

AHS Board and Executive Expense Report

Name Penny Rae
Title Chief Information Officer
Location Calgary

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	Expense Claim	Meetings					-		182	
Apr-17	Direct Billing	Meetings	212				212			
Total			\$ 212	\$ -	\$ -	\$ -	\$ 212	\$ -	\$ 182	\$ -

Total for the Month \$ 394

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.

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								
RAE, PENELOPE JANE	Chief Information Officer	Calgary	\$ 182.00								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
4/20/2017	CIO Retreat in Red Deer on April 20th	AB - Other Zones	Working Session	\$ 182.00			Lunch for CIO Retreat in Red Deer on April 20th. While there were 15 individuals, we are only claiming for 14 as one was on a "cleanse". $\$13.00 \times 14 = \182.00	1	15	List of attendees kept on file	
Approver(s) for the claim		Approval Status	Approval Date								
RHODES, DEBORAH		Approve	9-May-17								

MOXIE'S

GRILL BAR

RED DEER

G.S.T. NO. 868413642
 TEL. (403) 340-0111 FAX. (403) 346-4430

14
 04/20/17

OVEN RST CHICKEN	23.75
BEEF DIP	16.50
FISH TACOS	13.75
STREET TACOS	13.75
THE BURGER	15.00
TURKEY CLUB	14.75
SOUTHRN CHK SAND,	
add garlic dip (1.50)	17.25
FISH TACOS	13.75
1/2 CLUB/SALAD	13.25
STREET TACOS	13.75
FISH TACOS	13.75
STREET TACOS	13.75
1/2 CLUB/SOUP	13.25
ASIAN SALAD	17.75
ADD GUACAMOLE	2.00
POP, soda w/juice (3.75),	
w/ cranberry jc	3.75
POP, soda w/juice (3.75),	
w/ cranberry jc	3.75
MOCKTAILS, virgin caesar (4.25)	4.25
POP, pepsi (3.49)	3.49
MIGHTY LEAF TEA, earl grey (3.25)	3.25
POP, diet pepsi (3.49)	3.49
COFFEE	3.25

Sub Total: 241.23

GST : 12.06

04/20 12:30 TOTAL: 253.29

MOXIES - 010 - RED DEER
 2828 Gaetz Avenue
 Red Deer AB T4R 1M4
 403-340-0111

** TRANSACTION RECORD **

Tran. #: [REDACTED]
 Check #: [REDACTED]
 Employee [REDACTED]
 Employee Name: [REDACTED]

VISA CREDIT Purchase

Amount \$253.29
 Tip \$45.60
 =====
 TOTAL CAD\$298.89

APPROVED [REDACTED]
 2017/04/20 12:32:02
 TVR: [REDACTED]
 TSI: [REDACTED]

Customer Copy

THANK YOU
 Come Again

**Lunch for all-day CIO Retreat in Red Deer
 on April 20 (\$13.00/person x 14 = \$182.00.
 Attendees:**

[REDACTED]

** PLEASE JOIN US FOR BREAKFAST! *
 WE OPEN DAILY AT 6:30 A.M.

Mention @moxies_official
 in your instagram posts and
 share your love for food with us!

We want to hear from you!
www.moxies.ca/contact-us

*Cheers
 Emily*

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 : Penny Rae	Reporting Period for the Month of : March 21st to April 20th, 2017
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
19-Apr-2017	Direct Billing	Airline Ticket	Airfare Edmonton to Calgary on April 21st after attending the following meetings: (1) Meeting with David vanHeerden, Barb Kathol (2) CIO Town Hall (3) Meeting with Brent Trombley (4) Edmonton Zone Medical Leadership Retreat. Note: carpooled from Calgary to Edmonton	Marlin Travel	212.48
	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					\$ 212.48



Invoice

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

Trip #: [REDACTED]
Booking Date: 19 Apr 17
Client: [REDACTED]
Agent: [REDACTED]
Agent Phone: [REDACTED]
File Locator: [REDACTED]

PASSENGERS: MRS PENELOPE RAE

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
AIR CANADA Ticket # [REDACTED]	175.00	0.00	\$0.00	37.48	0.00	212.48 CAD
Total:	175.00	0.00	0.00	37.48	0.00	212.48 CAD

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	04/19/2017	[REDACTED]	[REDACTED]	212.48 CAD
Total Payment:					212.48 CAD

Balance Due CAD Currency 0.00 CAD

Total GST 0.00 Total HST \$0.00

TRAVEL APPROVED BY DEBORAH.RHODES
CORPORATE UNIT 101
BOOKING METHOD NUTRAVEL
REASON FOR TRAVEL EDM. ZONE MEDICAL LEADERSHIP RETREAT

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 2EC0 *****
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

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

Trip #: [REDACTED]
Booking Date: 19 Apr 17
Client: [REDACTED]
Agent: [REDACTED]
Agent Phone: [REDACTED]
File Locator: [REDACTED]

MY ITINERARY

Passengers	Citizenship	Required Travel Documents
PENELOPE RAE	Not Specified	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: PENELOPE RAE

Booking Date: 04/19/2017
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	08169	EDMONTON INTL 04/21/2017 4:55PM		CALGARY INTL 04/21/2017 5:47PM	V		

GOVERNMENT CENTRE

MAIN FLOOR, 9929- 108TH ST, EDMONTON, AB T5K1G8

Tél : 780 425 8611