

#### **AHS Board and Executive Expense Report**

Name Todd Gilchrist

**Title** VP People, Legal & Privacy

**Location** Edmonton

Expenses submitted during the month of November 2018

							Travel (	1)						
ммм-үү	Source Document	Purpose	ļ	irfare	Me	eals	Accommod	ation	other ravel	otal avel	Professional Development (2)	Working Sessions Hosting ar Hospitalit (3)	nd	Other (4)
Nov-18 Nov-18	Expense Claim Direct Billing	Meetings Meetings		1,344		632	3	3,393	1,961	5,986 1,344				29
Total			\$	1,344	\$	632	\$ 3	3,393	\$ 1,961	\$ 7,330	\$	· \$	- \$	29

Total for

**the Month** \$ 7,359

Maximum daily single meal expense claimed in the month \$ 24 Maximum daily base hotel rate claimed in the month \$ 311 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.

<b>Claimant Name</b>	Claimant Title	Claimant	Expense	]									
		Location	Claim Total										
GILCHRIST, TODD	VP, People, Legal & Privacy	Edmonton	\$ 2,841.87										
Expense Date	Business reason		Expense Location	Expense Type	Amo	unt	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
-, -,	PARKING at the RAH f Edmonton Todd Talks		AB - Local	Parking - Lot or Parkade	\$	2.25			PARKING at the RAH for the Edmonton Todd Talks Live Session	1			
10/11/2018	HOTEL in Grande Prain Talks Live & Varioius N		AB - North Zone	Accommodations	\$ 1	150.10			HOTEL in Grande Prairie for Todd Talks Live & Varioius Meetings	1			
,,	MILEAGE from SSP to Airport for Todd Talks Various Meetings in G	Live &		Mileage-Local- Home Zone	\$	14.95	SSP	Edmonton International Airport	MILEAGE from SSP to Edmonton Airport for Todd Talks Live & Various Meetings	1			29.6
10/11/2018	TAXI from Grande Pra to Hotel - Todd Talks L Various Meetings	•	AB - North Zone	Taxi	\$	25.00		Hotel (Four Points)	TAXI from Grande Prairie Airport to Hotel - Todd Talks Live & Various Meetings	1			
-, ,	MEALS - Todd Talks Li Meetings in Grande Pi		AB - North Zone	Meals Per Diem	\$	24.00			MEALS - Todd Talks Live & Various Meetings in Grande Prairie Dinner \$24.00	1			
-, ,	MEALS - Todd Talks Li Meetings in Grande Pi		AB - North Zone	Meals Per Diem	\$	47.50			MEALS - Todd Talks Live & Various Meetings in Grande Prairie Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1			
, ,	PARKING Edmonton A Todd Talks Live & Vari Meetings in Grande P	ous	AB - Local	Parking - Lot or Parkade	\$	50.00			PARKING Edmonton Airport for Todd Talks Live & Various Meetings	1			
10/12/2018	TAXI from Grande Pra to Grande Prairie Airp Talks Live & Various M	ort - Todd	AB - North Zone	Taxi	\$	25.52	Grande Prairie Hospital	Grande Prairie Airport	TAXI from Grande Prairie Hospital to Grande Prairie Airport - Todd Talks Live & Various Meetings	1			

Claimant Name	Claimant Title	Claimant	Expense										
		Location	Claim Total										
	VP, People, Legal & Privacy	Edmonton	\$ 2,841.87										
Expense Date	Business reason		Expense Location	Expense Type	Amo	unt	From Location	To Location	Justification		# of Attendees	Attendee Name(s)	Trip Distance
-, ,	MILEAGE from SSP to Airport for Todd Talks Various Meetings in G	Live &		Mileage-Local- Home Zone	\$	21.01	Edmonton International Airport	Home	MILEAGE from SSP to Edmonton Airport for Todd Talks Live & Various Meetings in Grande Prairie	1			41.6
10/12/2018	TAXI from Hotel to Gr Hospital for Todd Talk Various Meetings in G	s Live &	AB - North Zone	Taxi	\$		Hotel (Four Points)	Grande Prairie Hospital	TAXI from Hotel to Grande Prairie Hospital for Todd Talks Live & Various Meetings in Grande Prairie	1			
-, -,	MILEAGE from SSP to Calgary South Hotel - Leadership Conferenc Live (Calgary)	Real		Mileage-Other	\$ 1	155.54	SSP	Delta Calgary South	MILEAGE from SSP to Delta Calgary South Hotel - Real Leadership Conference, Todd Talks Live (Calgary)	1			308
10/15/2018	HOTEL - Real Leadersh Conference, Todd Talk Various Meetings in C	s Live &	AB - Other Zones	Accommodations	\$ 6	585.76			HOTEL - Real Leadership Conference, Todd Talks Live & Various Meetings in Calgary (NOTE: In Room Dining expense removed from total)	4			
10/15/2018	MEALS - Real Leadersl Conference, Todd Talk Various Meetings in C	s Live &	AB - Other Zones	Meals Per Diem	\$	37.00			MEALS - Real Leadership Conference, Todd Talks Live & Various Meetings in Calgary Lunch \$13.00 Dinner \$24.00	1			
10/16/2018	TAXI from Delta Calga Hotel to BMO Centre the Real Leadership Co	Calgary for	AB - Other Zones	Taxi	\$	21.20	Delta Calgary South Hotel	BMO Centre Calgary	TAXI from Delta Calgary South Hotel to BMO Centre Calgary for the Real Leadership Conference	1			
10/16/2018	MEALS - Real Leadersl Conference, Todd Talk Various Meetings in C	s Live &	AB - Other Zones	Meals Per Diem	\$	24.00			MEALS - Real Leadership Conference, Todd Talks Live & Various Meetings in Calgary Dinner \$24.00	1			

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total	]								
GILCHRIST, TODD	VP, People, Legal & Privacy	Edmonton	\$ 2,841.87									
Expense Date	Business reason		Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
10/17/2018	MEALS - Real Leadersi Conference, Todd Tall Various Meetings in C	ks Live &	AB - Other Zones	Meals Per Diem	\$ 47.5	0		MEALS - Real Leadership Conference, Todd Talks Live & Various Meetings in Calgary Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1			
10/18/2018	MEALS - Real Leaders Conference, Todd Talk Various Meetings in C	ks Live &	AB - Other Zones	Meals Per Diem	\$ 47.5	0		MEALS - Real Leadership Conference, Todd Talks Live & Various Meetings in Calgary Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1			
10/19/2018	MEALS - Real Leaders Conference, Todd Tall Various Meetings in C	ks Live &	AB - Other Zones	Meals Per Diem	\$ 23.5	0		MEALS - Real Leadership Conference, Todd Talks Live & Various Meetings in Calgary Bfast \$10.50 Lunch \$13.00	1			
10/19/2018	MILEAGE from Red De to SSP - Todd Talks Liv	•		Mileage-Other	\$ 78.7	8 Red Deer Hospital	SSP	MILEAGE from Red Deer Hospital to SSF - Todd Talks Live (Red Deer)	1			156
10/19/2018	MILEAGE from Southp Red Deer Hospital for live (Red Deer)			Mileage-Other	\$ 80.3	O Southport Tower Calgary	Red Deer Hospital	MILEAGE from Southport Tower to Red Deer Hospital for Todd Talks live (Red Deer)	1			159
10/28/2018	HOTEL - PHSSC Meetin Talks Live (Calgary) & Meetings		AB - Other Zones	Accommodations	\$ 446.8	4		HOTEL - PHSSC Meeting, SLT, Todd Talks Live (Calgary) & Various Meetings	2			
10/28/2018	MEALS - PHSSC, SLT, T Live in Lethbridge and Various Meetings		AB - Other Zones	Meals Per Diem	\$ 24.0	0		MEALS - PHSSC, SLT, Todd Talks Live in Lethbridge and Calgary & Various Meetings Dinner \$24.00	1			

Claimant Name	Claimant Title	Claimant	Expense	]									
		Location	Claim Total										
GILCHRIST, TODD	VP, People, Legal & Privacy	Edmonton	\$ 2,841.87										
Expense Date	Business reason		Expense Location	Expense Type	Amount	t Froi	m Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
10/29/2018	MEALS - PHSSC, SLT, 1 Live in Lethbridge and Various Meetings		AB - Other Zones	Meals Per Diem	\$ 34.	.50			MEALS - PHSSC, SLT, Todd Talks Live in Lethbridge and Calgary & Various Meetings Bfast \$10.50 Dinner \$24.00	1			
10/30/2018	MEALS - PHSSC, SLT, 1 Live in Lethbridge and Various Meetings		AB - Other Zones	Meals Per Diem	\$ 24.	.00			MEALS - PHSSC, SLT, Todd Talks Live in Lethbridge and Calgary & Various Meetings Dinner \$24.00	1			
11/1/2018	MEALS - PHSSC, SLT, 1 Live in Lethbridge and Various Meetings		AB - Other Zones	Meals Per Diem	\$ 47.	.50			MEALS - PHSSC, SLT, Todd Talks Live in Lethbridge and Calgary & Various Meetings Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1			
11/2/2018	MEALS - PHSSC, SLT, 1 Live in Lethbridge and Various Meetings		AB - Other Zones	Meals Per Diem	\$ 23.	.50			MEALS - PHSSC, SLT, Todd Talks Live in Lethbridge and Calgary & Various Meetings Bfast \$10.50 Lunch \$13.00	1			
10/28/2018	MILEAGE from Home Airport - PHSSC, SLT & Meetings in Calgary			Mileage-Local- Home Zone	\$ 21.	.01 Hon	ne	Edmonton International Airport	MILEAGE from Home to Edmonton Airport - PHSSC, SLT & Various Meetings in Calgary	1			41.6
10/29/2018	TAXI - from Calgary M Airport hotel to South for PHSSC all-day Mee Calgary	port Tower	AB - Other Zones	Taxi	\$ 55.	Mar	gary rriott port Hotel	Southport Tower Calgary	TAXI - from Calgary Marriot Airport hotel to Southport Tower for PHSSC all- day Meeting in Calgary	1			
10/30/2018	PARKING at the Edmo PHSSC, SLT, Todd Talk (Calgary & Lethbridge	s Live	AB - Other Zones	Parking - Lot or Parkade	\$ 75.	.00			PARKING at the Edmonton Airport - PHSSC, SLT, Todd Talks Live (Calgary & Lethbridge)	1			

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
GILCHRIST, TODD	VP, People, Legal & Privacy	Edmonton	\$ 2,841.87									
Expense Date	Business reason	l.	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
10/30/2018	MILEAGE from Edmo to Home - PHSSC, SLT Meetings in Calgary	•		Mileage-Local- Home Zone	\$ 21.01	Edmonton International Airport	Home	MILEAGE from Edmonton Airport to Home - PHSSC, SLT & Various Meetings in Calgary	1			41.6
10/31/2018	HOTEL - Todd Talks Li Lethbridge	ve in	AB - Other Zones	Accommodations	\$ 135.64			HOTEL - Todd Talks Live in Lethbridge	1			
10/31/2018	MILEAGE from Home Airport for Todd Talks Lethbridge and Calga Meetings	Live in		Mileage-Local- Home Zone	\$ 21.01	Home	Edmonton International Airport	MILEAGE from Home to Edmonton Airport for Todd Talks Live in Lethbridge and Calgary & Various Meetings	1			41.6
11/1/2018	TAXI from Hotel to Le Airport (fly to Calgary	-	AB - Other Zones	Taxi	\$ 30.00	Hotel (Fairfield Inn, Lethbridge)	Lethbridge Airport	TAXI from Hotel to Lethbridge Airport (fly to Calgary)	1			
11/1/2018	HOTEL - Todd Talks Li Meetings in Calgary	ve & Various	AB - Other Zones	Accommodations	\$ 171.44			HOTEL - Todd Talks Live & Various Meetings in Calgary	1			
11/1/2018	TAXI from Lethbridge Hotel (Meeting, Lunck out)		AB - Other Zones	Taxi	\$ 22.00	Lethbridge Centre	Hotel (Fairfield Inn)	TAXI from Lethbridge Centre to Hotel (Meeting, Lunch & check out)	1			
11/1/2018	TAXI - Hotel to Lethbi Todd Talks Live	idge Centre -	AB - Other Zones	Taxi	\$ 21.86	Hotel (Fairfield Inn, Lethbridge)	Lethbridge Centre	TAXI - Hotel to Lethbridge Centre - Todd Talks Live	1			
11/1/2018	TAXI from Calgary Air Calgary South - Todd Various Meetings		AB - Other Zones	Taxi	\$ 59.73	Calgary Airport	Delta Calgary South Hotel	TAXI from Calgary Airport to Delta Calgary South - Todd Talks Live & Various Meetings	1			
11/2/2018	MILEAGE from Edmor to Home - Todd Talks Lethbridge and Calga Meetings	Live in		Mileage-Local- Home Zone	\$ 21.01	Edmonton International Airport	Home	MILEAGE from Edmonton Airport to Home - Todd Talks Live in Lethbridge and Calgary & Various Meetings	1			41.6
Approver(s) for	the claim	Approval St	atus	Approval Date		•	•		•	•	•	

YIU, VERNA

Approve

15-Nov-18

Four Points Grande Prairie 6702 106 Street Grande Prairie, AB T8W OK8 Canada Tel: 587-771-1300 FOUR POINTS GP Visit

07:03

RICHARD GILCHRIST

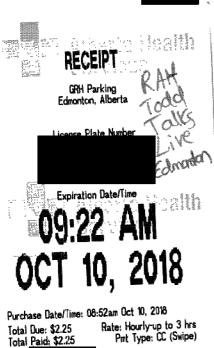
Page Number
Guest Number
Folio ID
Arrive Date
Depart Date
No. Of Guest

1 11-OCT-18 12-OCT-18 Invoice Nbr : 18:36

Room Number Club Account

EPhS Grande Pr VOLIEP OCT-12-2018 07:03

FF03 Grande Fr TQ	OFF OC1-12-2016 07:03	
Date Refere	ence Description	Charges (CAD) Credits (CAD)
11-OCT-18	Room Chrg - Govt./Military	135.00
11-OCT-18	Tourism Levy	5.51
11-OCT-18	GST	6.89
11-OCT-18	DMF	2.70
12-OCT-18	MasterCard / Diners Inti	-150.10







MasterCard

Setting: GRH Mach Name: ED-GRH-202

Ticke

S/N #

Auth #

Parking Rates are GST Exempt For assistance call LAGG-636-1990

CUSTOMER COPY

THANK YOU COME AGAIN!

Four Points Grande Prairie 6702 106 Street Grande Prairie, AB T8W OK8 Canada Tel: 587-771-1300



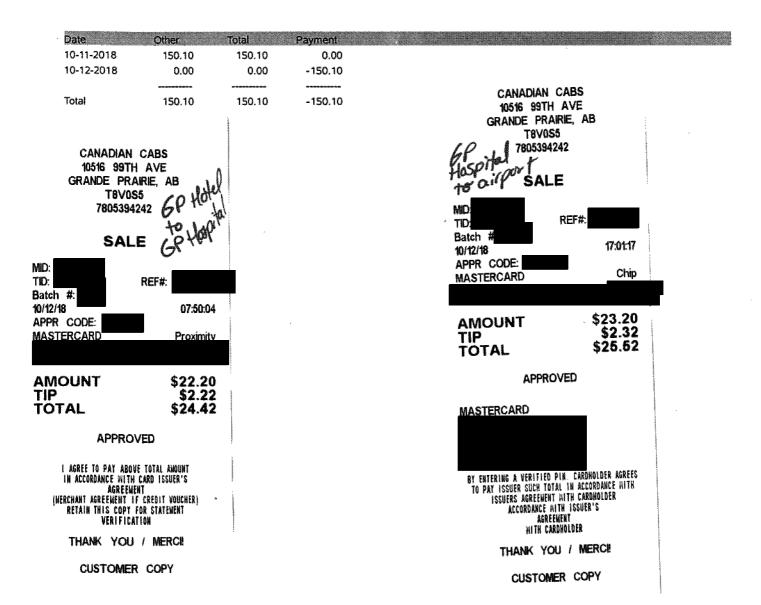


Page Number
Guest Number
Folio ID
Arrive Date
Depart Date
No. Of Guest
Room Number
Club Account

2 Invoice Nbr
11-OCT-18 18:36
12-OCT-18 07:03

EXPENSE SUMMARY REPORT

Currency: CAD





#### **CALGARY SOUTH**

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

leader MiPage: 1 of 1

Leader MiPage: 1 of 1

Todd Talks various

Todd Talks

Ab Health Services Richard Gilchrist

Canada

Room: Folio: Cashier:

Arrival:
Departure:

10-15-18 10-19-18

Date	Description	Additional Infor	mation	Charges	Credits
				an o	
10-15-18	Room Charge			154.00	
10-15-18	DMF			4.02	
10-15-18	Tourism Levy			5.52	
10-15-18	Rooms - GST			7.90	
10-16-18	Room Charge			154.00	
10-16-18	DMF			4.02	
10-16-18	Tourism Levy			5.52	
10-16-18	Rooms - GST			7.90	
10-17-18	Room Charge			154.00	
10-17-18	DMF			4.02	
10-17-18	Tourism Levy			5.52	
10-17-18	Rooms - GST			7.90	
10-18-18	Room Charge			154.00	
10-18-18	DMF			4.02	
10-18-18	Tourism Levy			5.52	
10-18-18	Rooms - GST			7.90	
10-19-18	Master Card				759.70
GST Sum	mary		Total	759.70	759.70
	on No: <b>895126332</b> 31.60		Balance Due	0.00 CD	N
F&B	3.14				
Other	38.16				
Total	72.90	Claiming only \$685.76			

Guest Signature:	

## Oct 28-30-EIA Parking

GST# R128599776 **Edmonton Airports** 

Can-T5J 2T2 Edmonton Tax Code CA5%

Exit Lane 30/10/18 21:10 Receipt

Short-term parking tkt HL - No. 002683 RE/10/18 14:41 BC/10/18 21:10 Reriod 2d6h30'

(1ax)

\$75.00 Total

Payment Received

Type: Swiped Sub Total

\$71.43

\$75.00

\$75.00

Marriott airport

ASSOCIATED CAB ALLIED LIMOUSIN 307-41 AVENUE NE CALGARY AB T2E 2N4 (403) 299-1111 **CAR#142** 

#### SALE

MID: REF#: TID: SEQ: Batch #: 10/29/18 07:25:39 APPR CODE: MASTERCARD

**AMOUNT** TIP TOTAL

\$50.90 \$5.09 \$55.99

00 - APPROVED - 001

MASTERCARD

THANK YOU

CUSTOMER COPY

316 HERIDIAN ROAD SE RMC CALGARY, AB 12A 1X2

314-632-975 TERMINAL ID: MERCHANT ID: CC000011 VEHICLE ID: DRIVER ID GST ACCOUNT #: TRIP NUMBER: PASSENGERS:

10/16/2018 START: 06:59 DISTANCE: 94.00 END: 07:17 RATE: 1 FARE AMOUNT: \$ 18.29

TAX AMOUNT: 0.91TIP AMOUNT: 2.00

TOTAL : 21.20

MASTER CARD SALE :

APPROVAL NUMBER :



\*\*\*PASSENGER COPY\*\*\*

THANK YOU 14031299-9999 HAH. THECHECKERGROUP.COM



Page: 1 of 1



#### **Calgary Airport Marriott In-Terminal Hotel** 2008 Airport Road NE Calgary, Alberta, Canada T2E 3B9 Telephone: (403) 717-0522 Fax: (587) 232-0600

Xxx Richard Gilchrist

Room: Folio: Cashier:

Arrival:

10-28-18

Departure:

10-31-18

Date	Description	Additiona	I Information	Charges	Credits		
10-28-18	Room Charge			199.00			
10-28-18	Rooms Destination Market F	ee		5.97			
10-28-18	Rooms Tourism Levy						
10-28-18	Room GST						
10-29-18	Room Charge			199.00			
10-29-18	Rooms Destination Market F	ee		5.97			
10-29-18	Rooms Tourism Levy			8.20			
10-29-18	Room GST			10.25			
10-30-18	Master Card				446.84		
GST Sun	nmary		Total	446.84	446.84		
	741907497 RT0001 20.50		Balance Due	0.00 CD	N		
F&B	0.00						
Other	0.00						
Total	20.50						

Guest Signature:		





#### Fairfield Inn & Suites<sup>®</sup> Lethbridge

4081 2nd Avenue South Lethbridge Alberta T1j1z2 587.425.0388

Richard/Todd Gilchrist

Room

Room Type: KING

Number of Guests: 1

0.00

Rate: \$122.00

Clerk:

Arrive: 31Oct18	Time: 12:15AM Depart: 01Nov18	Time: 07:11AM	Folio Number
Date	Description	Charges	Credits
31Oct18 31Oct18	Advance Deposit Room Charge	122.00	122.00
310ct18 310ct18	Convention and Tourism Tax Dmf	4.88 2.66	
31Oct18 01Nov18	Gst Master Card Card #: Amount: 13.64 Auth: Signature on Fil This card was electronically swiped on 01Nov18		13.64

Balance:

\$135.64

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.

Gst # 84276 6644

See our "Privacy & Cookie Statement" on Marriott.com.

BLACK DIAMOND TAXI LTD. 1605 29 ST N LETHBRIDGE AB

CARD

CARD TYPE MASTERCARD

DATE

2018/11/01

TIME

2383 14:18:11

RECEIPT NUMBER

DIIBCNV6E

PURCHASE AMOUNT

\$27.00

TIP

\$3.00

TOTAL

\$30.00

MASTERCARD



APPROVED

AUTH# YOU

VERIFIED BY PIN

MERCHANT COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Fifth Ave Cabs ADDRESS 1075 36th St N Lethbridge AB T1H 6L5 (403) 381-1111

SALE



AMOUNT TIP TOTAL \$19.87 \$1.99 CAD\$21.86

APPROVED - 000

MASTERCARD

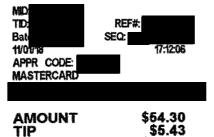


Thank You Please Come Again

CUSTOMER COPY

ASSOCIATED CAB
ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299 1111
CAR#1472

SALE



00 - APPROVED - 001

\$59.73

MASTERCARD

TOTAL

THANK YOU

CUSTOMER COPY

A PLUS TAXI 416 10 ST N LETHBRIDGE AB

CARD
CARD TYPE MASTERCARD
DATE 2018/11/01
TIME 5401 00:13:04
CLERK ID
RECEIPT NUMBER

PURCHASE
AMOUNT \$20.00
TIP \$2.00
TOTAL

\$22.00

MASTERCARD

**APPROVED** 

AUTH# THANK YOU

VERIFIED BY PIN

MERCHANT COPY

Page: 1 of 1



#### **CALGARY SOUTH**

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

Ab Health Services Richard Gilchrist

Room: Folio: Cashier: 11-01-18

Arrival: Departure:

11-01-18

Date	Description	Additional Information	Charges	Credits
11-01-18	Room Charge		154.00	#### x dd manadian or
11-01-18	DMF		4.02	
11-01-18	Tourism Levy		5.52	
11-01-18	Rooms - GST		7.90	
11-02-18 Master Card				171.44
GST Sum	imary	Total	171.44	171.4
	on No: <b>895126332</b> 7.90	Balance Due	0.00 CE	)N
F&B	0.00			
Other	9.54			
Total	17.44			

Guest Signature:

Claimant Name		Claimant Location	Expense Claim Total										
GILCHRIST, TODD	VP, People, Legal & Privacy	Edmonton	\$ 3,173.54										
Expense Date	Business reason		Expense Location	Expense Type	Am	nount	From Location	To Location	Justification		# of Attendees	Attendee Name(s)	Trip Distance
11/2/2018	Returning from Todd Talks other meetings in Calgary			Mileage-Local- Home Zone	\$	21.01	Edmonton Airport	Home	Returning from Todd Talks Live and other meetings in Calgary	1			41.6
11/2/2018	Todd Talks Live and other meetings	Calgary	AB - Other Zones	Parking - Lot or Parkade	\$	65.00			Todd Talks Live and other Calgary meetings	2			
11/2/2018	Todd Talks Live and other meetings	Calgary	AB - Other Zones	Taxi	\$	52.20	Southport Tower	Calgary Airport	Todd Talks Live and other Calgary meetings	1			
11/4/2018	Director's Education Progrother Calgary meetings	ram and	AB - Other Zones	Meals Per Diem	\$	24.00			Dinner \$24.00	1			
11/4/2018	Director's Education Progr other Calgary meetings	ram and	AB - Other Zones	Taxi	\$	41.03	Calgary Airport	Fairfield Inn & Suites	Director's Education Program and other Calgary meetings	1			
11/4/2018	Flight to Calgary for Direct Education Program and ot meetings			Mileage-Local- Home Zone	\$	21.01	Home		Flight to Calgary for Director's Education Program and other Calgary meetings	1			41.6
11/4/2018	Director's Education Progrother Calgary meetings	ram and	AB - Other Zones	Accommodations	\$	703.92			lowest cost hotel available in the area at \$209/night in downtown Calgary	3			
11/4/2018	Director's Education Progr other Calgary meetings	ram and	AB - Local	Parking - Lot or Parkade	\$	100.00			Director's Education Program and other Calgary meetings	3			
11/5/2018	Director's Education Progrother Calgary meetings	ram and	AB - Other Zones	Taxi	\$	8.20	Fairfield Inn & Suites	Institute of Corporate Directors	Director's Education Program and other Calgary meetings	1			
11/5/2018	Director's Education Progr other Calgary meetings	ram and	AB - Other Zones	Meals Per Diem	\$	23.50			Bfast \$10.50 Lunch \$13.00	1			
11/6/2018	Director's Education Progr other Calgary meetings	ram and	AB - Other Zones	Meals Per Diem	\$	24.00			Dinner \$24.00	1			
11/7/2018	Director's Education Progrother Calgary meetings	ram and	AB - Other Zones	Meals Per Diem	\$	47.50			Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1			
11/7/2018	Drive from YEG airport to Director's Education Progr Calgary			Mileage-Local- Home Zone	\$	21.01	Edmonton Airport	Home	Drive from YEG airport to home after Director's Education Program in Calgary	1			41.6

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total										
GILCHRIST, TODD	VP, People, Legal & Privacy	Edmonton	\$ 3,173.54										
Expense Date	Business reason		Expense Location	Expense Type	Am	nount	From Location	To Location	Justification		# of Attendees	Attendee Name(s)	Trip Distance
11/7/2018	Director's Education Pro other Calgary meetings	gram and	AB - Other Zones	Taxi	\$	37.10	Institute of Corporate Directors	Calgary Airport	Director's Education Program and other Calgary meetings	1			
11/7/2018	Director's Education Pro other Calgary meetings	gram and	AB - Other Zones	Taxi	\$	7.26	Fairfield Inn & Suites	Institute of Corporate Directors	Director's Education Program and other Calgary meetings	1			
11/7/2018	Finance Basics - book		AB - Other Zones	Courses and Professional Development	\$	28.88			Finance Basics - book	1			
11/19/2018	Canada's Top 100 Award	ls	ВС	Accommodations	\$	233.83			Room charge \$199/night, taxes 34.63. Stayed within walking distance of event venue to avoid taxi fare	1			
11/19/2018	Canada's Top 100 Award	İs	ВС	Taxi	\$	161.63	Abbottsfield Airport	Vancouver Marriott Pinnacle Hotel	Flight to Vancouver diverted due to weather - landed in Abbottsfield. Taxi from Abbottsfield to Vancouver to arrive in time for Gala	1			
11/19/2018	Flight to Vancouver for C 100 Gala	Canada's Top		Mileage-Local- Home Zone	\$	14.80	SSP	Edmonton Airport	Flight to Vancouver for Canada's Top 100 Gala	1			29.3
11/20/2018	Vancouver for Canada's	Top 100 Gala	ВС	Meals Per Diem	\$	10.50			Bfast \$10.50	1			
11/20/2018	Canada's Top 100 Award	ls	AB - Local	Parking - Lot or Parkade	\$	25.00			Canada's Top 100 Awards	1			
11/20/2018	Canada's Top 100 Award	ls	BC	Taxi	\$	34.50	Vancouver Marriott Pinnacle	Vancouver Airport	Canada's Top 100 Awards	1			
11/20/2018	Returning from Vancouv Canada's Top 100 Gala	er for		Mileage-Local- Home Zone	\$	14.80	Edmonton Airport	SSP	Returning from Vancouver for Canada's Top 100 Gala	1			29.3
11/21/2018	Travel to Edmonton airp to Hospitals HR Canada 2 Conference - Toronto			Mileage-Local- Home Zone	\$	21.01	Home	Edmonton Airport	Travel to Edmonton airport to travel to Hospitals HR Canada 2018 Conference - Toronto	3			13.9

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total										
GILCHRIST, TODD	VP, People, Legal & Privacy	Edmonton	\$ 3,173.54										
Expense Date	Business reason		Expense Location	Expense Type	Am	ount	From Location	To Location		# of days	# of Attendees	Attendee Name(s)	Trip Distance
11/21/2018	Hospitals HR Canada 201 Conference	1.8	ON	Taxi	\$	67.85	Airport - Toronto	Toronto Marriott Bloor Hotel	Hospitals HR Canada 2018 Conference	1			
11/21/2018	Hospitals HR Canada 201 Conference	18	ON	Meals Per Diem	\$	37.00			Lunch \$13.00 Dinner \$24.00	1			
11/22/2018	Hospitals HR Canada 201 Conference	18	ON	Meals Per Diem	\$	24.00			Dinner \$24.00	1			
11/23/2018	Hospitals HR Canada 201 Conference	.8	ON	Accommodations	\$	693.61			Attended Hospitals HR Canada 2018 Conference in Toronto. Staying at conference venue to avoid taxi travel between hotel and conference venue	2			
11/23/2018	Hospitals HR Canada 202 Conference	1.8	ON	Taxi	\$	74.75	Toronto Marriott Bloor Yorkville Hotel	Toronto Airport	Hospitals HR Canada 2018 Conference	1			
11/23/2018	Hospitals HR Canada 201 Conference	18	AB - Local	Parking - Lot or Parkade	\$	75.00			Hospitals HR Canada 2018 Conference	1			
11/23/2018	Return home from Toroi Hospitals HR Canada 201 Conference			Mileage-Local- Home Zone	\$	21.01	Edmonton Airport	Home	Return home from Toronto - Hospitals HR Canada 2018 Conference	3			13.9
11/25/2018	PEC Meeting - Calgary		AB - Other Zones	Taxi	\$	64.57	Calgary Airport	Delta Calgary South - Hotel	PEC Meeting - Calgary	1			
11/25/2018	Travel from home to Edr Airport to fly to Calgary to PEC meeting			Mileage-Local- Home Zone	\$	21.01	Home	Edmonton Airport	Travel from home to Edmonton Airport to fly to Calgary to attend PEC meeting	2			20.8
11/25/2018	PEC Meeting - Calgary		AB - Other Zones	Meals Per Diem	\$	24.00			Dinner \$24.00	1			

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total										
,	VP, People, Legal & Privacy	Edmonton	\$ 3,173.54										
Expense Date	Business reason		Expense Location	Expense Type	Am	ount	From Location	To Location	Justification	_	# of Attendees	Attendee Name(s)	Trip Distance
11/26/2018	PEC Meeting - Calgary		AB - Other Zones	Meals Per Diem	\$	13.00			Lunch \$13.00	1			
11/25/2018	PEC Meeting - Calgary		AB - Other Zones	Accommodations	\$	171.44			PEC Meeting - Calgary	1			
11/26/2018	Travel from Airport to he return from PEC meeting			Mileage-Local- Home Zone	\$	21.01	Edmonton Airport	Home	Travel from Airport to home after return from PEC meetings in Calgary	1			41.6
11/26/2018	PEC Meeting - Calgary		AB - Other Zones	Taxi	\$	8.00	,	AHS Southport Tower - Calgary	PEC Meeting - Calgary	1			
11/26/2018	PEC Meeting - Calgary		AB - Other Zones	Taxi	\$	52.10	Southport Tower - Calgary	Calgary Aiport	PEC Meeting - Calgary	1			
11/26/2018	PEC Meeting - Calgary		AB - Local	Parking - Lot or Parkade	\$	50.00			PEC Meeting - Calgary	1			
11/30/2018	PLPLT meeting attendan Edmonton General Hosp		AB - Other Zones	Parking - Lot or Parkade	\$	13.50			PLPLT meeting attendance at the Edmonton General Hospital	1			
Approver(s) fo	or the claim	Approval St	atus	Approval Date				•	•		•	•	

Approver(s) for the claim	Approval Status	Approval Date
YIU, VERNA	Approve	10-Dec-18

116 MERIDIAN ROAD SE CALGARY, AB 12A 1X2

TERMINAL ID: MERCHANT 10: VEHICLE IN ; DRIVER ID GST ACCOUNT #; THIP NUMBER. PASSENGERS: 11-02-2016

START: 14:12 EMD: 14:40 DISTANCE: 296.00 RATE: FARE AMUUNT: 44,95

2.25

5.00

TAX AMOUNT: TIP AMOUNT: TOTAL : 52.20

MASTER CARD SALE : APPROVAL NUMBER :

> HARK YOU (403)299 9999 HAH. THECHECKERGROUP, COM

\*\*\*PASSENGER COPY\*\*\*

#### CHECKE YELLOW CABS

2 HHA. THECHECKERGROUP, LON

CARDHOLDER COPY

RETAIN THIS COPY FOR STATEMENT VERIFICATION

> \$16 MERIDIAN ROAD SE CALGARY, AB 12A 1X2

TERMINAL ID: MERCHANT IO: VEHICLE ID: DRIVER ID GST ACCOUNT #: TRIP NUMBER:

PASSENGERS: 11/05/2018

START: 06:58 DISTANCE: 14.00 FARE AMOUNT:

TAX AMOUNT: TIP AMOUNT:

TOTAL : MASTER CARD SALE :

APPROVAL NUMBER :

THANK YOU

(403)299-9999 WHI. THECHECKERGROUP, COM

\*\*\*PASSENGER COPY\*\*\*



#### 15T# R128599776

#### Edmonton Airports

Can-T5J 2T2 Edmonton Tax Code CAS%

Exit Lane 02/11/18 18:38 Short-term parking tkt fl = Nc. 002624 81/10/18 16:37 84/11/18 18:38 Feriod 2d2h2' (lax) \$65,00 Total \$65.00 Fayment Received \$65.00 Sch Total \$61.90 \$3.10

3

ASSOCIATED CAB ALLIED LIMOUSIN 307-41 AVENUE NE CALGARY AB T2E 2N4 (403) 299-1111 CAR#1698

#### SALE



**AMOUNT** \$37.30 TIP \$3.73 TOTAL \$41.03

00 - APPROVED - 001

THANK YOU

CUSTOMER COPY

ASSOCIATED CAB ALLIED LIMOUSIN 307-41 AVENUE NE CALGARY AB T2E 2N4 (403) 299-1111 CAR#830

#### SALE



the arender while of Children Charles I as 100

TERMINOL ILI MERCHANT THE VEHICLE 10 . DRIVER TO GST ACCOUNT B TRIP HUMBER - 19 t D lage i ile. It th billianies ille so Miss FARE INTUINED. 25, 100 tar adkudu 1.63 HERMAN THE 7.54 TOTAL . 37.10 MASTER CARD SALE APPROVAL NUMBER :

\*\*\*PASSENGER COPY\*\*\*

Heath Yells t-ln\_1231\_9133 WHAT, THE CHECKER GROUP, COM



ENU: 67:62

5.96

0.30

2.00

RATE:

8.20



#### Fairfield Inn & Suites® Calgary Downtown

239 12 Ave Sw Calgary Ab T2r 1h7 403.351.6500

Richard Gilchrist

Government

Room:

Room Type: EXQS

Number of Guests: 1

0.00

Balance:

Rate: \$209.00

Clerk:

Arrive: 04Nov18	Time: 07:23PM	Depart: 07Nov18	Time: 06:36AM	Folio Number
Date	Description		Charges	Credits
04Nov18 04Nov18 04Nov18 04Nov18 05Nov18 05Nov18 05Nov18 06Nov18 06Nov18 06Nov18 06Nov18	Room Charge GST-Goods and Se Convention and Tou Occupancy Sales Ta Room Charge GST-Goods and Se Convention and Tou Occupancy Sales Ta Room Charge GST-Goods and Se Convention and Tou Occupancy Sales Ta Room Charge GST-Goods and Se Convention and Tou Occupancy Sales Ta Master Card Card #: Amount: 703.92	rrism Tax ax rvices Tax arism Tax ax rvices Tax rvices Tax arism Tax	209.00 10.76 6.27 8.61 209.00 10.76 6.27 8.61 209.00 10.76 6.27 8.61	703.92
		ctronically swiped on 04Nov		

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.

See our "Privacy & Cookie Statement" on Marriott.com.

### Hudson News-

PO BOX 65 CALGARY, AB T2E6W5 CANADA

\*\*\*\*\*\*\*\*\*\*\* REPRINT \*\*\*\* STORE: 01773 REG: 001 CASHIER: Loida Lourde \*\*\*\*\*\*\*\*\*\*\*\* REPRINT \*\*\*\*\*\*\*\*\*

FINANCE BASICS FOR 9781422187302 1 @ 27.50 27.50 SUBTOTAL 27.50 GOODS AND SERVICES TAX 1.38 28.88 AMOUNT TENDERED CAN MC 28.88

TOTAL PAYMENT 28.88

GOODS AND SERVICES TAX ANALYSIS

CODE RATE% TAXABLE TAX GST 5.00000 27.50 1.38

\*\*\*\*\*\* REPRINT \*\*\*\*\*\*\*\* Transaction: 11/7/2018 6:04 PM

REPRINT TRANSACTION

\*\*\*\*\*\*\*\*\*\* REPRINT \*\*\*\*\*\*\*\*\* Comments\Inquiries? (800)326-7711 or Email comments@hudsongroup.com

Thank You for shopping with us.



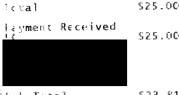
8

:5T# R128599776

Edmonton Airports

Can-ISJ 272 Edmonton Tax Code CA5%

20/11/18 08:58 Dit Lane feceipt \$25.00 (lax)



400

fill Total 523.81 \$1.19 (3)

\$25.00

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton Tax Code CA5%

Exit Lar Receipt 07/11/18 19:47

Short-term parking tkt HL - No. 002772 04/11/18 14:13 07/11/18 19:47 Period 3d5h35' \$100.00 (Tax) Total \$100.00

Payment Received \$100.00 Sub Total \$95.24 \$4.76 Tax SAC

Q

\*DUPLICATE\*

BLACKTOP & CHECKER CABS#72 777 PACIFIC ST VANCOUVER BC

\*DUPLICATE\*

CARD CARD TYPE MASTERCARD DATE 2018/11/20 TIME 0899 05:18:20 CLERK ID RECEIPT NUMBER

**PURCHASE** AMOUNT \$31.00 TIP \$3.50 TOTAL

\$34.50

MASTERCARD



ABBOTSFORD TAXI LTD 30950 WHEEL AVE UNIT 502 ABBOTSFORD BC V2T6G7 TEL: 604-853 8888CAR20

TERM #

RECORD # HOST INVOICE # HOST SEQ # CARD CREDIT/MASTERCARD 2018/11/19 18:20:30 **PURCHASE** \$140.55 AMOUNT TIP \$21.08 TOTAL \$161.63

R:0436 AUTH# HTS#: TRANSACTION APPROVED 000

THANK YOU

MASTERCARD AID: TC: TVR: TSI:

CUSTOMER COPY

3300 STEELES W 4164451999 CONCORD ON

CARD CARD TYPE MASTERCARD DATE 2018/11/21 TIME 5170 17:32:00 CLERK ID RECEIPT NUMBER

PURCHASE **AMOUNT** \$59,00 TIP \$8.85 TOTAL

\$67.85

**APPROVED** 

AUTH# THANK

NO SIGNATURE REQUIRED

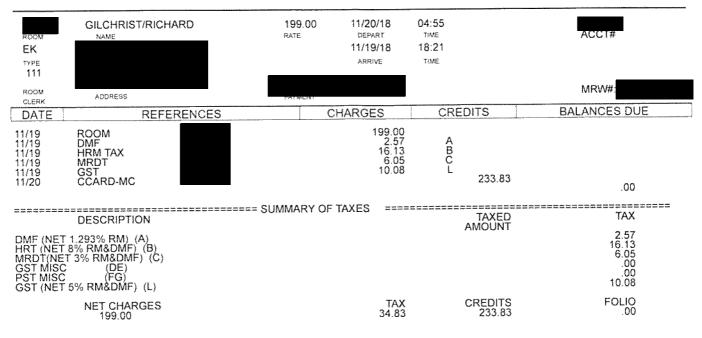
CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS



#### VANCOUVER MARRIOTT PINNACLE

**GUEST FOLIO** 



See our "Privacy & Cookie Statement" on Marriott.com

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



VANCOUVER MARRIOTT PINNACLE 1128 WEST HASTINGS S VANCOUVER, BC V6E 4R5 604-684-1128 GST REG # 886275940

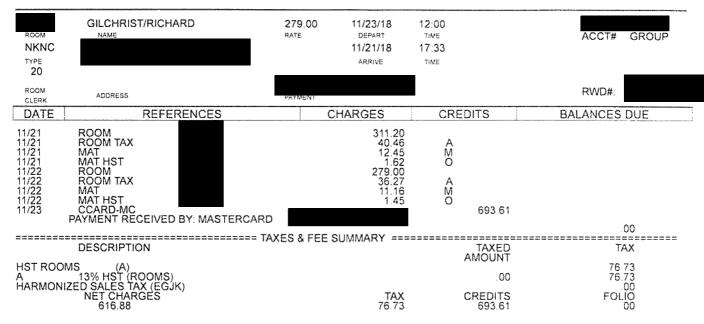
Treat yourself to the comfort of Marriott Hotels in your home. Visit ShopMarriott.com.

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposition any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual mander.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct bided, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law plus the reasonable cost of collection, including attorney fees.



#### MARRIOTT BLOOR YORKVILLE HOTEL

**GUEST FOLIO** 



See our "Privacy & Cookie Statement" on Marriott.com



MARRIOTT BLOOR YORKVILLE HOTEL 90 BLOOR EAST TORONTO, ON M4W 1A7 416-961-8000 HST# 869427344



#### 15T# R128599776

#### Edmonton Airports

Can T53 272 Edmonton Tax Code CA5%

bit Lane 23/11/18 17:47
Fedeipt

!fort term parking tkt
#1 - ho. CO2761
!1/11/18 08:33
#1/11/18 17:47
feriod 2dsh15'

| S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S75.00 | S

ACCOCIATED CAD

ASSOCIATED CAB
ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299 1111
CAR#1771

#### SALE

MID: REF#
TID: REF#
Batch #: SEQ: 15/32:07
APPR CODE: MASTERCARD

AMOUNT \$58.70 TIP \$5.87 TOTAL \$64.57

00 - APPROVED - 001

CUSTOMER COPY

Y,

TAXI & LIMO SERVICES # 1125 CRESTLAWN OR UNIT MISSISSAUGA. ON L4W 1A? 1125 Crestlawn drive Unit B Miss Ontario L4W 1A?

Merchant ID: Term ID:

#### Purchase

MASTERCARD

AID:
Entry Method: Chip

Batch#: 11/23/18 12:32:49

Customer Copy

0/

THE MERIDIAN RUMB SE LANGARY, AB 12A 1X2

TERMENOL TO: MERCHANT ID: VEHICLE ID : (RIVER ID : GST ACCOUNT II: TRIP NUMBER: PASSENGERS: 11/25/2018 START: 13:59 FNG: 14:26 PHSTANCE: 294, 60 RATE: 1 FARE AMOUNT: \$ 45.14 TAX AMOUNT: 2.26 TIP AMOUNT: 4.70 TOTAL : 52.10 MASTER CARD SALE

\*\*\*PASSENGER COPY\*\*\*

APPROVAL NUMBER :

THANK YOU (403)299 5599 WWW, THECHECKERGROUP, COM



:57# R128599776

Edmonton Airports

Can-ISJ 272 Edmonton Tax Code CA5%

Short term parking tkt - hc. C02796 /1/11/18 17:33 //11/18 17:36 //ripd 1d4h44

(lax) \$50.00 (cal \$50.00

layment Received S50.00

\$47.62 \$2.38 \$2.38

VEHICLE TELE TRIP NUMBER OKCHER/YELLON CAB 316 MERIDIAN ROAD SE CALGARY, AB TZA 1X2

Merchant III In Ever III: Record Num.

Sale



DESCRIPTION: NO STREATURE REQUIRED

Approd: Online

TRN Ref #:

(中国家 在成 148375259 为3559 [488] 日张石建立军民程录(OUP), COM

AND THE STREET STREET

101



#### **CALGARY SOUTH**

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

Richard Gilchrist

Room: Folio:

Cashier: Arrival:

11-25-18

Departure: 11-26-18

Date	Description	Additional Information	Charges	Credits
11-25-18	Room Charge		154.00	
11-25-18	DMF		4.02	
11-25-18	Tourism Levy		5.52	
11-25-18	Rooms - GST		7.90	
11-26-18	Master Card			171.4
GST Sum	nmary	Total	171.44	171.4
Registrati Room	on No: <b>895126332</b> 7.90	Balance Due	0.00 CD	N
F&B	0.00			
Other	9.54			
Total	17.44			

Guest Signature:\_

### RECEIPT

EGH Parking Edmonton, Alberta

License Plate Number

Expiration Date/Time

05:00 PM NOV 30, 2018

Purchase Date/Time: 02:00pm Nov 30, 2018

Total Due: \$13.50
Total Paid: \$13.50

Ticke
S/N #

Setting: EGH
Mach Name

asterCard

Auth #

Rates Include GST For assistance call 1-855-535-1100

13



#### **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.

<ul> <li>Indicate whether</li> </ul>	er you have expenses to report in this	section for this reporting period:	YES
Name :	Todd Gilchrist	Reporting Period for the	Month of: Nov-18

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amo	unt Paid
22-Oct-2018	Direct Billing	Airline Ticket	Travel from Edmonton to Toronto on November 21 returning November 23, to attend the Hospitals HR Canada 2018 Conference	Vision Travel		617.51
24-Oct-2018	Direct Billing	Airline Ticket	Travel from Edmonton to Calgary on November 4 returning November 7, to attend Director's Education Program - Institute of Corporate Directors	Vision Travel		355.86
30-Oct-2018	Direct Billing	Airline Ticket	Change fee to use a credit for travel between Calgary and Edmonton on October 30 for return flight after attending PHSSC and Senior Leaders Meeting	Vision Travel		100.00
30-Oct-2018	Direct Billing	Airline Ticket	Travel from Calgary to Edmonton on October 30 after attending PHSSC and Senior Leaders Meeting.	Vision Travel		270.38
Total Paid in t	ne Month				\$	1,343.75

From: To:

Subject: Invoice and Itinerary for GILCHRIST/RICHARD TODD MR - 21November18 - Vision Travel Locator:

Date: Thursday, December 20, 2018 4:01:04 PM

Vision Travel DT Ontario-West Inc.

9929 - 108 St. Edmonton, AB T5K 1G8

(780) 425-8611 1-866-425-8611

www.visiontravel.ca

GST Reg: 723782728 RT 0001

### Invoice/Itinerary

Invoice:

Agency Ref.: Issued: 22 October 2018 Sales Person:

Customer Number: Customer Ref.:

**ALBERTA HEALTH SERVICES** 

10030 - 107 STREET **EDMONTON AB** T5J 3E4

Passenger(s): GILCHRIST/RICHARD TODD MR

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

AIR - Wednesday, November 21 2018 (Flown)

Add To Calendar

WestJet Flight WS436 Economy Class

Edmonton, Alberta Weather **Edmonton International Airport** 10:15 AM Wednesday, November

Arrive Toronto, Ontario Weather Pearson International Airport 03:53 PM Wednesday, November

**Duration:** 3 hour(s) and 38 minute(s) Non-stop

Status: Confirmed - WestJet Booking Reference:

FF Number: - GILCHRIST/RICHARD TODD MR - please reconfirm at

check-in

Online Check In: Available 24 hours prior - click here

Baggage 0 Piece(s)

21 2018

Allowance:

PLEASE CHECK IN WITH WESTJET Remarks:

#### AIR - Friday, November 23 2018 (Flown)

Add To Calendar

WestJet Flight WS439 Economy Class

Depart Toronto, Ontario Weather

Pearson International Airport

03:20 PM Friday, November 23 2018

Edmonton International Airport 05:37 PM Friday, November 23

Edmonton, Alberta Weather

2018

Arrive

**Duration:** 4 hour(s) and 17 minute(s) Non-stop

Status: Confirmed - WestJet Booking Reference:

- GILCHRIST/RICHARD TODD MR - please reconfirm at

check-in

Online Check In: Available 24 hours prior - click here

Baggage 0 Piece(s)

Allowance:

Remarks: PLEASE CHECK IN WITH WESTJET

**DEP TERMINAL3** 

Invoice Detai	ls					
Transaction Do	ocument / ooking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Numb WestJet	er:	501.55	115.96	0.00 Bill	0.00 ed to:	617.51
	Totals:	501.55	115.96	0.00	0.00	617.51

Balance Due: 0.00

#### Remarks

AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ...1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147 PLEASE QUOTE ACCESS CODE 2EC0

\*\*\*PLEASE REVIEW YOUR ITINERARY FOR ACCURACY\*\*\*
PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU
FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE
DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS
MAY BE YOUR RESPONSIBILITY

-----WESTJET AIRLINE RULES-----

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

TICKET IS NON REFUNDABLE

CHANGES PERMITTED UP TO 2 HOURS PRIOR TO FLIGHT TIME CHANGE FEES PLUS ANY FARE INCREASE WILL APPLY TICKET MUST BE CANCELLED AT LEAST 2 HOURS PRIOR

OR NO CREDIT WILL APPLY

24 HOURS IN ADVANCE GO TO WWW.WESTJET.COM

TO CHECK IN AND PRINT YOUR BOARDING PASS.

RECOMMENDED CHECK-IN TIME IS AT LEAST 90 MINUTES

PRIOR TO DEPARTURE. AFTER CHECK-IN YOU MUST BE

AVAILABLE AT THE BOARDING GATE AT LEAST 60 MINUTES

PRIOR TO DEPARTURE OR YOU MAY BE DENIED BOARDING.

PLEASE ENSURE THAT YOU HAVE GOVERNMENT-ISSUED

From: To:

Subject: Invoice and Itinerary for GILCHRIST/RICHARD TODD MR - 04November18 - Vision Travel Locator:

Date: Thursday, December 20, 2018 4:03:15 PM

Vision Travel DT Ontario-West Inc.

9929 - 108 St. Edmonton, AB T5K 1G8

(780) 425-8611 1-866-425-8611

www.visiontravel.ca

GST Reg: 723782728 RT 0001

### Invoice/Itinerary

Invoice:

Agency Ref.:

Customer Number: Customer Ref.:

Issued: 25 October 2018 Sales Person:

Passenger(s): GILCHRIST/RICHARD TODD MR

**ALBERTA HEALTH SERVICES** 10030 - 107 STREET **EDMONTON AB** T5J 3E4

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

AIR - Sunday, N	November 4 2018 (Flown)	

Add To Calendar

WestJet Flight WS3352 Economy Class	s
-------------------------------------	---

Depart Edmonton, Alberta Weather **Edmonton International Airport** 04:00 PM Sunday, November 4 Arrive Calgary, Alberta Weather Calgary International Airport

05:00 PM Sunday, November 4

2018 1 hour(s) and 0 minute(s) Non-stop

Status: Confirmed - WestJet Booking Reference:

FF Number: - GILCHRIST/RICHARD TODD MR - please reconfirm at

check-in

Online Check In: Available 24 hours prior - click here

Baggage 0 Piece(s)

Allowance:

**Duration:** 

#### AIR - Sunday, November 4 2018 (Flown)

Add To Calendar

WestJet Flight WS3352 Economy Class

Depart Edmonton, Alberta Weather **Edmonton International Airport**  Arrive Calgary, Alberta Weather Calgary International Airport 05:00 PM Sunday, November 4

04:00 PM Sunday, November 4 2018 2018

**Duration:** 1 hour(s) and 0 minute(s) Non-stop

Status: Cancelled - WestJet Booking Reference:

FF Number: - GILCHRIST/RICHARD TODD MR - please reconfirm at

check-in

Available 24 hours prior - click here Online Check In:

Remarks: PLEASE CHECK IN WITH WESTJET ENCORE

# AIR - Wednesday, November 7 2018 (F<u>lown)</u> Add To Calendar WestJet Flight WS3229 Economy Class

Arrive Calgary, Alberta Weather Edmonton, Alberta Weather

Calgary International Airport **Edmonton International Airport** 06:15 PM Wednesday, November 7 07:11 PM Wednesday, November 7

2018 2018

0 hour(s) and 56 minute(s) Non-stop Status: Confirmed - WestJet Booking Reference:

FF Number: - GILCHRIST/RICHARD TODD MR - please reconfirm at

check-in

Online Check In: Available 24 hours prior - click here

Remarks: PLEASE CHECK IN WITH WESTJET ENCORE

Invoice Details						
Transaction Docu	ument / king Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number: WestJet		256.90	98.96	0.00 Bil	0.00 led to:	355.86
	Totals:	256.90	98.96	0.00	0.00	355.86

0.00 **Balance Due:** 

#### Remarks

Depart

**Duration:** 

AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ... 1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147 PLEASE QUOTE ACCESS CODE 2EC0

\*\*\*PLEASE REVIEW YOUR ITINERARY FOR ACCURACY\*\*\*

PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS MAY BE YOUR RESPONSIBILITY RECOMMENDED CHECK-IN TIME IS AT LEAST 90 MINUTES PRIOR TO DEPARTURE. AFTER CHECK-IN YOU MUST BE AVAILABLE AT THE BOARDING GATE AT LEAST 60 MINUTES PRIOR TO DEPARTURE OR YOU MAY BE DENIED BOARDING. PLEASE ENSURE THAT YOU HAVE GOVERNMENT-ISSUED PHOTO I.D. GATE ASSIGNMENTS AND DEPARTURE ARRIVAL INFORMATION ARE SUBJECT TO CHANGE. PLEASE CHECK MONITORS AT THE AIRPORT. PLEASE RECONFIRM ALL FLIGHTS IT IS YOUR RESPONSIBILITY TO VERIFY FLIGHT TIMES WITH THE AIRLINE PRIOR TO YOUR DEPARTURE. SCHEDULE CHANGES OR FLIGHT CANCELLATIONS MAY OCCUR AT ANY

From: To:

**Subject:** Invoice and Itinerary for GILCHRIST/RICHARD TODD MR - 30October18 - Vision Travel Locator:

**Date:** Thursday, December 20, 2018 4:49:05 PM

Vision Travel DT Ontario-West Inc

9929 - 108 St. Edmonton, AB T5K 1G8

(780) 425-8611 1-866-425-8611

www.visiontravel.ca

GST Reg: 723782728 RT 0001

### Invoice/Itinerary

Invoice: Agency Ref.: Issued: 30 October 2018 Sales Person:

Customer Number: Customer Ref.:

ALBERTA HEALTH SERVICES Passenger(s): GILCHRIST/RICHARD TODD MR

10030 - 107 STREET EDMONTON AB T5J 3E4

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

AIR - Wednesday, October 31 2018 (Flown)			Add To Calendar
WestJe	t Flight WS 3140 Premium Economy	Class	
Depart	Edmonton, Alberta Weather	Arrive	Calgary, Alberta Weather
	Edmonton International Airport		Calgary International Airport
	06:00 PM Wednesday, October 31		07:00 PM Wednesday, October 31
	2018		2018

Duration:0 hour(s) and 56 minute(s) Non-stopStatus:Confirmed - WestJet Booking Reference:

- GILCHRIST/RICHARD TODD MR - please reconfirm at

check-in

Online Check In: Available 24 hours prior - click here

Baggage 2 Piece(s)

Allowance:

Remarks: PLEASE CHECK IN WITH WESTJET ENCORE

Invoice Details						
Transaction Docum Bookin		Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number: WestJet		100.00	0.00	0.00 Bil	0.00 led to:	100.00
	Totals:	100.00	0.00	0.00	0.00	100.00

Balance Due: 0.00

Remarks

From: To:

**Subject:** Invoice and Itinerary for GILCHRIST/RICHARD TODD MR - 300ctober18 - Vision Travel Locator:

**Date:** Thursday, December 20, 2018 3:58:44 PM

Vision Travel DT Ontario-West Inc 9929 - 108 St. Edmonton, AB T5K 1G8

(780) 425-8611 1-866-425-8611

www.visiontravel.ca

GST Reg: 723782728 RT 0001

### Invoice/Itinerary

Invoice: Agency Ref.: Agency Ref.: Issued: 30 October 2018 Sales Person:

Customer Number: Customer Ref.:

ALBERTA HEALTH SERVICES

10030 - 107 STREET EDMONTON AB T5J 3E4 Passenger(s): GILCHRIST/RICHARD TODD MR

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

AIR - Tuesday, October 30 2018 (Flown)			Add To Calendar		
WestJe	t Flight WS3137 Premium Economy				
Depart	Calgary, Alberta Weather	Arrive	Edmonton, Alberta Weather		
	Calgary International Airport	Edmonton International Airport			
	08:15 PM Tuesday, October 30		09:11 PM Tuesday, October 30		
	2018		2018		

**Duration:** 0 hour(s) and 56 minute(s) Non-stop

Status: Confirmed - WestJet Booking Reference:

- GILCHRIST/RICHARD TODD MR - please reconfirm at

check-in

Online Check In: Available 24 hours prior - click here

Baggage 2 Piece(s)

Allowance:

Remarks: PLEASE CHECK IN WITH WESTJET ENCORE

Invoice De	tails					
Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Nur WestJet	mber:	220.90	49.48	0.00 Bi	0.00 lled to:	270.38
	Totals:	220.90	49.48	0.00	0.00	270.38

Balance Due: 0.00

Remarks