

AHS Board and Executive Expense Report

Name Penny Rae
Title Chief Information Officer
Location Calgary

Expenses submitted during the month of September 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)
Sep-17	P-Card	Meetings					-	378	478	
Sep-17	Direct Billing	Meetings	(435)				(435)			
Total			\$ (435)	\$ -	\$ -	\$ -	\$ (435)	\$ 378	\$ 478	\$ -

Total for the Month \$ 421

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 P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
RAE, PENELOPE JANE	Chief Information Officer	Calgary	\$ 855.52								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
9/6/2017	Late afternoon/evening meeting with EPIC on September 6 in Calgary after Epic's arrival	AB - Local	Hospitality	\$ 207.90			Late afternoon/evening meeting with Epic on September 6th re Finalization of High Level Design/Implementation Plans with Epic - dinner ordered for 18	1	18	List of attendees kept on file	
9/8/2017	Lunch on September 7th with EPIC	AB - Local	Hospitality	\$ 269.62			Lunch meeting with EPIC on September 7th re Finalization of High Level Design/Implementation Plans with Epic	1	21	List of attendees kept on file	
9/18/2017	Annual membership dues for the Association of Professional Engineers and Geoscientists of Alberta	AB - Local	Membership Dues	\$ 378.00			Annual membership fees in the Association of Professional Engineers and Geoscientists of Alberta	1			
Approver(s) for the claim		Approval Status		Approval Date							
RHODES, DEBORAH		Approve		16-Oct-17							

Chopped Leaf - CL051
163 Quarry Park Blvd. Unit 1311
Calgary, AB 587-356-2772
GST # 749231924 RT0001

Order No: 61

Catering Cashier: Nathan
Wednesday, 6 Sep, 2017 - 5:20 pm
Order [REDACTED]

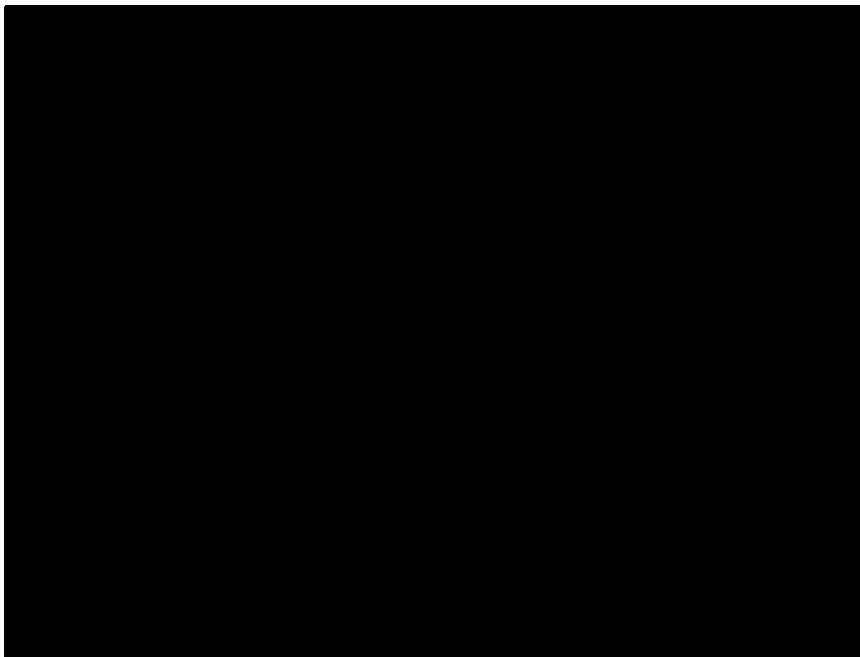
1 DYO Full	9.25
Chicken	3.25
Quinoa	1.50
Avacados.	.50
1 Popeye Full Chicken	12.50
1 Chopped Signature Full Ch	12.50
Pesto	8.00
2 Egg- St d Rolls	15.00
1 Quesadilla BBQ Chicken	9.50
1 Popeye Full Egg	10.75
1 Bowl#1 Chicken	12.00
1 Caesar Full No Protein	9.25
1 Quesadilla Pesto	9.50
1 DYO Wrap	6.75
Chicken	3.25
1 Bangkok Wrap Chicken	10.00
1 Sunshine Wrap Chicken	10.00
1 Chopped Signature Full Ch	12.50
Egg	1.50
1 Bowl#1 Chicken	12.00
1 Sunshine Wrap No Protein	6.75
1 Lean Pesto	8.00
1 Bangkok Full Prawn	13.75

Sales Total 198.00
GST: 9.90

Total \$207.90
MC 207.90

Amount Tendered \$207.90
Change \$.00

Dinner ordered for Finalization of High Level Design/
Implementation Plans with Epic on September 6th from
4:30 to 8:00 p.m.



#11.55/person

TYPE : PURCHASE

ACCT : MASTERCARD \$ 207.90

CARD NUMBER: [REDACTED]
DATE/TIME: 17/09/06 17:24:50
REFERENCE #: [REDACTED]
AUTHOR #: [REDACTED]

01 : RECEIVED - THANK YOU

INVOICE

Billing/Client Information
 Alberta Health Services
 [REDACTED]

Delivery Information
 Delivery: **09/07/2017 (10:45 - 11:00 AM)**
 Alberta Health Services
 [REDACTED]

Order Note: DELIVERY DRIVER:

I will meet you on the main floor outside the elevators and take you up to the room to get it laid out and so on. It's a secured floor so you won't be able to get into the actual area where the rooms are on your own.

Order entered by: Pearl

Printed: 09/08/2017 02:03 AM MDT

	Price	Amount
Sandwiches & Wraps - Assorted Sandwich & Wrap Platters		
20 Assorted Sandwiches & Wraps Platter	8.99	179.80
Fruit & Veggie Platters - Fruit & Veggie Platters		
2 Veggie Platter	29.99	59.98
Disposables - Disposables		
20 Disposables (plates, napkins, utensils)	0.35	7.00

House Account Remit Address:
 Press'd The Sandwich Company
 PO BOX 487 Edmonton Main
 Edmonton, AB T5J 2K1

If you have any questions or would like to provide credit card information please contact (780) 782 8177

Thank you for ordering from Press'd!

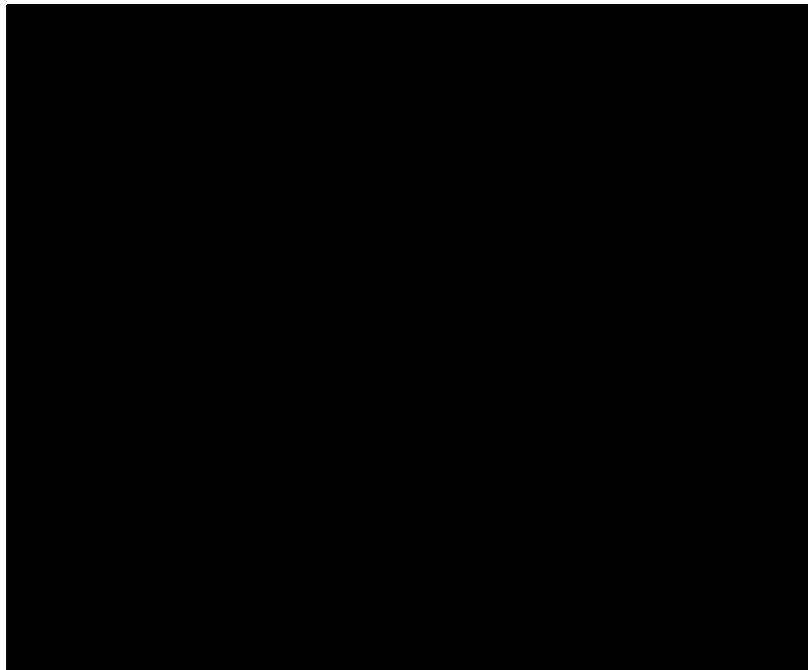
Subtotal:	246.78
Delivery Fee:	10.00
Tax (5%):	12.84
Total:	269.62

Your order provided by Press'd Sunridge | #101, 2851 Sunridge Blvd NE | Calgary, AB
 (Legal Name: 1898699 GST# 790076897RT0001) (If paying by cheque please refer to 'House Account Remit Address' information above)

Lunch on September 7th for Finalization of High Level Design/Implementation Plans with Epic

*# 12.84/person**

** includes disposables delivery and GST.*



OFFICIAL RECEIPT

For Membership Dues

Retain for Income Tax Purposes

GST# 106728603

For: **Penny Rae**

Member No: [REDACTED]

Receipt No: [REDACTED]

Receipt Date: **September 18, 2017**

Amount: **\$360.00**

Valid Dates: **September 01, 2017 to August 31, 2018**

GST: **\$18.00**

Total: **\$378.00**



The Association of Professional
Engineers and Geoscientists of Alberta

Head Office | 1500 Scotia One | 10060 Jasper Avenue NW | Edmonton AB T5J 4A2
PH 780-426-3990 TOLL FREE 1-800-661-7020 FAX 780-426-1877 www.apega.ca email@apega.ca

**Annual membership dues in The Association
of Professional Engineers and Geoscientists
of Alberta**

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 : August 21st to September 20th, 2017
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
10-Jul-2017	Direct Billing	Airline Ticket	Credit received from Marlin Travel re 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.	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	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	-
Total Paid in the Month					\$ (434.96)



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] <i>Cancelled</i>	360.00	0.00	\$0.00	74.96	0.00	434.96 CAD
AIR CANADA Ticket # [REDACTED]	-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]	[REDACTED]	434.96 CAD
	[REDACTED]	07/10/2017	[REDACTED]	[REDACTED]	-434.96 CAD
				Total Payment:	0.00 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 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

Credit received from Marlin Travel re cancelled flights Calgary to Edmonton return on July 10th, 2017. A full refund was issued.

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	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:** 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			

Passengers: PENELOPE RAE **Booking Date:** 07/10/2017
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			

Passengers: PENELOPE RAE **Booking Date:** 07/04/2017
File Locator/Ticket #: [REDACTED]

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

Passengers: PENELOPE RAE **Booking Date:** 07/10/2017
File Locator/Ticket #: [REDACTED]

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