

AHS Board and Executive Expense Report

Name Penny Rae
Title Chief Information Officer
Location Calgary

Expenses submitted during the month of July 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)
Jul-17	P-Card	Meetings			160	160	320			
Jul-17	Expense Claim	Meetings		24		308	332			
Jul-17	Direct Billing	Meetings	456				456			
Total			\$ 456	\$ 24	\$ 160	\$ 468	\$ 1,108	\$ -	\$ -	\$ -

Total for the Month \$ 1,108

Maximum daily single meal expense claimed in the month \$ 13
 Maximum daily base hotel rate claimed in the month \$ 149
 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 P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
RAE, PENELOPE JANE	Chief Information Officer	Calgary	\$ 319.91									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
6/20/2017	Parking at the Calgary International Airport on June 19-20 while attending meetings in Edmonton	AB - Local	Parking - Lot or Parkade	\$ 58.70			Parking at the Calgary International Airport on June 19th and 20th while attending meetings in Edmonton	1				
6/20/2017	Taxi on June 20th from the Edmonton Matrix Hotel to the Renaissance Edmonton Airport Hotel to attend an all day Provincial Senior Leaders meeting	AB - Other Zones	Taxi	\$ 71.60	Matrix Hotel	Renaissance Edmonton Airport Hotel	Taxi on June 20th from the Matrix Hotel to the Renaissance Edmonton Airport Hotel to attend an all day Provincial Senior Leaders meeting	1				
6/20/2017	Edmonton hotel the night of June 19th after attending (1) Portfolio Management Committee and (2) half day Provincial CIS meeting with Educators	AB - Other Zones	Accommodations	\$ 159.61			Edmonton hotel the night of June 19th after attending the following meetings: (1) Portfolio Management Committee (2) half day Provincial CIS mtg. with Educators	1				
7/10/2017	Parking in Edmonton on July 10th while attending meetings	AB - Other Zones	Parking - Lot or Parkade	\$ 30.00			Parking in Edmonton on July 10th while attending the following meetings: (1) Mauro Chies (2) Provincial CIS Design Committee (3) TRIAD Discussion (4) 1 on 1 with Diane Beattie	1				
Approver(s) for the claim		Approval Status		Approval Date								
RHODES, DEBORAH		Approve		31-Jul-17								

Co-op Taxi Line
(780)425-2525
www.co-optaxi.com

Terminal [REDACTED]
Driver [REDACTED]
17/06/20 07:51:29

**Taxi on June 20th from the Edmonton Matrix
Hotel to the Renaissance Edmonton Airport
Hotel to attend an all day Provincial Senior
Leaders meeting**

MASTERCARD
Card : [REDACTED]
MasterCard
CHIP CARD [REDACTED]

Ref [REDACTED]
Auth [REDACTED]

		PURCHASE
FARE	: \$	64.60
TIP	: \$	7.00

TOTAL	: \$	71.60

**RECEIPT
GST NO. R122556194**

TKT NO [REDACTED]
POF: A2
IN: 06/19/17 05:48
OUT: 06/20/17 18:18
PAID: \$ 58.70
DURATION: 1 12: 30
(GST INCLUDED)

MASTERCARD [REDACTED]

REF. [REDACTED]
YOU HAVE 10 MIN.
TO EXIT

APPROVED - THANK YOU
(01-027)

IMPORTANT: Retain this
copy for your records

Customer Copy

Thank you for choosing
Co-op taxi



**Parking at the Calgary International Airport
on June 19th and 20th while attending the
following meetings: (1) Portfolio Management
Committee and (2) half day Provincial CIS mtg.
with educators (3) all day Provincial Senior
Leaders meeting**



MPS Daniela Ros
[Redacted]

Room Number: [Redacted]
Arrival Date: 06-19-17
Departure Date: 06-20-17
Page No: 1 of 1

Guest Name:

INVOICE

Folio No: [Redacted]

06-20-17

Date	Description	Charges	Credits
06-19-17	Room Revenue	149.00	
06-19-17	Destination Marketing Fee - 3%	4.47	
06-19-17	Tourism Levy - 4%	6.14	
06-20-17	Mastercard [Redacted]		159.61
Total		159.61	159.61
Balance		0.00	

**Edmonton hotel the night of June 19th
after attending the following meetings:
(1) Portfolio Management Committee and (2)
half day Provincial CIS meeting with
educators**

Signature:

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #105631154 RT 0008

RECEIPT
Impark Lot 256

License Plate Number



Expiration Date/Time

06:00 PM
JUL 10, 2017

Purchase Date/Time: 06:02am Jul 10, 2017

Total Parking: \$28.57

Total GST: \$1.43

Total Due: \$30.00

Total Paid: \$30.00

Ticket # [Redacted]

S/N # [Redacted]

Setting: Lot 256

Mach Name: Meter 1

Rate: \$30 - All Day
Payment Type: Card

[Redacted] MasterCard

Auth # [Redacted]

gst #887315536RT0006
NO IN AND OUT PRIVILEGES

Parking in Edm. on July 10th while attending
the following meetings: (1) Mauro Chies (2)
Provincial CIS Design Committee (3) Triad
Discussion (4) 1 on 1 with Diane Beattie

RECEIPT PARKING RECEIPT PARKING RECEIPT PARKING RECEIPT

AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
RAE, PENELOPE	Chief Information Officer	Calgary	\$ 331.55								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
7/10/2017	Meetings in Edm. on July 10th	AB - Other Zones	Meals Per Diem	\$ 23.50			Attending the following meetings in Edmonton on July 10th: (1) Mauro Chies (2) Provincial CIS Design Committee (3) TRIAD Discussion (4) 1 on 1 with Diane Beattie Bfast \$10.50 Lunch \$13.00	1			
7/10/2017	Meetings in Edmonton at either Seventh Street Plaza or IBM Building		Mileage-Other	\$ 308.05	Residence	Seventh Street Plaza	Carpooled with Barb Kathol to attend the following mtgs. in Edmonton on July 10th: (1) Mauro Chies (2) Provincial CIS Design Committee (3) TRIAD Discussion (4) 1 on 1 with Diane Beattie plus return trip to Calgary	1			610
Approver(s) for the claim		Approval Status	Approval Date								
RHODES, DEBORAH		Approve	31-Jul-17								

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 : June 21st to July 20th, 2017
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
5-Jun-2017	Direct Billing	Airline Ticket	Additional charges from Marlin Travel regarding Airfare Calgary/Edmonton return June 19th to 20th to attend the following meetings: (1) Portfolio Management Committee mtg. with GoA (2) Provincial CIS meeting with Educators and (3) all day Provincial Senior Leaders meeting on June 20th	Marlin Travel	21.00
4-Jul-2017	Direct Billing	Airline Ticket	Airfare Calgary to Edmonton Return on July 10th, 2017 to attend the following mtgs: (1) 1 on 1 with Mauro Chies (2) Provincial CIS Design Committee (3) Triad discussion between Dr. Rob Hayward, Barb Kathol and Penny Rae (4) 1 on 1 with Diane Beattie (NOTE: Air Canada delayed the outbound flight from Calgary to Edmonton by two hours which would result in the traveller not arriving in Edmonton in time to attend the first meetings. A decision was made to drive to Edmonton and to cancel both flights - upon cancellation Marlin Travel confirmed a full refund was being provided by Air Canada)	Marlin Travel	434.96
	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					\$ 455.96



Invoice

ALBERTA HEALTH SERVICES ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4	Trip #: [REDACTED] Booking Date: [REDACTED] Client: [REDACTED] Agent: [REDACTED] Agent Phone: [REDACTED] File Locator: [REDACTED]
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PASSENGERS: MRS PENELOPE RAE

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
AIR CANADA Ticket # [REDACTED]	200.00	0.00	\$0.00	74.96	0.00	274.96 CAD
AIR CANADA Ticket # [REDACTED]	21.00	0.00	\$0.00	0.00	0.00	21.00 CAD
Total:	221.00	0.00	0.00	74.96	0.00	295.96 CAD

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	08/02/2017	[REDACTED]	[REDACTED]	21.00 CAD
	[REDACTED]	06/02/2017	[REDACTED]	[REDACTED]	274.96 CAD
				Total Payment:	295.96 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 CIS & PROV. SR. LEADERS MEETING

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

Additional charge from Marlin Travel re airfare Calgary/ Edmonton return June 19 to 20th to attend the following mtgs.: (1) Portfolio Management Committee with GoA (2) Provincial CIS meeting with Educators and (3) all day Provincial Senior Leaders meeting on June 20th.

GOVERNMENT CENTRE
MAIN FLOOR, 9929- 108TH ST, EDMONTON, AB T5K1G8
Tél.: 780 425 8611
GST REG# 88510191

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

Trip #: [REDACTED]
Booking Date: [REDACTED]
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: 06/02/2017
From: CALGARY INTL	File Locator/Ticket #: [REDACTED]
To: EDMONTON INTL	
Departing on: 06/19/2017	
Returning on: 06/20/2017	



AIR

Passengers: PENELOPE RAE	Booking Date: 06/02/2017						
	File Locator/Ticket #: [REDACTED]						
Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	08130	CALGARY INTL		EDMONTON INTL	T		
		06/19/2017 7:00AM		06/19/2017 7:54AM			
AIR CANADA	08169	EDMONTON INTL		CALGARY INTL	T		
		06/20/2017 5:05PM		06/20/2017 5:57PM			



Invoice

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

Trip #: [REDACTED]
 Booking Date: 04 Jul 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]	360.00	0.00	\$0.00	74.96	0.00	434.96 CAD
Total:	360.00	0.00	0.00	74.96	0.00	434.96 CAD

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	07/04/2017		[REDACTED]	434.96 CAD
Total Payment:					434.96 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 CIS UPDATE MEETING AS WELL AS OTHER MEETINGS

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENT UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL SERVICES. AFTER HOURS EMERGENCY HELP DESK STATES CALL ...1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT.. CODE 2EC0 ***** PLEASE REVIEW YOUR TRAVEL POLICY. PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIVE

Airfare Calgary/Edmonton return on July 10 to attend the following meetings:
(1) Mauro Chies (2) Provincial CIS Design Committee (3) Triad discussion (4) 1 on 1 with Diane Beattie

NOTE: Full refund issued by Air Canada as outbound flight delayed by two hours. Decision was made to drive to Edmonton instead of flying.

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

Trip #: [REDACTED]
Booking Date: 04 Jul 17
Client: [REDACTED]
Agent: [REDACTED]
Agent Phone: [REDACTED]
File Locator: [REDACTED]

MY ITINERARY

Passengers PENELOPE RAE **Citizenship** Not Specified **Required Travel Documents** 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:** 07/04/2017
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	08134	CALGARY INTL		EDMONTON INTL	V		
		07/10/2017 8:00AM		07/10/2017 8:50AM			
AIR CANADA	08169	EDMONTON INTL		CALGARY INTL	V		
		07/10/2017 5:05PM		07/10/2017 5:57PM			