

AHS Board and Executive Expense Report

Name: Dr Laurie-Ann Baker
Title: Assoc Chief Medical Officer
Location: Calgary
 Expenses approved during the month of January 2024

Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Travel (1)										
	P-Card	Meetings					-			
Jan-24	Expense Claim	Meetings				130	130			
Jan-24	Direct Bill	Meetings	675			116	791			
Total			\$ 675	\$ -	\$ -	\$ 246	\$ 921	\$ -	\$ -	\$ -

**Total for
the Month** \$ 921

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

AHS Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
BAKER, LAURIE-ANN	Assoc Chief Medical Officer	Calgary	\$ 130.29								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
1/18/2024	In-person meeting with Zone Medical Director and Central Zone medical staff. Tour of Red Deer Regional Hospital		Mileage-Other	\$ 130.29	Cochrane	Michener Bend Red Deer & return home		1			258
Approver(s) for the claim	Approval Status	Approval Date									
JAMIESON, PETER	Approve	26-Jan-24									

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.
- Refer to Quick Reference Guide for: [Providing a Standard Business Reason\(s\)](#)
- 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 : Laurie-Ann Baker	Reporting Period for the Month of : Jan-24
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
1-Dec-2023	Direct Billing	Airline Ticket	Travel to Fort McMurray for meeting with medical leaders and leaders from University of Alberta December 8, 2023. Travel approved by VP. Only available flight at time of booking that worked for meeting schedule.	Vision Travel DT Ontario-West Inc	\$342.38
1-Dec-2023	Direct Billing	Airline Ticket	Travel to Fort McMurray for meeting with medical leaders and leaders from University of Alberta December 8, 2023. Travel approved by VP. Only available flight at time of booking that worked for meeting schedule.	Vision Travel DT Ontario-West Inc	\$333.00
28-Dec-2023	Direct Billing	Car Rental	Travel to Fort McMurray for meeting with medical leaders and leaders from University of Alberta December 8, 2023. Travel approved by VP.	Enterprise Rent-A-Car	\$115.78
	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					\$ 791.16



Vision Travel DT Ontario-West Inc
 9929 - 108th Street
 Edmonton AB T5K 1G8
 833-692-4120

www.dt.ca
 GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: [REDACTED]
 Issued: 01 December 2023
ALBERTA HEALTH SERVICES
 [REDACTED]

Agency Ref.: [REDACTED]
 Sales Person: [REDACTED]

Customer Number: [REDACTED]
 Customer Ref.: N/A

Passenger(s): BAKER/LAURIE ANN DR

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

Important Information Related To Your Travels:

For complete Canadian Government details for returning to or travelling to Canada – click [here](#)
 Please [click here](#) upon receipt of your itinerary for valuable information that may be critical to the success of your travels. We strongly recommend you continue to come back to this information regularly in advance of and during travel as requirements and restrictions could change.

AIR - Thursday, December 7 2023		Add To Calendar
WestJet Flight [REDACTED]	Economy Class	
Depart	Calgary, Alberta Weather Calgary International Airport 06:15 PM Thursday, December 7 2023	Arrive Fort McMurray, Alberta Weather Fort McMurray Airport 07:59 PM Thursday, December 7 2023
Duration:	1 hour(s) and 44 minute(s) Non-stop	
Status:	Confirmed - WestJet Booking Reference: [REDACTED]	
Operated By:	WESTJET ENCORE	
Online Check In:	Available 24 hours prior - click here	
Remarks:	PLEASE CHECK IN WITH WESTJET ENCORE ARR TERMINAL M	

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Change Fee:		100.00		0.00	0.00	100.00
Additional Collection:		242.38	0.00	0.00	0.00	242.38
Totals:		342.38	0.00	0.00	0.00	342.38
					Balance Due:	0.00

Remarks

24 HOUR EMERGENCY TRAVEL ASSISTANCE
OUTSIDE REGULAR BUSINESS HOURS - MONDAY TO FRIDAY
A SERVICE FEE MAY APPLY FOR CALLS TO THIS SERVICE
WITHIN NORTH AMERICA - CALL 1-888-700-6063
OUTSIDE NORTH AMERICA - CALL COLLECT 1-514-855-4263
PLEASE QUOTE ACCESS CODE [REDACTED]

RECOMMENDED CHECK-IN TIME IS AT LEAST 120 MINUTES
PRIOR TO DEPARTURE. AFTER CHECK-IN YOU MUST BE
AVAILABLE AT THE BOARDING GATE AT LEAST 60 MINUTES
PRIOR TO DEPARTURE OR YOU MAY BE DENIED BOARDING.
PLEASE ENSURE THAT YOU HAVE VALID GOVERNMENT ISSUED
PHOTO I.D. GATE ASSIGNMENTS AND DEPARTURE
ARRIVAL INFORMATION ARE SUBJECT TO CHANGE.
PLEASE CHECK MONITORS AT THE AIRPORT.
PLEASE RECONFIRM ALL FLIGHTS
IT IS YOUR RESPONSIBILITY TO VERIFY FLIGHT TIMES WITH
THE AIRLINE PRIOR TO YOUR DEPARTURE. SCHEDULE CHANGE
MAY OCCUR AT ANY TIME WITHOUT NOTICE BY THE AIRLINE.

ENSURE ALL TRAVELLERS HAVE PROPER TRAVEL DOCUMENTS
CHECK THIS WEBSITE FOR AIRPORT SECURITY INFO
WWW.CATSA.GC.CA
---AIRPORT SECURITY REVISIONS---
BAGGAGE ALLOWANCE-SPECIFIC SIZE AND WEIGHT
RESTRICTIONS VARY BETWEEN AIRLINES. EXCESS CHARGES
MAY APPLY. VISIT THE AIRLINES WEBSITE TO SEE THE
EXACT BAGGAGE RESTRICTIONS AND FEES.
MOST AIRLINE BAGGAGE LINKS ARE AVAILABLE BY VISITING
WWW.DT.CA/BAGGAGE/
--- WS AIRPORT ARRIVAL TIMES ---
SEVERAL AIRPORTS ACROSS WESTJETS NETWORK ARE EXPERIENCING
AN INCREASE IN PROCESSING TIMES RESULTING IN LONG LINEUPS



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 GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: [REDACTED]
 Issued: 01 December 2023
 ALBERTA HEALTH SERVICES
 [REDACTED]

Agency Ref.: [REDACTED]
 Sales Person: [REDACTED]
 Passenger(s):

Customer Number: [REDACTED]
 Customer Ref.: N/A
 BAKER/LAURIE ANN DR

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.
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AIR - Friday, December 8 2023		Add To Calendar
Air Canada Flight [REDACTED] Economy Class		
Depart	Fort McMurray, Alberta Weather Fort McMurray Airport 03:10 PM Friday, December 8 2023	Arrive Calgary, Alberta Weather Calgary International Airport 04:51 PM Friday, December 8 2023
Duration:	1 hour(s) and 41 minute(s) Non-stop	
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]	
Operated By:	AIR CANADA EXPRESS - JAZZ	
Online Check In:	Available 24 hours prior - click here	
E Upgrade:	For Eligible Flight - Aeroplan Members click here	
Remarks:	PLEASE CHECK IN WITH AIR CANADA EXPRESS JAZZ DEP TERMINAL M	

Invoice Details						
Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Change Fee:	[REDACTED]	100.00		0.00	0.00	100
Additional Collection:	[REDACTED]	228.00	5.00	0.00	0.00	233
Totals:		328.00	5.00	0.00	0.00	333.00
					Balance Due:	0.00

Remarks



Federal GST# : 889365821

Consolidated Inv. #
Rental Agreement #
Bill Ref #
Invoice Date

28-Dec-2023

Bill To Information

ALBERTA HEALTH SERVICES
PO BOX 1600
EDMONTON, AB - T5J 2N9
CANADA

Rental Information

Reservation Number : [REDACTED]
Driver : BAKER, LORI-ANN
Pickup Date/Time : 12/07/2023 20:19
Return Date/Time : 12/08/2023 19:22
Miles/kms : 30
Car Class : ICAR Requested Class : ICAR

Vehicle Information

Yr/Make/Model Unit # License No Beg/End/Distance
2023/KIA/EORTE [REDACTED] [REDACTED] 32241/32271/30

Rental Branch

FORT MCMURRAY AIRP-ODY
100 SNOWBIRD WAY
FORT MCMURRAY, AB - T9H 0G3

Return Branch

FORT MCMURRAY AIRP-ODY
100 SNOWBIRD WAY
FORT MCMURRAY, AB - T9H 0G3

Charge Detail

Description	Qty	Period	Rate	Amount
TIME & DISTANCE	1	DAY	64.00	64.00
DAMAGE WAIVER	1	DAY	27.99	27.99
			Sub Total	91.99
CUSTOMER FACILITY CHARGE 8/DAY	1	DAY	8.00	8.00
CONCESSION FEE RECOVERY 16.28 PCT		PERCENT	16.28	15.09
VLF REC 0.70/DAY	1	DAY	0.70	0.70
Total Charges (CAD)				115.78

Additional Information

Ext Bill Ref # 1 [REDACTED] COST CENTER# [REDACTED]

Remit Payment in CAD to	For Billing Inquiries	Payment Terms
ENTERPRISE RENT A CAR CANADA COMPANY P.O. BOX 9716 STATION A TORONTO ON M5W 1R6 Email Remit To: CanadianAR@em.com	Tel#: +1 8773121084 AskARCanada@em.com	Payment Due Within 30 days of invoice date. Late payments are subject to finance charge.

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.