

AHS Board and Executive Expense Report

Name Michael Lam
Title Chief Program Officer, Financial Operations
Location Calgary
 Expenses submitted during the month of September 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)
Sep-19	Expense Claim	Meetings		98		334	432			
Sep-19	Direct Billing	Meetings			341		341			
Total			\$ -	\$ 98	\$ 341	\$ 334	\$ 773	\$ -	\$ -	\$ -

Total for the Month \$ 773

Maximum daily single meal expense claimed in the month \$ 24
 Maximum daily base hotel rate claimed in the month \$ 159
 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	Chief Program Officer, Financial Operations	Calgary	\$ 432.28									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
8/27/2019	Meals - Mtgs required in person in Edm - new Board member, staff in Westlock, FLT and exec, etc.	AB - Local	Meals Per Diem	\$ 24.00				1				
8/28/2019	Meals - Mtgs required in person in Edm - new Board member, staff in Westlock, FLT and exec, etc.	AB - Local	Meals Per Diem	\$ 37.00				1				
8/29/2019	Meals - Mtgs required in person in Edm - new Board member, staff in Westlock, FLT and exec, etc.	AB - Local	Meals Per Diem	\$ 37.00				1				
8/27/2019	Mileage - Mtgs required in person in Edm - new Board member, staff in Westlock, FLT and exec, etc. - regular commute from home to office of 20km each way deduct		Mileage-Local-Home Zone	\$ 295.43	Calgary home	Edmonton SSP		1			585	
9/11/2019	Parking - Meetings in D/T Calgary - E&Y financial reporting developments session, CHT Finance & Audit Committee meeting	AB - Local	Parking - Lot or Parkade	\$ 38.85				1				
Approver(s) for the claim		Approval Status		Approval Date								
RHODES, DEBORAH		Approve		12-Sep-19								

THANK YOU

EY FRD & CHT Finance
& Audit

INDIGO Committee
LOT 045

PARKING RECEIPT

PARKING PERMIT

Meter: [REDACTED]

Trans: [REDACTED]

Paid: \$38.85

Purchase Time:

8:09AM SEP 11, 2019

License Plate:

[REDACTED]

Base Price: \$37.00

GST: \$1.85

Total Price: \$38.85

Card: [REDACTED]

Auth: [REDACTED]

Expires:

SEP 11 2019

7:00PM

PARKING RECEIPT

PARKING RECEIPT

THANK YOU

THANK YOU

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 & Sep 2019
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
27-Aug-2019	Direct Billing	Hotel	Hotel for 2 nights for meetings required in person in Edm - new Board member, staff in Westlock, FLT and Executive.	Vision Travel	340.64
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
Total Paid in the Month					\$ 340.64

MATRIX
HOTEL

AB Health Services
Accounts Payable

Room No. [REDACTED]
Arrival : 08-27-19
Departure : 08-29-19
Folio No. [REDACTED]

Guest Name: Lam, Michael
Cost Centre: 101.0000.71115000025
Approver: Deborah Rhodes
INVOICE

Invoice No. [REDACTED]
AR No. [REDACTED]
Conf. No. [REDACTED]

Date	Description	Charges	Credits
08-27-19	Room Revenue	159.00	
08-27-19	Destination Marketing Fee	4.77	
08-27-19	Tourism Levy	6.55	
08-28-19	Room Revenue	159.00	
08-28-19	Destination Marketing Fee	4.77	
08-28-19	Tourism Levy	6.55	
		Total Charges	340.64
		Total Credits	0.00
		Balance	340.64