

## AHS Board and Executive Expense Report

**Name** Penny Rae  
**Title** Chief Information Officer  
**Location** Calgary

Expenses submitted during the month of August 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)
Aug-17	P-Card	Meetings				149	149			
Aug-17	Expense Claim	Meetings		23			23			
Aug-17	Direct Billing	Meetings	1,593				1,593			
<b>Total</b>			<b>\$ 1,593</b>	<b>\$ 23</b>	<b>\$ -</b>	<b>\$ 149</b>	<b>\$ 1,765</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Total for the Month** \$ 1,765

Maximum daily single meal expense claimed in the month \$ 13  
 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 P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
RAE, PENELOPE JANE	Chief Information Officer	Calgary	\$ 148.65								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
7/27/2017	Returned from vacation early to attend mtg at Southport - Taxi from Calgary International Airport to Southport	AB - Local	Taxi	\$ 56.90	Calgary International Airport	10301 Southport Lane S.W., Calgary	Returned from vacation early to attend CIS Negotiation Planning Day at Southport - Taxi	1			
8/15/2017	Parking on August 15 at the Calgary International Airport	AB - Local	Parking - Lot or Parkade	\$ 29.35			Parking on August 15th at the Calgary International Airport after attending the following meetings: (1) IT Executive (2)CIS Team Update (3) 2017/2018 Operational Budget review	1			
8/15/2017	Taxi from Seventh Street Plaza to Edmonton Internation Airport on August 15	AB - Other Zones	Taxi	\$ 62.40	10030 - 107th Street, Edmonton	Edmonton International Airport	Taxi on August 15th from Seventh Street Plaza to Edmonton International Airport after attending CIS Team Update meeting and 2017/18 Operational Budget Review meeting	1			
Approver(s) for the claim		Approval Status		Approval Date							
RHODES, DEBORAH		Approve		28-Aug-17							

ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
CAR#548

**Taxi on July 27th from Calgary International  
Airport to Southport Tower to attend CIS  
Negotiation Planning Day (returned from  
vacation early to attend meeting)**

**SALE**

MID: [REDACTED]  
TID: [REDACTED] REF#: [REDACTED]  
Batch #: [REDACTED] SEQ: [REDACTED]  
07/27/17 08:37:57  
APPR CODE [REDACTED]  
MASTERCARD [REDACTED]

AMOUNT \$50.90  
TIP \$6.00  
TOTAL \$56.90

00 - APPROVED - 001

MasterCard  
[REDACTED]

THANK YOU

CUSTOMER COPY

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

Terminal [REDACTED]  
Driver [REDACTED]  
17/08/15 14:48:28

MASTERCARD  
Card #: [REDACTED]  
MasterCard  
CHIP CARD

VERIFIED BY PIN

Ref # [REDACTED]  
Auth # [REDACTED]

		PURCHASE
FARE	: \$	56.40
TIP	: \$	6.00
TOTAL	: \$	62.40

**Taxi on August 15th from Seventh Street  
Plaza to Edmonton International Airport  
after attending the following mtgs.: (1)  
IT Executive (2) CIS Team Update (3) 2017/  
2018 Operational Budget Review**

APPROVED - THANK YOU  
(01-027)

IMPORTANT: Retain this  
copy for your records

Merchant Copy

Thank you for choosing  
Co-op taxi

**RECEIPT**  
**GST NO. R122556194**

TKT NO. [REDACTED]  
EXIT No. A4  
IN: 08/15/17 05:49  
OUT: 08/15/17 17:21  
DURATION: @ 11:32  
PAID: \$ 29.35  
(GST INCLUDED)  
MASTERCARD

[REDACTED]  
REF.  
THANK YOU FOR  
YOUR VISIT

**Parking at the Calgary International Airport  
on August 15th while attending the  
following mtgs.: (1) IT Executive (2) CIS  
Team Update (3) 2017/18 Operational  
Budget Review**



## AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
RAE, PENELOPE JANE	Chief Information Officer	Calgary	\$ 23.50									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
8/15/2017	Meetings in Edmonton on August 15th	AB - Other Zones	Meals Per Diem	\$ 23.50			Travel to Edmonton on August 15th to attend the following mtgs.: (1) IT Executive (2) CIS Team Update (3) 2017/18 Operational Budget review	1				
Approver(s) for the claim		Approval Status	Approval Date									
RHODES, DEBORAH		Approve	28-Aug-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

<b>Name :</b> Penny Rae	<b>Reporting Period for the Month of :</b> July 21st to August 20th, 2017
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
11-Aug-2017	Direct Billing	Airline Ticket	Airfare Calgary/Edmonton return on August 15th to attend the following meetings: (1) IT Executive (2) CIS Team Update (3) 2017/18 Operational Budget Review (4) Deployment Sequence for Cancer Control	Marlin Travel	418.96
11-Aug-2017	Direct Billing	Airline Ticket	Airfare Calgary/Madison, WI return September 24th to 28th to attend EPIC UGM re Provincial CIS / Connect Care	Marlin Travel	1,174.31
	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	-
<b>Total Paid in the Month</b>					<b>\$ 1,593.27</b>



**Invoice**

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

Trip #: [REDACTED]  
 Booking Date: 11 Aug 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]	344.00	0.00	\$0.00	74.96	0.00	418.96 CAD
<b>Total:</b>	<b>344.00</b>	<b>0.00</b>	<b>0.00</b>	<b>74.96</b>	<b>0.00</b>	<b>418.96 CAD</b>

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	08/09/2017	[REDACTED]	[REDACTED]	418.96 CAD
<b>Total Payment:</b>					<b>418.96 CAD</b>

**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

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

**Airfare Calgary/Edmonton return on August 15th in order to attend the following mtgs.: (1) IT Executive (2) CIS Team Update (3) 2017/18 Operational Budget review (4) Deployment sequence for Cancer Control**

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

Trip #: [REDACTED]  
Booking Date: 11 Aug 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:	08/09/2017		
				File Locator/Ticket #:	[REDACTED]		
Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	08130	CALGARY INTL 08/15/2017 7:00AM		EDMONTON INTL 08/15/2017 7:54AM	V		
AIR CANADA	08151	EDMONTON INTL 08/15/2017 3:35PM		CALGARY INTL 08/15/2017 4:27PM	V		



**Traveler****Passenger Name:**

RAE, PENELOPE JANE MS

**Ticket Number:****Reservation Number:****Issue Date:**

August 11, 2017

**Agency Details****Agency Information:**

MARLIN TRAVEL

9929 - 108Th.Street Government Centre

Edmonton, AB T5K 1G8

Canada

**Agency Phone:**

780 425-8611 MARLIN TRAVEL 60-87935-

0/-LEISA

**Fare Information****Form Of Payment:****Fare:**

CAD 994.00

**Taxes and Carrier-imposed fees:**

CAD 12.10 CA

CAD 51.81 XG

CAD 116.40 XT

**Total Airfare:**


CAD 1174.31



**Amount Charged:**



CAD 1174.31

**Airfare Calgary/Madison, WI return  
September 24th to 28th to attend EPIC  
UGM re Provincial CIS / Connect Care**



## My Trip

SUN, SEP 24, 2017 - Calgary (YYC) to Minneapolis (MSP) - Confirmed 

 **Delta Air Lines (DL) 5705**  
Confirmation Number: 

DEPART  **8:05**<sup>AM</sup><sub>YYC</sub>    NON STOP     ARRIVE **11:50**<sup>AM</sup><sub>MSP</sub>  
2H 45M

PASSENGERS

Name	eTicket Number	Seat
RAE, PENELOPE JANE MS		17D - Confirmed 

Class Of Service: Economy

AIRPORT INFO


Calgary Intl Arpt (YYC)  
Calgary, AB, CA



to



Minneapolis St Paul International Arpt (MSP)  
Minneapolis, MN, US  
Terminal 1

FLIGHT INFO




EMBRAER 175  
Refreshment at cost

SUN, SEP 24, 2017 - Minneapolis (MSP) to Madison (MSN) - Confirmed 

 **Delta Air Lines (DL) 2706**  
Confirmation Number: 

DEPART  **1:15**<sup>PM</sup><sub>MSP</sub>    NON STOP     ARRIVE **2:21**<sup>PM</sup><sub>MSN</sub>  
1H 6M

PASSENGERS

Name	eTicket Number	Seat	Special Services
RAE, PENELOPE JANE MS		21D - Confirmed 	

Class Of Service: Economy

AIRPORT INFO


Minneapolis St Paul International Arpt (MSP)  
Minneapolis, MN, US  
Terminal 1



to



Dane County Regional (MSN)  
Madison, WI, US

FLIGHT INFO

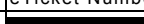

Boeing 737-900  
No meal service

THU, SEP 28, 2017 - Madison (MSN) to Minneapolis (MSP) - Confirmed 

 **Delta Air Lines (DL) 2706**  
Confirmation Number: 

DEPART  **3:20**<sup>PM</sup><sub>MSN</sub>    NON STOP     ARRIVE **4:40**<sup>PM</sup><sub>MSP</sub>  
1H 20M

PASSENGERS

Name	eTicket Number	Seat
RAE, PENELOPE JANE MS		15D - Confirmed 

Class Of Service: Economy

AIRPORT INFO

Dane County Regional (MSN)  
Madison, WI, US

to

Minneapolis St Paul International Arpt (MSP)  
Minneapolis, MN, US  
Terminal 1

FLIGHT INFO

Boeing 737-900  
No meal service

TUE, MAR 27, 2018 - Calgary (YYC)

 **Tour**

PASSENGERS

RAE, PENELOPE JANE MS

INFO

1 Person  
Extended Pnr Date for Marlin Travel Internal Use Only

### Agent Comments

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

## Help

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Your Reservation Code: XXXXXXXXXX

MARLIN TRAVEL is here when you need us. If you ever have a question please contact us.

MARLIN TRAVEL  
9929 - 108th street Government Centre  
Edmonton, AB T5K 1G8  
Canada

**Phone**  
780 425-8611 MARLIN TRAVEL 60-87935-0/LEISA

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