

AHS Board and Executive Expense Report

Name	Todd Gilchrist
Title	VP Human Resources
Location	Edmonton
Expenses su	bmitted during the month of June 2016

							Travel (1)						
MMM-YY	Source Document	Purpose	Air	fare	Г	Meals	Accommoda	ion	Other Travel	otal avel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Jun-16 Jun-16	Expense Claim Direct Billing	Meetings Meetings		391		162	1,	235	937	2,334 391			24
Total			\$	391	\$	162	\$1,	235	\$ 937	\$ 2,726	\$-	\$-	\$ 24
Total for the Month	\$ 2,750												
Maximum da	ily single meal expens ily base hotel rate cla y air travel in the mor		\$ \$ \$	24 469 -									

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	Claimant	Claimant	Expense									
Name	Title	Location	Claim Total									
GILCHRIST,	VP, Human	Edmonton	2,358.51									
TODD	Resources											
Expense Date	Business reas	on	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
5/16/2016	Central Zone I	Veet & Greet		Mileage-Local-Home Zone	157.56			Travel to Red Deer for Central Zone Meet & Greet	1			312
5/16/2016	Travel to Red Central Zone I		AB - Local	Parking - Lot or Parkade	6.25			Travel to Red Deer for Central Zone Meet & Greet	1			
5/30/2016	Travel to Med South Zone M			Mileage-Local-Home Zone	30.30			Travel to Medicine Hat for South Zone Meet & Greet	1			60
5/30/2016	Replacement cell phone.	headset for	AB - Local	Miscellaneous	24.14			Replacement headset for cell phone.	1			
5/30/2016	Travel to Med South Zone M		AB - Local	Parking - Lot or Parkade	25.00			Parking at Edm. Int'l airport while traveling to Medicine Hat	1			
5/30/2016	Travel to Med South Zone M		AB - Local	Meals Per Diem	32.35			Travel to Medicine Hat for South Zone Meet & Greets	1			
6/7/2016	Cab from Calg to Fairfield Ini (Exec Ed ALP Presentations	n & Suites	AB - Local	Taxi	41.91			Cab from Calg. Int'l Airport to Fairfield Inn & Suites (Exec Ed ALP Presentations)	1			

6/7/2016	Travel to Edm Int'l airport for flight to Calgary to attend Exec Education ALP Presentations		Mileage-Local-Home Zone	15.15	Travel to Edm Int'l airport for flight to Calgary to attend Exec Education ALP Presentations	1		30
6/8/2016	Attending CHRO (Corporate HR Officer) Summit in Vancouver	BC	Taxi	39.00	Attending CHRO (Corporate HR Officer) Summit in Vancouver	1		
6/8/2016	Attending the Exec Education ALP Presentations	AB - Local	Accommodations	223.42	Attending the Exec Education ALP Presentations. Cost of accommodation higher than usual due to the Petroleum Convention in Calgary.	1		
6/8/2016	Taxi from U of C downtown campus to Calgary Int'l airport (Exec Ed ALP presentations)	AB - Local	Taxi	42.40	Taxi from U of C downtown campus to Calgary Int'l airport (Exec Ed ALP presentations)	1		
6/8/2016	Travel to Edm Int'l airport for flight to Calgary for Exec Ed ALP presentations and Vancouver for CHRO (Chief HR Officer)Summit.		Mileage-Local-Home Zone	30.30	Travel to Edm Int'l airport for flight to Calgary for Exec Ed ALP presentations and Vancouver for CHRO (Chief HR Officer)Summit.	1		60
6/9/2016	Parking at Edm Int'l airport while attending Exec Ed. ALP presentations in Calgary and CHRO Summit in Vancouver.	AB - Local	Parking - Lot or Parkade	75.00	Parking at Edm Int'l airport while attending Exec Ed. ALP presentations in Calgary and CHRO Summit in Vancouver.	1		

6/9/2016	Taxi from Four Seasons to Vancouver Int'l Airport (Attending CHRO (Corporate HR Officer) Summit in Vancouver.	BC	Taxi	37.20	Taxi from Four Seasons to Vancouver Int'l Airport (Attending CHRO (Corporate HR Officer) Summit in Vancouver.	1		
6/9/2016	Attending CHRO (Corporate HR Officer) Summit in Vancouver. Block of rooms were held for the Summit which was held at the Four Seasons Hotel.	BC	Accommodations	305.50	Attending CHRO (Corporate HR Officer) Summit in Vancouver. Block of rooms were held for the Summit which was held at the Four Seasons Hotel.	1		
6/13/2016	Travel to Calgary for HR Leadership Team meeting		Mileage-Local-Home Zone	285.83	Travel to Calgary for HR Leadership Team meeting	1		566
6/15/2016	Travel to Edm Int'l Airport for flight to Vancouver (Institute of Corporate Directors course).		Mileage-Local-Home Zone	30.30	Travel to Edm Int'l Airport for flight to Vancouver (Institute of Corporate Directors course).	1		60
6/15/2016	Attending CHRO Summit in Vancouver	BC	Meals Per Diem	71.50	Attending CHRO Summit in Vancouver	2		
6/15/2016	Attending Institute of Corporate Directors course in Vancouver.	BC	Taxi	34.10	Attending Institute of Corporate Directors course in Vancouver.	1		
6/15/2016	Attending Institute of Corporate Directors course in Vancouver. The hotel costs are comparable with other options in the vicinity of the location for	BC	Accommodations	544.04	Attending Institute of Corporate Directors course in Vancouver. The hotel costs are comparable with other options in the vicinity of the location for the course.	1		

6/16/2016	Parking at Edm. Int'l	AB - Local	Parking - Lot or	50.00	Parking at Edm. Int'l airport	1		
	airport while travelling to		Parkade		while travelling to Vancouver			
	Vancouver for Institute of				for Institute of Corporate			
	Corporate Directors course.				Directors course.			
	course.							
6/23/2016	Travel to Calgary for		Mileage-Local-Home	30.30	Travel to Calgary for General	1		60
	General Council Interviews.		Zone		Council Interviews.			
6/23/2016	Parking at NAIT to attend	AB - Local	Parking - Street	6.00	Parking at NAIT to attend the	1		
	the President's Excellence		Meter		President's Excellence			
	Awards luncheon.				Awards luncheon.			
6/23/2016	Calgary - General Council	AB - Local	Meals Per Diem	58.50	Calgary - General Council	2		
	Interviews				Interviews			
6/24/2016	General Council interview	s AB - Local	Accommodations	162.46	General Council interviews in	1		
	in Calgary				Calgary			
Approver(s)	for the claim Approval S	tatus	Approval Date	• • •	· · ·	-		
	YIU, VERNA	Approve	12-Jul-16					
,								

3)	ę	anonono y ar er a f		
9	\$72			
ISTORE - CALGARY				
Concourse A, 2000 Calgary, AB T2E 6		KOAG		
CATGARY, AD 122 C	16.3			
Contact Enail:				
Phone:		Terminal:		
Date: 05/30/2016	•	Transaction	:	
line: 08:24		Receipt #:		
HST #:821177177	RT0001	Associate:		
Comments	2			
ITEN/UPC		DTY Unit		
Braul u Mic - Bla	ick			
711949099920	1			22.99 G
		UBT01A		
		GST (%)5.00	0 1.1	5
	T 0	TAL TAX		
		TOTAL		14
		Paid		
		Card pays		
		Cre	edit 24.	14
Τc	tal	Saving	s: 0.0	10

Ouned and Operated by LS travel retail North America. Returns or exchanges with receipt & within 14 days in unopened packaging.

Visit www.lstrna.com

5	
GST#	R128599776

Receipt

(Tax)

Total

Sub Total

, sub Tax

00902F

Edmonton Airports

Can-T5J 2T2 Edmonton Tax CodeCA5%

Exit Lane 09/06/16 20:45

Short-term parking tkt HL - No. 015845 07/06/16 17:20 10/06/16 17:19 Period 3d0h0'

Payment Received

Merch:82005340013 Auth:093005 Type: Swiped

5%

\$75.00

\$75.00

\$75.00

\$71.43 \$3.57



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

SALE

MID: 4189233 TID: QF189233 Batch #: 133 06/07/16 APPR CODE: MASTERCARD	REF#: SEQ: 133001001003 19:25:12
AMOUNT	\$38.10
TIP	\$3.81
TOTAL	\$41.91

00 - APPROVED - 001

MASTERCARD AID: A000000041010 TVR: 00 00 00 80 00 TSI: E8 00

THANK YOU

CUSTOMER COPY

GST# R128599776 Edmonton Airports Can-T5J 2T2 Edmonton Tax CodeCA5% Exit La 16 21:35 Receipt Short-term parking tkt HL - No. 092481 30/05/16 06:33 31/05/16 06:32 Period 1d0h0' (Tax) \$25.00 Total \$25.00 Payment Received \$25.00 Δ Sub Total Tax 5% \$23.81 \$1.19 ŧ HZTSACCB3



RECEIPT Red Deer Regional Hospital



Expiration Date/Time 12:32 PM MAY 16, 2016

Purchase Date/Time: 10:02am May 16, 2016 Total Due: \$6.25 Rate: \$6.25 - 2 Hrs 30 Mer Total Paid: \$6.25 Payment Type: Call: Ticket S/N #: Setting: Red Deer Wirele is

Mach Name: CE-RDRH-018

www.ahs.ca DO NOT PLACE ON DASH

MasterCarc

AIRFIELD NN&SUITES Marriott	Fairtield 100% Guarantee*	Fairfield Inn & Suites [©] Calgary Downtown		
R. Gilchrist			Room: Room Type: KING	
			Number of Guests:	1
			Rate: \$199.00	Clerk:
Arrive: 07Jun16	Time: 07:30PM	Depart: 08Jun16	Time:	Folio Number
Date	Description		Charges	Credits
07Jun16 07Jun16 07Jun16 07Jun16 08Jun16	Room Charge GST-Goods and Se Convention and To Occupancy Sales T Master Card <i>Card #: Monumerer</i> <i>Amount: 223.42</i> <i>This card was ele</i>	urism Tax ^r ax		223.42
		Balan		

Rewards Account Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity.

Valet Parking is being provided by WestPark. Any damage to your car must be reported WestPark Valet Attendant prior to leaving the Hotel.

As requested, a final copy of your bill will be emailed to you at: TODD.GILCHRIST@AHS.CA. See "Internet Privacy Statement" on Marriott.com.



Mr. Todd G	iilchrist				Arrival Departure Room No. Folio No.	06/08/16 _06/09/16	
Guest Name:	· Mr. Todd Gij	christ			Group Code		
INFORMA	TION INVOICE				Page No.		1 of 1
Date	Description		Reference			Charges	Payments
06/08/16	room rate					260.00	
06/08/16	Room DMF					3.36	
06/08/16	Room GST					13.17	
06/08/16	Room MRDT					7.90	
06/08/16	Room PST					21.07	
06/09/16	Master Card						305.50
GSI Summ	uary: R122843998			Balance			0.00
Rooms GST	Γ:	13.17					
F&B GS I:		0.00					
Telephone (GST;	0.00					·····
Other GST:	:	0.00			Guest Signati	ire	



INCODTANT _ RETAIN THIS

Prink Pann

~~~					4 4 7 H E				
	-			S		15			
				~	HOTEL				
					ž.				-
				<u>.</u>	Guest Folio				<u>.</u>
<b>Richard Gilch</b>	rist				Guest Fond	,	Ro	om Type: EXECU SUITE-I	
					Arrival Date: 15.				0.00
ł				D	eparture Date: 16.	Jun 2016		Room:	
					Folio:		CC	Number:	
Date	Folio	Reference					Amount	Tax	Total
15 Jun 2016	1	Room Charge					\$469.00	\$75.04	\$544.0
16 Jun 2016	1	Check-Out Paym	ent (	MC )			\$-544.04	\$0.00	\$-544.04
					Room Charges		\$469.00	\$75.04	\$544.0
					Other Charges		\$0.00	\$0.00	\$0.0
					Credits		\$-544.04	\$0.00	\$-544.04
					Balance				\$0.0
TAX		3.00	%	\$469.00		\$14.07			
PST		8.00	%	\$469.00		\$37.52			
GST		5.00	%	\$469.00		\$23.45			
					1				
					(/				

To take advantage of our Express Check Out, please sign your guest folio and drop it off at the Guest Services Desk. We will automatically send you a copy to your email address or home address.

Thank you for choosing the St Regis Hotel as your home away from home. We hope you enjoyed our little hotel with a big heart and we trust we were able to exceed your expectations. We are pleased to offer you the opportunity to send us your feedback by filling out our Guest Survey on our website; http://www.stregishotel.com/survey

We look forward to having you back in the not too distant future.

The St. Regis Hotel Team

GST Registration # 852358795RT0001

⁶⁰² Dunsmuir Street, Vancouver, BC, Canada V6B 1Y6



Alberta Health Services TODD GILCHRIST SEVENTH STREET PLAZA, 14TH FLOOR 10030 - 107 STREET EDMONTON AB T5J 3E4 Canada

Room: Folio: Cashier: Arrival: Departure:



Date	Description		Additional Information	Charges	Credits
06-23-16	Room Charge			146.00	
06-23-16	DMF			3.78	
06-23-16	Tourism Levy			5.19	
06-23-16	Rooms - GST			7.49	
06-24-16	Master Card				162.46
GST Sum	mary		Total	162.46	162.4
Registration No: <b>895126332</b> Room 7.49		Balance Due	0.00 CDM	4	
F&B	0.00				
Other	8.97				
Total	16.46				

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.



# **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:

Name :	Todd Gilchrist	Reporting Period for the Month of :	Jun-16

YES

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
22-Jun-2016	Direct Billing	Airline Ticket	Airline ticket to Calgary for General Counsel Interviews	Marlin Travel	391.27
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	-
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	-
Total Paid in the Month					\$ 391.27

MARLIN TRAVEL O-O PERCY HUNT TRAVELGROUP INC MAIN FLOOR, 9929 108TH ST. EDMONTON, AB T5K 1G8 GST Reg#: 885101915 Branch: N61107 Agent: TIFFANY ASKE Tel: 780-425-8611

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

<b>Invoice Number:</b>
Date:
Page:
<b>Our Reference:</b>

June 22, 2016 1/2

# ΙΝΥΟΙCΕ

### For

MR RICHARD TODD GILCHRIST

Thursday, June 23, 2016		
<del> A</del> ir		
AIR CANADA From: EDMONTON INTL AB To: CALGARY AB Stops: 0 Arrival: 23Jun16 AIR CANADA E SEAT 8C - GILCHRIST/RICH DD MR AIR CANADA CON TICKET NUMBER	<b>Flight:</b> 8155 V CLASS 07:30 PM <b>Equipment:</b> DH4 08:21 PM	Mile(s) Flown: 163
Friday, June 24, 2016 ✓ Air WESTJET AIRLINES From: CALGARY AB To: EDMONTON INTL AB Stops: 0 Arrival: 24Jun16 WESTJET ENCO WESTJET CONFIRMATION	<b>Flight:</b> 3291 Q CLASS 07:00 PM <b>Equipment:</b> DH4 07:53 PM	<b>Mile(s) Flown:</b> 163
Cost:		
AIR CANADA WEB	Tax: Ticket Total:	159.87 37.48 <b>197.35</b>

To: ALBERTA HEALTH SERVICES SUITE 800, NORTH TOWER 10030-107 ST EDMONTON AB CA T5J 3E4 Invoice Number: Date: Page: Our Reference:

June 22, 2016 2/2

## ΙΝVΟΙCΕ

Cost:			
TKT-	E-TKT		144.44
		Tax:	49.48
		Ticket Total:	193.92
Total:			
		Grand Total:	391.27
		Less Credit Card Payments:	391.27
		Credit / Balance Due To This Invoice:	0.00
		<b>Total Balance Due:</b>	0.00

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE ACCEPTED:......DECLINED:.....DECLINED:....DECLINED:....DECLINED:....DECLINED:...DECLINED:...DECLINED:...DECLINED:...DECLINED:...DECLINED:...DECLINED:...DECLINED:...DECLINED:...DECLINED:...DECLINED:...DECLINED: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.