

## AHS Board and Executive Expense Report

**Name** Todd Gilchrist  
**Title** VP People, Legal & Privacy  
**Location** Edmonton

Expenses submitted during the month of December 2018

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)
Dec-18	Expense Claim	Meetings					-	263		
Dec-18	Direct Billing	Meetings	1,059				1,059			
<b>Total</b>			\$ 1,059	\$ -	\$ -	\$ -	\$ 1,059	\$ 263	\$ -	\$ -

**Total for the Month**      \$      1,322

Maximum daily single meal expense claimed in the month      \$      -  
Maximum daily base hotel rate claimed in the month      \$      -  
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, People, Legal & Privacy	Edmonton	\$ 262.50									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
12/7/2018	Membership dues to Annual Membership dues for Board of Canadian Registered Safety Professionals (BCRSP)	AB - Other Zones	Membership Dues	\$ 262.50			Annual Membership dues for Board of Canadian Registered Safety Professionals (BCRSP)	1				
Approver(s) for the claim		Approval Status	Approval Date									
YIU, VERNA		Approve	8-Jan-19									

**Thank you for your order!**  
Please print out this page as a receipt.

Order # [REDACTED]

Transaction # [REDACTED]

**Status**

December 7th 2018 12:47: New

**Items Ordered**

BCRSP Annual Renewal - \$250.00 x 1 = \$250.00

**Contact Information**

Todd R. Gilchrist

[REDACTED]

**Total**

Tax + \$12.50  
Total = \$262.50

**Paid**

18-Dec-07 12:47 Moneris - \$262.50

**Balance = \$0.00**

Please click here to return to your portal dashboard (<https://bcrsp.useclarus.com>)

## 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> Nov-18
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
19-Nov-2018	Direct Pay	Airline Ticket	Airline ticket to attend the Canada's Top 100 Employers Awards event - Edmonton - Vancouver	Marlin Travel	259.97
20-Nov-2018	Direct Pay	Airline Ticket	Airline ticket to return to Edmonton from attending Canada's Top 100 Employers Awards event - Vancouver- Edmonton	Marlin Travel	291.48
25-Nov-2018	Direct Pay	Airline Ticket	Edmonton to Calgary and return airline ticket to attend meetings at AHS Southport Tower	Marlin Travel	507.86
<b>Total Paid in the Month</b>					<b>\$ 1,059.31</b>

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** Fw: Invoice and Itinerary for GILCHRIST/RICHARD TODD MR - 19November18 - Vision Travel Locator: [REDACTED]  
**Date:** Tuesday, April 02, 2019 11:41:32 AM

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**From:** [REDACTED]  
**Sent:** March 14, 2019 6:47 PM  
**To:** [REDACTED]  
**Subject:** Invoice and Itinerary for GILCHRIST/RICHARD TODD MR - 19November18 - Vision Travel  
Locator: [REDACTED]



Vision Travel DT Ontario-West Inc  
, , Canada,  
[www.visiontravel.ca](http://www.visiontravel.ca)  
GST Reg : 723782728 RT 0001

## Invoice/Itinerary

Invoice: [REDACTED] Agency Ref.: [REDACTED] Customer Number: [REDACTED]  
Issued: 09 November 2019 Sales Person: [REDACTED] Customer Ref.: [REDACTED]

**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 - Monday, November 19 2018 (Flown) [Add To Calendar](#)**

**WestJet Flight WS211 Economy Class**

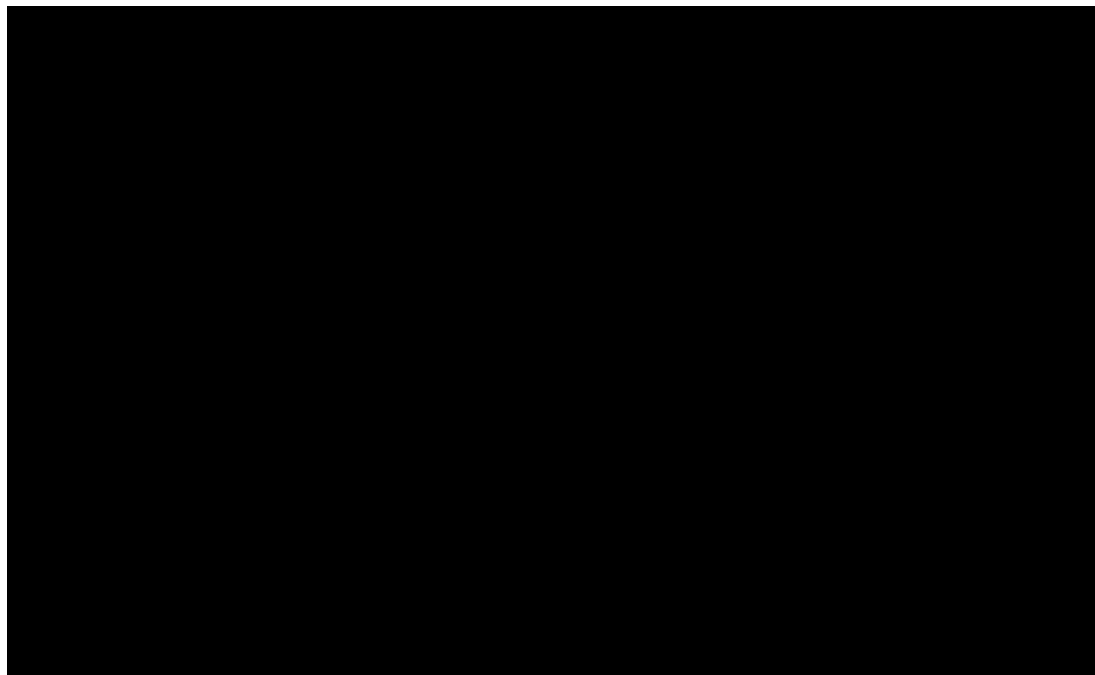
<b>Depart</b>	Edmonton, Alberta <a href="#">Weather</a>	<b>Arrive</b>	Vancouver, British Columbia <a href="#">Weather</a>
	Edmonton International Airport		Vancouver Intl
	03:30 PM Monday, November 19 2018		04:11 PM Monday, November 19 2018

**Duration:** 1 hour(s) and 41 minute(s) Non-stop  
**Status:** Confirmed - WestJet Booking Reference: [REDACTED]

FF Number: [REDACTED] - GILCHRIST/RICHARD TODD MR - please reconfirm at check-in

Online Check In: Available 24 hours prior - [click here](#)

Remarks: PLEASE CHECK IN WITH WESTJET



**AIR - Tuesday, November 20 2018 (Flown) Add To Calendar**

**Air Canada Flight AC232 Economy Class**

<b>Depart</b>	Vancouver, British Columbia Vancouver Intl 06:25 AM Tuesday, November 20 2018	<b>Arrive</b>	Edmonton, Alberta Edmonton International Airport 08:54 AM Tuesday, November 20 2018
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**Duration:** 1 hour(s) and 29 minute(s) Non-stop  
**Status:** Confirmed - Air Canada Booking Reference: [REDACTED]  
**FF Number:** [REDACTED] - GILCHRIST/RICHARD TODD MR - please reconfirm at check-in  
**Online Check In:** Available 24 hours prior - [click here](#)  
**E Upgrade:** For Eligible Flight - Aeroplan Members [click here](#)  
**Baggage Allowance:** 1 Piece(s)  
**Remarks:** DEP TERMINALM

**Invoice Details**

Transaction Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number: [REDACTED] Air Canada [REDACTED]	264.00	27.48	0.00	0.00	291.48
					Billed to: [REDACTED]
Invoice Number: [REDACTED] WestJet [REDACTED]	210.49	49.48	0.00	0.00	259.97
					Billed to: [REDACTED]
<b>Totals:</b>	<b>456.49</b>	<b>76.96</b>	<b>0.00</b>	<b>0.00</b>	<b>551.45</b>
<b>Balance Due:</b>					<b>0.00</b>

**Remarks**

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**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** Fw: Invoice and Itinerary for GILCHRIST/RICHARD TODD MR - 25November18 - Vision Travel Locator: Q0DRPL  
**Date:** Tuesday, April 02, 2019 11:41:57 AM

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**From:** [REDACTED]  
**Sent:** March 14, 2019 6:44 PM  
**To:** Wendy Nairn  
**Subject:** Invoice and Itinerary for GILCHRIST/RICHARD TODD MR - 25November18 - Vision Travel  
**Locator:** [REDACTED]



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:** [REDACTED]      **Agency Ref.:** Q0DRPL      **Customer** [REDACTED]  
**Issued:** 21 November 2019      **Sales** [REDACTED]      **Number:** [REDACTED]  
**Person:** [REDACTED]      **Customer Ref.:** [REDACTED]

**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 - Sunday, November 25 2018 (Flown)** [Add To Calendar](#)

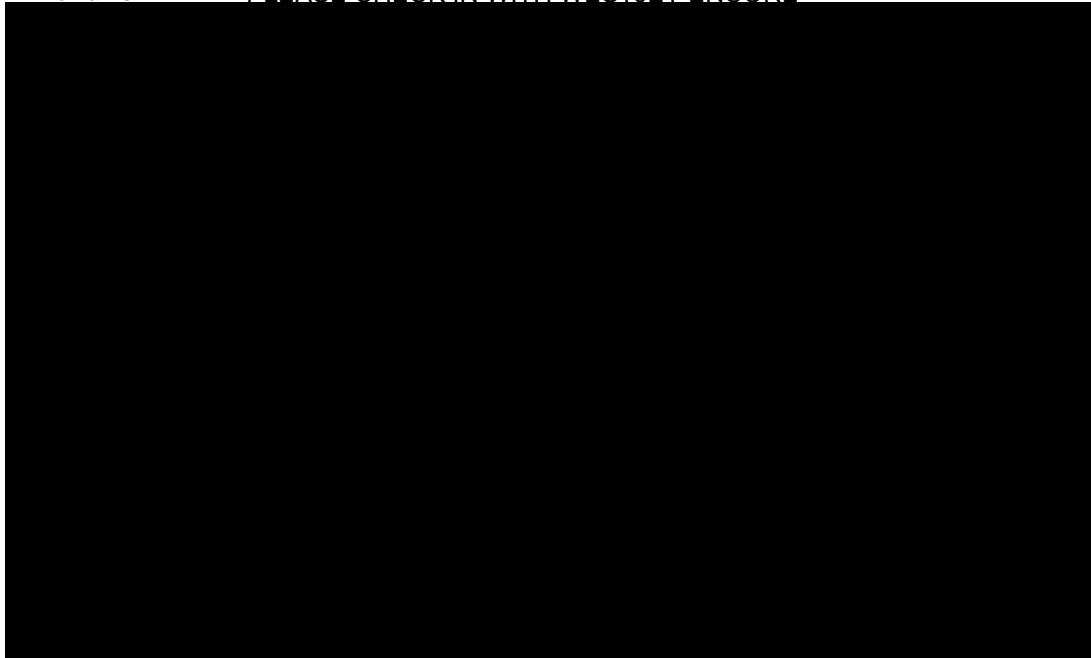
**WestJet Flight WS3134 Economy Class**

<b>Depart</b>	Edmonton, Alberta <a href="#">Weather</a> Edmonton International Airport 02:00 PM Sunday, November 25 2018	<b>Arrive</b>	Calgary, Alberta <a href="#">Weather</a> Calgary International Airport 03:00 PM Sunday, November 25 2018
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**Duration:** 1 hour(s) and 0 minute(s) Non-stop  
**Status:** Confirmed - WestJet Booking Reference: [REDACTED]  
**FF Number:** [REDACTED] - 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 ENCORE



**AIR - Monday, November 26 2018 (Flown)** **Add To Calendar**

**WestJet Flight WS3145 Economy Class**

**Depart** Calgary, Alberta [Weather](#) **Arrive** Edmonton, Alberta [Weather](#)  
 Calgary International Airport Edmonton International Airport  
 04:15 PM Monday, November 26 2018 05:11 PM Monday, November 26 2018

**Duration:** 0 hour(s) and 56 minute(s) Non-stop  
**Status:** Confirmed - WestJet Booking Reference: [REDACTED]  
**FF Number:** [REDACTED] - 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 Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number: [REDACTED] WestJet [REDACTED]	408.90	98.96	0.00	0.00	507.86
Vendor WS [REDACTED] WESTJET	9.00	0.00	0.00	0.00	9.00
<b>Totals:</b>	<b>417.90</b>	<b>98.96</b>	<b>0.00</b>	<b>0.00</b>	<b>516.86</b>
<b>Total Credit Card Billing:</b>					<b>9.00</b>
<b>Balance Due:</b>					<b>0.00</b>

**Remarks**

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 AFTER HOURS EMERGENCY HELP DESK