: \_\_\_\_\_ (\$0.00)

SIGNATURE \_\_\_\_\_

TERMS: DUE AND PAYABLE UPON PRESENTATION. I AGREE THAT MY LIABILITY FOR THIS BILL IS NOT WAIVED AND AGREE TO BE HELD PERSONALLY LIABLE IN THE EVENT THE INDICATED PERSON OR THIRD PARTY FAILS TO PAY FOR ANY PART OF, OR THE FULL AMOUNT OF, CHARGES.

The Destination Marketing Fee is subject to 5% GST and 4% ATL  
GST R#108102864

## 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

<b>Name :</b> Todd Gilchrist	<b>Reporting Period for the Month of :</b> Mar-16
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
16-Mar-2016	Direct Billing	Airline Ticket	Inv # [REDACTED] - Airline ticket to Calgary for Institute of Corporate Directors course (March 31/16)	Marlin Travel	136.59
1-Mar-2016	Direct Billing	Airline Ticket	Inv # [REDACTED] - Airline ticket to Medicine Hat for Meet & Greets with South Zone HR Staff (May 30/16)	Marlin Travel	416.78
18-Mar-2016	Direct Billing	Airline Ticket	Inv # [REDACTED] Airline ticket to Calgary for Institute of Corporate Directors course (April 11/16)	Marlin Travel	287.83
18-Mar-2016	Direct Billing	Airline Ticket	Inv # [REDACTED] - Airline ticket to Grande Prairie for Meet & Greets with North Zone HR Staff (Apr 14/16)	Marlin Travel	348.47
18-Mar-2016	Direct Billing	Airline Ticket	Inv # [REDACTED] - Airline ticket to Calgary for Institute of Corporate Directors course and Learning Council meeting in Calgary (April 18 & 19/16)	Marlin Travel	287.83
<b>Total Paid in the Month</b>					<b>\$ 1,477.50</b>

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: March 16, 2016  
Page: 1/2  
Our Reference: [REDACTED]

# INVOICE

**For**  
MR RICHARD TODD GILCHRIST

Wednesday, March 30, 2016

 **Air**

WESTJET AIRLINES **Flight:** 348 P CLASS  
**From:** EDMONTON INTL AB 06:25 PM **Equipment:** 73W  
**To:** CALGARY AB 07:14 PM **Mile(s) Flown:** 163  
**Stops:** 0 **Arrival:** 30Mar16

Thursday, March 31, 2016

 **Air**

WESTJET AIRLINES **Flight:** 3291 ECONOMY CLASS  
**From:** CALGARY AB 07:00 PM **Equipment:** DH4  
**To:** EDMONTON INTL AB 07:53 PM **Mile(s) Flown:** 163  
**Stops:** 0 **Arrival:** 31Mar16  
WESTJET ENCO

**Cost:**

TKT- [REDACTED]	E-TKT EXCHANGED	[REDACTED]	136.59
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**Total:**

<b>Grand Total:</b>	136.59
<b>Less Credit Card Payments:</b>	136.59
<b>Credit / Balance Due To This Invoice:</b>	0.00
<b>Total Balance Due:</b>	0.00

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:

March 1, 2016

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## INVOICE

### For

MR RICHARD TODD GILCHRIST

Monday, May 30, 2016

### Air

AIR CANADA

From: EDMONTON INTL AB

To: CALGARY AB

Stops: 0 Arrival: 30May16

AIR CANADA E

SEAT 7C - GILC

TODD MR

TICKET NUMBER

Flight: 8436 G CLASS

07:10 AM Equipment: DH4

08:01 AM

Mile(s) Flown: 163

### Air

AIR CANADA

From: CALGARY AB

To: MEDICINE HAT

Stops: 0 Arrival: 30May16

AIR CANADA E

SEAT 2A - GILC

TODD MR

TICKET NUMBER

Flight: 7229 G 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: 30May16

AIR CANADA E

SEAT 2A - GILCHRIST/RICHARD TODD MR

Flight: 7234 G CLASS

04:10 PM Equipment: BEH

05:10 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:  
Page: 2/3  
Our Reference: [REDACTED]

# INVOICE

Monday, May 30, 2016

TICKET NUMBER [REDACTED]

## Air

AIR CANADA

Flight: 8225 G CLASS

From: CALGARY AB

06:15 PM Equipment: DH4

To: EDMONTON INTL AB

07:05 PM

Mile(s) Flown: 163

Stops: 0 Arrival: 30May16

AIR CANADA E

SEAT 7C - GILC TODD MR

TICKET NUMBER [REDACTED]

## Cost:

AIR CANADA WEB [REDACTED]	[REDACTED]	371.82
	Tax:	44.96
	<b>Ticket Total:</b>	<b>416.78</b>

## Total:

<b>Grand Total:</b>	416.78
<b>Less Credit Card Payments:</b>	416.78
<b>Credit / Balance Due To This Invoice:</b>	0.00
<b>Total Balance Due:</b>	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

Branch:

Agent:

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

Invoice Number:

Date:

Page:

Our Reference:

March 18, 2016

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## INVOICE

For

MR RICHARD TODD GILCHRIST

Monday, April 11, 2016

 Air

WESTJET AIRLINES

From: EDMONTON INTL AB

To: CALGARY AB

Stops: 0 Arrival: 11Apr16

Flight: 348 X FARE

06:25 PM Equipment: 736

07:14 PM

Mile(s) Flown: 163

Tuesday, April 12, 2016

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

Invoice Number: [REDACTED]  
Date: March 18, 2016  
Page: 2/2  
Our Reference: [REDACTED]

# INVOICE

Tuesday, April 12, 2016

 Air

WESTJET AIRLINES  
From: CALGARY AB  
To: EDMONTON INTL AB  
Stops: 0 Arrival: 12Apr16  
WESTJET ENCO

Flight: 3291 L CLASS  
07:00 PM Equipment: DH4  
07:52 PM

Mile(s) Flown: 163

## Cost:

TKT-	[REDACTED]	E-TKT	[REDACTED]	188.87
			Tax:	98.96
			<b>Ticket Total:</b>	<b>287.83</b>

## Total:

	<b>Grand Total:</b>	287.83
	<b>Less Credit Card Payments:</b>	287.83
	<b>Credit / Balance Due To This Invoice:</b>	0.00
	<b>Total Balance Due:</b>	<b>0.00</b>

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

Branch:

Agent:

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

Invoice Number:

Date:

March 18, 2016

Page:

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Our Reference:

## INVOICE

### For

MR RICHARD TODD GILCHRIST

Thursday, April 14, 2016

### Air

AIR CANADA

From: EDMONTON INTL AB

To: GRANDE PRAIRIE

Stops: 0 Arrival: 14Apr16

AIR CANADA E

SEAT 5D - GILCHRIST/RICHARD TODD MR

Flight: 8363 G CLASS  
08:45 AM Equipment: D8 (300 SERIES)  
09:56 AM

Mile(s) Flown: 247

### Air

WESTJET AIRLINES

From: GRANDE PRAIRIE

To: EDMONTON INTL AB

Stops: 0 Arrival: 14Apr16

WESTJET ENCO

Flight: 3142 X FARE  
03:35 PM Equipment: DH4  
04:38 PM

Mile(s) Flown: 247

### Cost:

AIR CANADA WE

180.33

Tax: 37.48

Ticket Total: 217.81

TKT- E-TKT

91.18

Tax: 39.48

Ticket Total: 130.66

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

Invoice Number: [REDACTED]  
Date: March 18, 2016  
Page: 2/2  
Our Reference: [REDACTED]

# INVOICE

**Total:**

<b>Grand Total:</b>	348.47
<b>Less Credit Card Payments:</b>	348.47
<b>Credit / Balance Due To This Invoice:</b>	0.00
<b>Total Balance Due:</b>	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

Branch:

Agent:

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

Invoice Number:

Date:

Page:

Our Reference:

March 18, 2016

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## INVOICE

**For**

MR RICHARD TODD GILCHRIST

**Monday, April 18, 2016**

 **Air**

WESTJET AIRLINES

**From:** EDMONTON INTL AB

**To:** CALGARY AB

**Stops:** 0 **Arrival:** 18Apr16

**Flight:** 348 **X FARE**

06:25 PM **Equipment:** 736

07:14 PM

**Mile(s) Flown:** 163

**Tuesday, April 19, 2016**

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

Invoice Number:  
Date:  
Page:  
Our Reference:

March 18, 2016  
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# INVOICE

Tuesday, April 19, 2016

Wednesday, April 20, 2016

 Air

WESTJET AIRLINES  
From: CALGARY AB  
To: EDMONTON INTL AB  
Stops: 0 Arrival: 20Apr16  
WESTJET ENCO

Flight: 3291 L CLASS  
07:00 PM Equipment: DH4  
07:52 PM

Mile(s) Flown: 163

## Cost:

TKT-		E-TKT		188.87
			Tax:	98.96
			<b>Ticket Total:</b>	<b>287.83</b>

## Total:

	<b>Grand Total:</b>	287.83
	<b>Less Credit Card Payments:</b>	287.83
	<b>Credit / Balance Due To This Invoice:</b>	0.00
	<b>Total Balance Due:</b>	0.00