

AHS Board and Executive Expense Report

Name Michael Lam
Title Chief Program Officer, Financial Operations
Location Calgary
 Expenses submitted during the month of August 2019

			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)
Aug-19	Expense Claim	Meetings		214		515	729			
Aug-19	Direct Billing	Meetings	504				504			
Total			\$ 504	\$ 214	\$ -	\$ 515	\$ 1,233	\$ -	\$ -	\$ -

Total for the Month \$ 1,233

Maximum daily single meal expense claimed in the month \$ 24
 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.

AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
LAM, MICHAEL CHI-CHUNG	Chief Program Officer, Financial Operations	Calgary	\$ 728.73									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
7/28/2019	Mileage to Edm from Calgary - BELT, Edm staff, Alberta Health, etc.		Mileage-Other	\$ 295.43	Calgary	Edmonton SSP	Expense claim has been reduced to reflect normal travel of 20kms each way from home to Cgy SPT	1			585	
7/29/2019	Meals -Various mtgs and req'd work in Edm - BELT, Edm staff, Alberta Health, etc.	AB - Local	Meals Per Diem	\$ 47.50				1				
7/30/2019	Meals -Various mtgs and req'd work in Edm - BELT, Edm staff, Alberta Health, etc.	AB - Local	Meals Per Diem	\$ 47.50				1				
7/31/2019	Meals -Various mtgs and req'd work in Edm - BELT, Edm staff, Alberta Health, etc.	AB - Local	Meals Per Diem	\$ 47.50				1				
8/1/2019	Meals -Various mtgs and req'd work in Edm - BELT, Edm staff, Alberta Health, etc.	AB - Local	Meals Per Diem	\$ 47.50				1				
8/12/2019	YYC parking for flight to Grande Prairie - Meet and Greet Grande Prairie Staff and then individual meetings with Management	AB - Local	Parking - Lot or Parkade	\$ 29.35				1				
8/12/2019	Taxi GP airport to Peace Waipiti Sch Office Building - Meet and Greet Grande Prairie Staff and then individual meetings with Management	AB - Local	Taxi	\$ 21.43	GP airport	Peace Waipiti Sch Office Building		1				
8/12/2019	Taxi Peace Waipiti Sch Office Building to GP Airport - Meet and Greet Grande Prairie Staff and then individual meetings with Management	AB - Local	Taxi	\$ 22.57	Peace Waipiti Sch Office Building	GP airport		1				
8/12/2019	Various mtgs in Grande Prairie; 6:50am flight, returned home early evening so no D per diem claimed	AB - Local	Meals Per Diem	\$ 23.50			6:50am flight, returned home early evening so no per diem claimed	1				
8/15/2019	Mileage to Edm from Reed Deer - Staff mtgs in Red Deer		Mileage-Other	\$ 146.45	Calgary SPT	Red Deer Michener Bend	Expense claim has been reduced to reflect normal travel of 20kms each way from home to Cgy SPT	1			290	
Approver(s) for the claim		Approval Status		Approval Date								
RHODES, DEBORAH		Approve		16-Aug-19								

GP airport to ^{Peggy Napiti School}
YELLOW CABS Bldg
11315 96 AVE
GRANDE PRAIRIE, AB. T8V
780-539-3366

SALE

Batch #: [REDACTED] REF#: [REDACTED]
08/12/19 07:38:23
APPR CODE: [REDACTED]
Trace: 1
MASTERCARD Chip

AMOUNT \$18.80
TIP \$2.63
TOTAL \$21.43

APPROVED

VERIFIED BY PIN

MasterCard



CARDHOLDER ACKNOWLEDGES RECEIPT OF GOODS
AND/OR SERVICES IN THE AMOUNT OF THE
TOTAL SHOWN HEREON

THANK YOU / MERCI

MERCHANT COPY

Back to GP airport
YELLOW CABS
11315 96 AVE
GRANDE PRAIRIE, AB. T8V
780-539-3366

SALE

Batch #: [REDACTED] REF#: [REDACTED]
08/12/19 13:39:37
APPR CODE: 06118S
Trace: 17
MASTERCARD Chip

AMOUNT \$19.80
TIP \$2.77
TOTAL \$22.57

APPROVED

MasterCard



THANK YOU / MERCI

CUSTOMER COPY

RECEIPT
GST NO. R122556194

To GP

TKT NO: [REDACTED]
EXIT No. A4
IN: 08/12/19 05:12
OUT: 08/12/19 17:52
DURATION: 0 12: 40
PAID: \$ 29.35
(GST INCLUDED)
MASTERCARD

AUTH. CODE
REF.

THANK YOU FOR

YYC CALGARY AIRPORT AUTHORITY FlyYYC FlyYYC

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 : Michael Lam	Reporting Period for the Month of : Aug-19
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
12-08-2019	Direct Billing	Airline Ticket	Flight Calgary to Grande Prairie (return) - Meet and Greet Grande Prairie Staff and then individual meetings with Management	Marlin Travel	504.51
	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	-
Total Paid in the Month					\$ 504.51

Subject: FW: Invoice and Itinerary for LAM/MICHAEL MR - 12August19 - Vision Travel Locator: [REDACTED]

From: tripinfo@visiontravel.ca [mailto:tripinfo@visiontravel.ca]

Sent: Wednesday, August 21, 2019 8:59 AM

To: [REDACTED] P\$\$\$MICHAEL.LAM@AHS.CA

Subject: Invoice and Itinerary for LAM/MICHAEL MR - 12August19 - Vision Travel Locator: [REDACTED]



A DIRECT TRAVEL[®] COMPANY

Vision Travel DT Ontario-West Inc

, , Canada,

www.visiontravel.ca

GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice [REDACTED]
Issued: 15 July 2019

Agency Ref.: [REDACTED]
Sales Person:

Customer Number: [REDACTED]
Customer Ref.:

ALBERTA HEALTH SERVICES
10030 107 STREET
EDMONTON AB
T5J 3E4

Passenger(s): LAM/MICHAEL MR

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

Air Passenger Protection Regulations:

As of July 15, 2019, airlines will be required to meet new obligations concerning communication, denied boarding, tarmac delay, baggage and the transportation of musical instruments. For more information visit : <https://rppa-appr.ca>

AC : <https://www.aircanada.com/ca/en/aco/home/legal/conditions-carriage-tariffs.html>

WS : www.westjet.com/canadian-passenger-rights

AIR - Monday, August 12 2019 (Flown)

[Add To Calendar](#)

Air Canada Flight AC8475 Economy Class

Depart	Calgary, Alberta Weather Calgary International Airport 06:50 AM Monday, August 12 2019	Arrive	Grande Prairie, Alberta Weather Grande Prairie Municipal Airport 08:25 AM Monday, August 12 2019
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Duration: 1 hour(s) and 35 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: SEAT 5C - LAM/MICHAEL MR
PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

AIR - Monday, August 12 2019 (Flown)

[Add To Calendar](#)

WestJet Flight WS3220 Economy Class

Depart	Grande Prairie, Alberta Weather Grande Prairie Municipal Airport 04:15 PM Monday, August 12 2019	Arrive	Calgary, Alberta Weather Calgary International Airport 05:37 PM Monday, August 12 2019
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Duration: 1 hour(s) and 22 minute(s) Non-stop
 Status: Confirmed - WestJet Booking Reference: [REDACTED]
 Operated By: WESTJET ENCORE
 Online Check In: Available 24 hours prior - [click here](#)
 Baggage Allowance: 0 Piece(s)

Remarks: PLEASE CHECK IN WITH WESTJET ENCORE

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number WestJet	[REDACTED]	196.91	44.48	0.00	0.00	241.39
Vendor AC AIR CANADA	[REDACTED]	225.64	37.48	0.00	0.00	263.12
					Billed to: [REDACTED]	
					Billed to: [REDACTED]	
	Totals:	422.55	81.96	0.00	0.00	504.51
					Total Credit Card Billing:	504.51
					Balance Due:	0.00