

AHS Board and Executive Expense Report

Name Dr. Verna Yiu
Title President & Chief Executive Officer
Location Edmonton
 Expenses approved during the month of February 2020

Travel (1)										
Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
	P-Card	Meetings					-			
	Expense Claim	Meetings					-			
Feb-20	Direct Billing	Meetings	425				425			
Total			\$ 425	\$ -	\$ -	\$ -	\$ 425	\$ -	\$ -	\$ -

**Total for
the Month** \$ 425

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.

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

Name : Verna Yiu	Reporting Period for the Month of : Feb-20
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
16-Dec-2019	Direct Billing	Airline Ticket	Airfare: Edmonton to Calgary (return): Attended several meetings in Calgary, as well as community engagement and fundraising meeting - trip cancelled due to inclement weather - credit issued	Vision Travel	\$448.64
12-Dec-2019	Direct Billing	Airline Ticket	Trip to Calgary cancelled on Dec 19: Refund seat selection	Vision Travel	-\$23.71
Total Paid in the Month					\$ 424.93



A DIRECT TRAVEL[®] COMPANY

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

E-Ticket Receipt

Ticket Number: [REDACTED]
Invoice: [REDACTED]
Sales Person: [REDACTED]

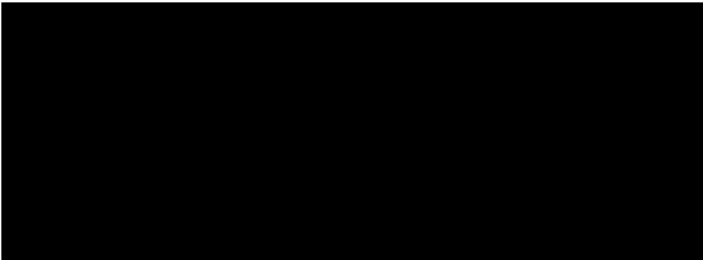
Issuing Airline: AC
Agency Ref.: [REDACTED]
IATA Number: [REDACTED]

Issued: 16Dec19
Customer Number: [REDACTED]
Customer Ref.: N/A

Passenger(s): YIU/VERNA DR

AIR - Thursday, January 9 2020	
Air Canada Flight AC8131 Economy Class - Seat Assigned at Check-in	
Depart	Edmonton, Alberta Edmonton International Airport 05:30 AM Thursday, January 9 2020
Arrive	Calgary, Alberta Calgary International Airport 06:25 AM Thursday, January 9 2020
Duration:	0 hour(s) and 55 minute(s) Non-stop
Status:	Confirmed
Operated By:	AIR CANADA EXPRESS - JAZZ
FF Number:	[REDACTED] - YIU/VERNA DR - please reconfirm at check-in
Online Check In:	Available 24 hours prior
Baggage Allowance:	1 Piece(s)
Remarks:	PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ SEAT 4C
Fare Basis:	[REDACTED]
Not Valid Before:	09Jan
Not Valid After:	09Jan

AIR - Thursday, January 9 2020	
Air Canada Flight AC8150 Economy Class - Seat Assigned at Check-in	
Depart	Calgary, Alberta Calgary International Airport 03:20 PM Thursday, January 9 2020
Arrive	Edmonton, Alberta Edmonton International Airport 04:14 PM Thursday, January 9 2020
Duration:	0 hour(s) and 54 minute(s) Non-stop
Status:	Confirmed
Operated By:	AIR CANADA EXPRESS - JAZZ
FF Number:	[REDACTED] - YIU/VERNA DR - please reconfirm at check-in
Online Check In:	Available 24 hours prior
Baggage Allowance:	1 Piece(s)
Remarks:	PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ SEAT 5C
Fare Basis:	[REDACTED]
Not Valid Before:	09Jan
Not Valid After:	09Jan



Fare

Form of payment:	Credit Card CA-XXXXXXXXXX [REDACTED]
Endorsements / restrictions:	NONE
Fare calculation:	[REDACTED] AB HEALTH SERVICE S COF 9JAN YEA AC YYC Q9.00Q3.00 174.84AC YEA Q9.00Q3.00 174.84CAD373.68END
Fare:	CAD 448.64
Equivalent amount paid:	

Positive identification required for airport check in**Notice:**

Transportation and other services provided by the carrier are subject to conditions of contract and other important notices. Please ensure that you have received these notices, and if not, contact the travel agent or issuing carrier to obtain a copy prior to the commencement of your trip.

If the passenger journey involves an ultimate destination or stop in a country other than the country of departure, the Warsaw Convention may be applicable. This convention governs and on most cases limits the liability of carriers for death or personal injury and in respect of loss of, or damage to baggage.

From:

Sent:

Wednesday, January 08, 2020 3:59 PM

To:

Subject:

Air Canada credit information for cancelled 09 Jan trip.

Caution - This email came from an external address and may contain unsafe content. Ensure you trust this sender before opening attachments or clicking any links in this message.

Hi Audrey,

TKT: [REDACTED] NAME: YIU/VERNA DR
FARE: CAD 373.68 TAX: TOTAL: CAD 448.64

Ticket credit must be used by 16 Dec. 2020
Rebooking fee is #100.00 plus any fare difference.

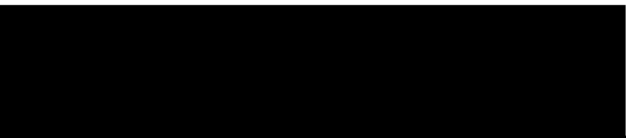
thanks

Trina Macauley
Corporate Travel Advisor

9929 - 108 St, Edmonton, Alberta, T5K 1G8

Office: 780-425-8611

Toll-Free: 888-255-0515 Ext: 1781



AIR - Thursday, December 19 2019

[Add To Calendar](#)

Air Canada Flight AC8133 Economy Class

Depart	Edmonton, Alberta Weather Edmonton International Airport 08:10 AM Thursday, December 19 2019	Arrive	Calgary, Alberta Weather Calgary International Airport 09:10 AM Thursday, December 19 2019
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Duration: 1 hour(s) and 0 minute(s) Non-stop
 Status: Confirmed
 Operated By: AIR CANADA EXPRESS - JAZZ
 FF Number: [REDACTED] YIU/VERNA DR - please reconfirm at check-in
 Online Check In: Available 24 hours prior - [click here](#)
 E Upgrade: For Eligible Flight - Aeroplan Members [click here](#)

Remarks: SEAT 3D
 AIR CANADA LOCATOR [REDACTED]

AIR - Thursday, December 19 2019

[Add To Calendar](#)

Air Canada Flight AC8150 Economy Class

Depart	Calgary, Alberta Weather Calgary International Airport 03:20 PM Thursday, December 19 2019	Arrive	Edmonton, Alberta Weather Edmonton International Airport 04:14 PM Thursday, December 19 2019
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Duration: 0 hour(s) and 54 minute(s) Non-stop
 Status: Confirmed
 Operated By: AIR CANADA EXPRESS - JAZZ
 FF Number: [REDACTED] - YIU/VERNA DR - please reconfirm at check-in
 Online Check In: Available 24 hours prior - [click here](#)
 E Upgrade: For Eligible Flight - Aeroplan Members [click here](#)

Remarks: SEAT 4C
 AIR CANADA LOCATOR [REDACTED]

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
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Invoice Number [REDACTED]

Vendor AC AIR CANADA REFUND		0.00	-23.71	0.00	0.00	-23.71
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Billed to: CA552824XxXxXx3249

Totals:			-23.71	0.00	0.00	
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Total Credit Card Billing:
 Balance Due: [REDACTED]