

AHS Board and Executive Expense Report

Name: Dr Laura McDougall

Title: Senior Medical Officer of Health & Senior Medical Director

Location: Calgary

Expenses posted during the month of March 2024

					Travel (1)					
Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodatio	Other n Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Mar-24	P-Card Expense Claim Direct Bill	Meetings Meetings Meetings			223	3	- - 223			
		Total by category	\$ -	\$ -	\$ 223	3 \$	- \$ 223	\$ -	\$ -	\$ -

Total posted for

the Month \$ 223

Maximum daily single meal expense posted in the month \$ - Maximum daily base hotel rate posted in the month \$ 105

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 membership dues, small item technology purchases, books, etc.

Car allowance 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

YES

- 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.
- Refer to Quick Reference Guide for: Providing a Standard Business Reason(s)

Indicate whether you have expenses to report in this section for this reporting period:

- A personal cheque must be attached to cover expenses deemed ineligible.
- Name: Laura McDougall Reporting Period for the Month of: Mar-24

Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
23-Oct-23	Direct Billing		Launch of the Public Dental Clinic in Red Deer and inclement weather Oct 23 to 25, 2023	Sandman Hotel Group	\$222.76
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
Total Paid in the Month					



Division of Northland Properties Corporation | Sandman Hotel Red Deer | 2818 Gaetz Ave. | Red Deer, AB, T4R 1M4 Reservations: 1-800-SANDMAN | Ph. 403-343-7400 | Fax: 403-343-7411 | Email: reservations@sandman.ca

COPY OF INVOICE

Alberta Health Services - Provincial Med Provincial Medical Affairs Calgary AB T2W 1S7 Canada

Mcdougall, Laura Dr

Invoice No.
Arrival 10/23/23
Departure 10/25/23
Page No. 1 of 1
Folio No.
Room No.
Conf. No.

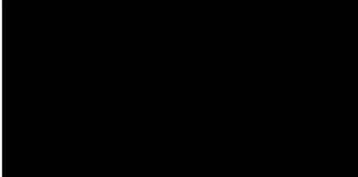
Po. Number GST No: 12176 7065RT 0001

Group Code:

Company Name: Alberta Health Services*

Account No.

Date	Description		Charges CAD	Credits CAD
10/23/23	Government Rate		105.00	
10/23/23	Room - DMF		2.10	
10/23/23	Room - Tourism Levy		4.28	
10/24/23	Government Rate		105.00	
10/24/23	Room - DMF		2.10	
10/24/23	Room - Tourism Levy		4.28	
		Total	222.76	0.00
		Balance	222.76 CA	.D



Io	al	222.76		0.00
Balan	ce	222.76	CAD	
Net Amo Total incl.		210.00 222.76	CAD CAD	