

## Official Administrator and Executive Expense Report

**Name** Vivian Simpkin  
**Title** General Counsel Legal & Privacy (Acting)  
**Location** Edmonton  
 Expenses submitted during the month of November 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) |
| Nov-15       | Expense Claim   | Meetings |         | 42    | 173           | 26           | 241          |                              |  |           |
| Nov-15       | Direct Billing  | Meetings |         |       |               | 134          | 134          |                              |  |           |
| <b>Total</b> |                 |          | \$ -    | \$ 42 | \$ 173        | \$ 160       | \$ 375       | \$ -                         | \$ -   | \$ -      |

**Total for the Month** \$ 375

Maximum daily single meal expense claimed in the month \$ 21  
 Maximum daily base hotel rate claimed in the month \$ 154  
 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

## AHS Public Disclosure Expense Claims

| Claimant Name      | Claimant Title                           | Claimant Location | Expense Claim Total |
|--------------------|--|-------------------|---------------------|
| SIMPKIN,<br>VIVIAN | General Counsel Legal & Privacy (Acting) | Edmonton          | 240.84              |

| Expense Date                     | Business reason   | Expense Location       | Expense Type   | Amount               | From Location | To Location | Justification | # of days | # of Attendees | Attendee Name(s) | Trip Distance |
|----------------------------------|---|------------------------|----------------|----------------------|---------------|-------------|---------------|-----------|----------------|------------------|---------------|
| 11/30/2015                       | Attend various meetings re Transition of Responsibilities | AB - Other Zones       | Accommodations | 172.89               |               |             |               | 1         |                |                  |               |
| 11/30/2015                       | Attend various meetings re Transition of Responsibilities | AB - Other Zones       | Taxi           | 26.45                |               |             |               | 1         |                |                  |               |
| 11/30/2015                       | Attend various meetings re Transition of Responsibilities |                        | Meals Per Diem | 20.75                |               |             | Dinner        | 1         |                |                  |               |
| 12/1/2015                        | Attend various meetings re Transition of Responsibilities |                        | Meals Per Diem | 20.75                |               |             | Dinner        | 1         |                |                  |               |
| <b>Approver(s) for the claim</b> |   | <b>Approval Status</b> |                | <b>Approval Date</b> |               |             |               |           |                |                  |               |
| RHODES, DEBORAH                  |   | Approve                |                | 8-Dec-15             |               |             |               |           |                |                  |               |



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

Ms Vivian Simpkin  
Canada

Room:   
Folio:  
Cashier:  
Arrival: 11-30-15  
Departure: 12-01-15

| Date     | Description  | Additional Information | Charges | Credits |
|----------|--------------|------------------------|---------|---------|
| 11-30-15 | Room Charge  |                        | 154.00  |         |
| 11-30-15 | DMF          |                        | 4.62    |         |
| 11-30-15 | Tourism Levy |                        | 6.34    |         |
| 11-30-15 | Rooms - GST  |                        | 7.93    |         |

GST Summary

Registration No: 826085417

Room 7.93

F&B 0.00

Other 10.96

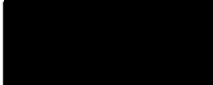
**Total 18.89**

|             |        |      |
|-------------|--------|------|
| Total       | 172.89 | 0.00 |
| Balance Due | 172.89 | CDN  |

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.

ASSOCIATED CAB ALTA LTD  
387 - 41 AVE NE (483) 299-1111  
INSIST ON THE PROFESSIONALS

DATE: 2015/11/30  
PICK-UP TIME: 19:57  
DROP-OFF TIME: 20:14  
TRIP ID: 0  
LOCATION: 073000-45024103707  
CAR NUMBER: 0165  
DRIVER: 307729-45024103707  
CARD TYPE: MC  
CARD:   
EXPIRY:  
AUTH:

FARE (\$): 23.00  
EXTRA (\$): 15.00  
SUBTTL (\$): 34.00

TIP (\$): 27.00

TOTAL (\$):

SIGNATURE: 

FOR ONLINE TAXI BOOKINGS VISIT  
OUR WEBSITE@WWW.ASSOCIATEDCAB.CA

DRIVER'S COPY

## Expenses Report Direct Bill 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. 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> | Vivian Simpkin | <b>Reporting Period for the Month of :</b> | Nov-15 |
|---------------|----------------|--|--------|

| DD-MMM-YYYY                    | Payment Method | Category                   | Description/Purpose of the Expense | Name of Vendor | Amount Paid      |
|--------------------------------|----------------|----------------------------|------------------------------------|----------------|------------------|
| 1-Dec-2015                     | Direct Billing | Other Transportation       | Calgary Meetings re Transition     | Marlin Travel  | 133.92           |
|                                | Direct Billing | Choose from Drop-down List |                                    | Marlin Travel  | -                |
|                                | Direct Billing | Choose from Drop-down List |                                    | Marlin Travel  | -                |
|                                | Direct Billing | Choose from Drop-down List |                                    | Marlin Travel  | -                |
|                                | Direct Billing | Choose from Drop-down List |                                    | Marlin Travel  | -                |
| <b>Total Paid in the Month</b> |                |                            |                                    |                | <b>\$ 133.92</b> |

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:

November 24, 2015

Page:

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Our Reference:

## INVOICE

For

MS VIVIAN SIMPKIN

Monday, November 30, 2015

 Air

OTHER TRAVEL

From: EDMONTON AB

To: CALGARY AB

Stops: 0 Arrival: 30Nov15

RED ARROW ORDER NUMBER 5

DEPART EDMONTON DOWNTOWN VE CALGARY DOWNTOWN

SEAT 2C

Flight: 101

04:30 PM

07:50 PM

ECONOMY CLASS

Mile(s) Flown: 163

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

Invoice Number:

Date:

November 24, 2015

Page:

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Our Reference:

## INVOICE

Tuesday, December 1, 2015

 Air

OTHER TRAVEL

Flight: 202

ECONOMY CLASS

From: CALGARY AB

04:30 PM

To: EDMONTON AB

07:50 PM

Mile(s) Flown: 163

Stops: 0 Arrival: 01Dec15

RED ARROW ORDER NUMBER

DEPART CALGARY DOWNTOWN ARRIVE EDMONTON DOWNTOWN

SEAT 2C

### Cost:

RED ARROW MOTORCOACH

(

133.92

### Total:

Grand Total: 133.92

Less Credit Card Payments: 133.92

Credit / Balance Due To This Invoice: 0.00

Total Balance Due: 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.