

## Official Administrator and Executive Expense Report

**Name** Dr. Verna Yiu  
**Title** VP Quality & Chief Medical Officer  
**Location** Edmonton  
 Expenses submitted during the month of July 2015

Travel (1)										
Month-Year	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Jul-15	Direct Billing	Meetings	786				786			
<b>Total</b>			\$ 786	\$ -	\$ -	\$ -	\$ 786	\$ -	\$ -	\$ -

**Total for the Month** \$ 786

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.

Car allowance and any other employment benefits reported in the annual financial statements are excluded from this report

## Executive Expenses Report Direct Billing Summary

### Purpose of This Form:

The purpose of this form is to report expenses incurred on behalf of a designated Executive and paid for by a third party vendor. The information will be used for public disclosure reporting.

### Expenses Paid Directly to Third Party Vendors

AHS may have established accounts with certain vendors used to book travel and other expenses that are billed directly to AHS. Examples include but are not limited to hotels, travel agencies, car rental agencies, conferences, courses and expenses reimbursed from a petty cash fund. It is mandatory to include in monthly reports these expenses that pertain to each member. AHS is required to disclose expenses for all applicable receipts and back up must be attached.

### Direct Bill Report

- Enter all items related to expenses incurred while conducting AHS business and paid for via a third party vendor (i.e. hotel accommodation, airline tickets, car rental, hosting events and working sessions).
- Enter all expenses pertaining to professional development such as conferences and courses, etc.
- Enter all other expenses paid by AHS not mentioned above
- Copies of invoices and other relevant back up must be attached including approvals for working sessions/hosting events
- 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  No

Name: Dr. Verna Yiu

Reporting Period for the Month of: May 2015

Date	Payment Method	Category	Description/Purpose for Expense	Name of Vendor Paid	Amount Paid
2015-05-06	Direct Billing	Other	Flight: Edmonton-Calgary (return) -Attend PPEC Meeting	Marlin Travel	\$362.96
2015-05-06	Direct Billing	Other	Flight: Edmonton-Calgary (return) -Change fee - attended Strategy Planning Session until 5:00 p.m.	Marlin Travel	\$60.00

2015-05-13	Direct Billing	Other	Flight: Edmonton-Calgary (return) - - Attend Exec Educ. ALP Presidentialation	Marlin Travel	\$362.96
	Choose One	Choose One			
	Choose One	Choose One			
<b>Total Paid in the Month</b>					<b>\$785.92</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: April 29, 2015  
Page: 1/2  
Our Reference: [REDACTED]  
Your Reference: [REDACTED]

# INVOICE

**For**  
DR VERNA YIU  
AC [REDACTED]

Wednesday, May 6, 2015

## ✈ Air

AIR CANADA  
From: EDMONTON INTL AB  
To: CALGARY AB  
Stops: 0 Arrival: 06May15  
Seat(s): 05C  
AIR CANADA E

Flight: 8133 W CLASS  
07:00 AM Equipment: CRJ JET  
07:48 AM

Mile(s) Flown: 163

## ✈ Air

AIR CANADA  
From: CALGARY AB  
To: EDMONTON INTL AB  
Stops: 0 Arrival: 06May15  
Seat(s): 05C  
AIR CANADA E

Flight: 8150 W CLASS  
04:00 PM Equipment: DH4  
04:50 PM

Mile(s) Flown: 163

**Cost:**  
TKT [REDACTED] TKT [REDACTED] 288.00  
Tax: 74.96  
Ticket Total: 362.96

*PPEC Mtg. Calgary*

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: May 6, 2015  
Page: 1/2  
Our Reference: [REDACTED]  
Your Reference: [REDACTED]

# INVOICE

For  
DR VERNA YIU  
AC [REDACTED]

Wednesday, May 6, 2015

## Air

AIR CANADA  
From: EDMONTON INTL AB  
To: CALGARY AB  
Stops: 0 Arrival: 06May15  
Seat(s): 05C  
AIR CANADA E  
TICKET NUMBER [REDACTED]

Flight: 8133 W CLASS  
07:00 AM Equipment: CRJ JET  
07:48 AM

Mile(s) Flown: 163

## Air

AIR CANADA  
From: CALGARY AB  
To: EDMONTON INTL AB  
Stops: 0 Arrival: 06May15  
AIR CANADA E

Flight: 8172 V CLASS  
05:30 PM Equipment: D8 (300 SERIES)  
06:22 PM

Mile(s) Flown: 163

Cost:  
TKT [REDACTED] E-TKT EXCHANGED [REDACTED] 60.00  
Total:

Grand Total: 60.00  
Less Credit Card Payments: 60.00  
Credit / Balance Due To This Invoice: 0.00  
Total Balance Due: 0.00

*Change fee: strategy  
Planning Session until 5:00pm.*

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: May 7, 2015

Page: 1/2

Our Reference: [REDACTED]

## INVOICE

For

DR VERNA YIU

AC [REDACTED]

Wednesday, May 13, 2015

 Air

AIR CANADA

From: EDMONTON INTL AB

To: CALGARY AB

Stops: 0 Arrival: 13May15

Seat(s): 03C

AIR CANADA E

AIR CANADA CONFIRMATION [REDACTED]

Flight: 8133

G CLASS

07:00 AM Equipment: CRJ JET

07:48 AM

Mile(s) Flown: 163

 Air

AIR CANADA

From: CALGARY AB

To: EDMONTON INTL AB

Stops: 0 Arrival: 13May15

Seat(s): 06C

AIR CANADA E

AIR CANADA CONFIRMATION [REDACTED]

Flight: 8140

V CLASS

02:30 PM Equipment: CRJ JET

03:20 PM

Mile(s) Flown: 163

Cost:

TKT- [REDACTED] E-TKT

[REDACTED] 288.00

Tax:

74.96

Ticket Total:

362.96

*Exec. Educ. ALP Presentation,  
Calgary.*