

AHS Board and Executive Expense Report

Name Deb Gordon
Title VP & Chief Health Operations Officer Northern Alberta
Location Edmonton
 Expenses submitted during the month of April 2017

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)
Apr-17	P-Card	Meetings			150	15	165			
Apr-17	Direct Billing	Meetings	398				398			
Total			\$ 398	\$ -	\$ 150	\$ 15	\$ 563	\$ -	\$ -	\$ -

Total for the Month \$ 563

Maximum daily single meal expense claimed in the month \$ -
 Maximum daily base hotel rate claimed in the month \$ 134
 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 P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total
GORDON, DEBORAH A	VP & Chief Health Operations Officer Northern Alberta	Edmonton	\$ 165.44

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
3/22/2017	Attending the Senior Leaders meeting in Calgary and Calgary OBP meeting	AB - Other Zones	Accommodations	\$ 150.44			Attending the Senior Leaders meeting in Calgary and Calgary OBP meeting	1			
3/27/2017	meetings at Alberta Health	AB - Local	Parking - Lot or Parkade	\$ 15.00			meetings at Alberta Health	1			

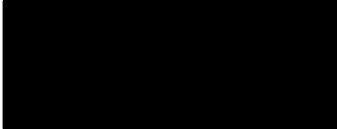
Approver(s) for the claim	Approval Status	Approval Date
YIU, VERNA	Approve	12-May-17



Courtyard Calgary South

3750 Market Street SE
Calgary AB T3M 2P2
T 587.349.7599

Deborah/Ms Gordon



Room: [Redacted]

Room Type: [Redacted]

Number of Guests: 1

Rate: \$134.00

Clerk: [Redacted]

Arrive: 21Mar17

Time: 05:39PM

Depart: 22Mar17

Time: 06:08AM

Folio Number: [Redacted]

Date	Description	Charges	Credits
21Mar17	Room Charge	134.00	
21Mar17	Gst	6.90	
21Mar17	Hotel Levy	5.52	
21Mar17	Destination Marketing Fee	4.02	
22Mar17	Master Card		150.44
	Card #: [Redacted]		
	Amount: 150.44 Auth. [Redacted] Signature on File		
	This card was electronically swiped on 21Mar17		
	Balance:	0.00	

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Written Attestation for Lost Receipt

Date of Receipt – March 27, 2017

Description (ie: Parking – meetings with Alberta Health)

Amount \$15.00

- The above receipt has been misplaced
- The expense was incurred and related to AHS business
- The expense has not been previously claimed

A handwritten signature in black ink, appearing to be 'D. D.', written over a horizontal line.

Employee Signature

Date Signed: 2017 - 7/17 - 08

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 : Deb Gordon	Reporting Period for the Month of : Apr-17
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
16-Feb-2017	Direct Billing	Airline Ticket	Airfare from Edmonton to Calgary on March 20 and return on March 21.	Marlin Travel	319.36
16-Feb-2017	Direct Billing	Airline Ticket	Airfare from Edmonton to Calgary on March 20 cancelled resulting in ticket change penalty.	Marlin Travel	75.00
16-Feb-2017	Direct Billing	Airline Ticket	Additional collection from change of ticket on March 20.	Marlin Travel	3.90
 APPROVED: Deb Gordon VP and CHOO, Northern Alberta					
Total Paid in the Month					\$ 398.26



Invoice

ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4	Trip #: [REDACTED] Booking Date: 16 Feb 17 Client: [REDACTED] Agent: [REDACTED] File Locator: [REDACTED]
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PASSENGERS: MS DEBORAH GORDON

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
AIR CANADA Ticket # [REDACTED]	244.40	0.00	\$0.00	74.96	0.00	319.36 CAD
AIR CANADA Ticket # [REDACTED]	3.90	0.00	\$0.00	0.00	75.00	78.90 CAD
Total:	248.30	0.00	0.00	74.96	75.00	398.26 CAD

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	06/09/2017	AHS	[REDACTED]	78.90 CAD
		02/16/2017			319.36 CAD
				Total Payment:	398.26 CAD

Balance Due CAD Currency 0.00 CAD

Total GST 0.00 Total HST \$0.00

CORPORATE UNIT 101
REASON FOR TRAVEL AHS SENIOR LEADERSHIP MEETING

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL
 ***** 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 2ECO ***** **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 -----
 ---AIR CANADA RULES----- TICKET IS NON REFUNDABLE CHANGES PERMITTED UP TO 2 HOURS PRIOR TO FLIGHT TIME CHANGE FEES PLUS ANY FARE INCREASE WILL APPLY 24HOURS IN ADVANCE GO TO WWW.AIRCANADA.COM TO CHECK IN AND PRINT YOUR BOARDING PASS.

GOVERNMENT CENTRE
 MAIN FLOOR, 9929- 108TH ST, EDMONTON, AB T5K1G8
 Tél.: 780 425 8611
 GST REG# 88510191

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

Trip #: [REDACTED]
Booking Date: 16 Feb 17
Client: [REDACTED]
Agent: [REDACTED]

File Locator: [REDACTED]

MY ITINERARY

Passengers: DEBORAH GORDON Citizenship: Not Specified Required Travel Documents: Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



AIR

Passengers: DEBORAH GORDON Booking Date: 02/16/2017
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	08171	EDMONTON INTL 03/20/2017 6:00PM		CALGARY INTL 03/20/2017 6:59PM	G		



AIR

Passengers: DEBORAH GORDON Booking Date: 02/16/2017
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	08225	CALGARY INTL 03/21/2017 6:00PM		EDMONTON INTL 03/21/2017 6:52PM	G		

Passengers: DEBORAH GORDON Booking Date: 06/09/2017
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	8164	CALGARY INTL 03/22/2017 7:30PM		EDMONTON INTL 03/22/2017 8:26PM			

GOVERNMENT CENTRE
MAIN FLOOR, 9929- 108TH ST, EDMONTON, AB T5K1G8
Tél.: 780 425 8611
GST REG# 88510191