

### **AHS Board and Executive Expense Report**

Name Penny Rae

**Title** Chief Information Officer

**Location** Calgary

Expenses submitted during the month of October 2018

							Trav	el (1)						
MMM-YY	Source Document	Purpose	Aiı	fare	Me	als	Accomn	nodation	)ther ravel	otal ravel	essional elopment (2)	S Ho	Vorking Sessions sting and ospitality (3)	Other (4)
Oct-18 Oct-18 Oct-18	P-Card Expense Claim Direct Billing	Meetings Meetings Meetings		885		130		341	279 310	620 440 885			489	
Total			\$	885	\$	130	\$	341	\$ 589	\$ 1,945	\$ -	\$	489	\$ -

**Total for** 

the Month \$ 2,434

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 P-Card**

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total										
RAE, PENELOPE JANE	Chief Information Officer	Calgary	\$ 1,109.17										
Expense Date	Business reason		Expense Location	Expense Type	Am	ount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
9/23/2018	Taxi from Edmonton airport to Hotel for overnight stay; Oct 2 start at 0800.		AB - Other Zones	Taxi	\$	72.60	Edmonton Airport	Matrix Hotel, Edmonton	Taxi from Edmonton airport to Matrix Hotel for overnight stay; Oct 24 meeting start at 0800.	1			
9/23/2018	Taxi to Calgary airport for Wer Edmonton at 0815 for AH End Workshop #4 on Sept 24 @ 08	State	AB - Local	Taxi	\$	42.55	Home	Calgary International Airport	Taxi to Calgary airport for WestJet 925 to Edmonton at 0815 for AH End State Workshop #4 on Sept 24 @ 0800.	1			
9/24/2018	Overnight stay in Edmonton to End State Workshop #4 on Se 0800.		AB - Other Zones	Accommodations	\$	170.32			Overnight stay in Edmonton to attend AH End State Workshop #4 on Sept 24 @ 0800.	1			
9/27/2018	Parking at YYC for WestJet 33: to present at AHS Board meet day.		AB - Local	Parking - Lot or Parkade	\$	29.35			Parking at YYC for WestJet 3395 @ 0700 to present at AHS Board meeting same day.	1			
9/27/2018	Taxi to Edmonton airport for \ 3350 at 1:45 following AHS Bo presentation.		AB - Other Zones	Taxi	\$	54.00	Seventh Street Plaza, Edmonton		Taxi to Edmonton airport for WestJet 3350 at 1:45 following AHS Board presentation.	1			
9/27/2018	Taxi from Edmonton airport to Street Plaza for presentation t Board.		AB - Other Zones	Taxi	\$	60.50	Edmonton Airport, Leduc	Seventh Street Plaza, Edmonton	Taxi from Edmonton airport to Seventh Street Plaza for presentation to AHS Board.	1			
	Overnight in Edmonton to attemeetings on Oct 11 and IT Mameeting on Oct 12, 2018.		AB - Other Zones	Accommodations	\$	170.32			Overnight in Edmonton to attend various meetings on Oct 11 and IT Managers meeting on Oct 12, 2018.	1			
	Parking at Seventh Street Plaz meetings on Oct 11, 2018.	a for various	AB - Other Zones	Parking - Lot or Parkade	\$	20.00			Parking at Seventh Street Plaza for various meetings on Oct 11, 2018.	1			
10/13/2018	Catering for CIO & Managers ( Oct 12, 2018. WSA and attendattached to eDocs.		AB - Other Zones	Working Session	\$	489.53			Catering for CIO & Managers meeting on Oct 12, 2018. WSA and attendee list attached to eDocs.	1	44	List of attendees kept on file	
Approver(s) fo	or the claim	Approval S	Status	Approval Date				1	1		I	1	1

31-Oct-18

Approve

RHODES, DEBORAH

dine #1

ATS GROUP 4608 101 ST NW 7809897099 EDMONTON AB

CARD

CARD TYPE

MASTERCARD

DATE

2018/09/23

TIME

2158 22:07:47

INVOICE #

RECEIPT NUMBER

**PURCHASE** 

AMOUNT TIP \$66.00

\$6.60

TOTAL

\$72.60

MasterCard



## **APPROVED**

AUTH#

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST 82665 1945 RT0001

316 MERIDIAN ROAD SE CALGARY, AB 12A 1X2

TERMINAL 10:
MERCHANT 10:
MERCHANT 10:
MENTER 10:
GST ACCOUNT 8:
HIP NUMBER:
MASSENGERS:

09-23-2018

510RT: 18:31 DISTANCE: 225.00 ENO: 18.53 RATE: 1

LARE ANDUNT:

\$ 35.24

THE AMOUNT:

\$ 1.7a \$ 5.55

TUTAL :

42.55

Baster Card SALE :

a ardoval NUMBER :



\*\*\*PASSENGER COPY\*\*\*

THANK YOU (463)299-9999 BNN: THECHECKERGROUP.COM



dire#2



Penelope Rae

Room No.

Arrival

: 09-23-18

Departure Date

<u>: 09-24-18</u>

Folio No.

Conf. No.

Company Name: AHS - Vision/Marlin Travel

P.O. No.

Group Name:

### INVOICE

Date	Description		Charges	Credits
09-23-18	Room Revenue		159.00	
09-23-18	Destination Marketing Fee		4.77	
09-23-18	Tourism Levy		6.55	
09-24-18	Mastercard			170.32
		Total Charges	170.32	
		Total Credits		170,32
		Balance		0.00

Page No. 1 of

Bire#4

Quetto

### RECEIPT GST NO. R122556194

Dire#6

TKT NO: A4
IN: 09/27/18 05:52
OUT: 09/27/18 14:51
DURATION: 0 08: 59
PAID: \$ 29.35
(GST INCLUDED)
MASTERCARD
AUTH. CODE
REF.

THANK YOU FOR

**О О** ГІУРУС



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

TRANSACTION RECORD

Terminal
Driver
18/09/27

Card:

Auth

6 27 12:14:41

MasterCard
CHIP CARD

PURCHASE
FARE : \$ 48.00
TIP : \$ 6.00
TOTAL : \$ 54.00

APPROVED - THANK YOU (01-027)

IMPORTANT: Retain this copy for your records

Customer Copy

Thank you for choosing Co-op taxi GREATER EDMONTON TAXI
SERVICE
10135 31 AVE NW
EDMONTON AB

CARD
CARD TYPE MASTERCARD
DATE 2018/09/27
TIME 9362 08:34:59
INVOICE #

RECEIPT NUMBER

TOTAL

PURCHASE
AMOUNT \$55.00
TIP \$5.50

\$60.50

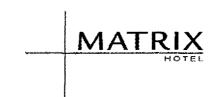


# APPROVED AUTH# THANK

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

YELLOW CAB 780.462.3456 BARREL TAXI 780.489.7777 EDMTAXI.COM GST 100403070



Penelope Rae

Room No.

Arrival

: 10-11-18

Departure Date

: 10-12-18

Folio No.

Conf. No.

P.O. No.

Company Name: AHS - Vision/Marlin Travel

Group Name:

### INVOICE

Date	Description		Charges	Credits
10-11-18	Room Revenue		159.00	
10-11-18	Destination Marketing Fee		4.77	
10-11-18	Tourism Levy		6.55	
10-11-18	Mastercard			170.32
		Total Charges	170.32	
		Total Credits		170.32
		Balance		0.00

Page No. 1 of 1

Impark Lot 02-352

# 06:00 AM OCT 12, 2018

Purchase Date/Time: 09:19am Oct 11, 2016

Total Parking: \$19,05 Total GST: \$0.95

Total Due: \$20.00

Total Paid: \$20.00

Rate: \$20 - All Day + Evg Payment Type: Card

Ticke S/N #

Setting: Lot 352 Mach Name: Meter 1

**MasterCard** 

Auth #

GST #887315636RT0006 NO IN AND OUT PRIVILEGES

### RECEIPT

Impark Lot 02-352

: 06:00am Oct 12, 2018

Purchase Date/Time: 09:19am Oct 11, 2018

Total Parking: \$19.05 Total GST: \$0.95

Total Due: \$20.00

Rate: \$20 - All Day + Evg Payment Type: Card Total Paid: \$20.00

Ticket 🖷

Setting: Lot 352 Mach Name: Meter 1

**MasterCard** 

Auth i

Edmonton ClO : Managers Mtg. Oct 12,2018

June#9a



**Billing/Client Information** 

Order No:
Date: Fri, Oct 12, 2018
Store Code: CY

Store: Courtyard

### Catering - CONFIRMATION =

### **Delivery Information**

Delivery: 10/12/2018 (11:45 - 12:00 PM)

Alberta Health Services 10004-104 Avenue 27th Floor - CN Tower Edmonton, AB T5J 0K1

Number of Guests: 44

Order Note: Please take the elevator to the 27th floor and use the mobile number for Tracy Robar, she will come let you in.

Order entered by: Online	Printed: 10/10/2018 02:12 PM MD				
	Price	Amount			
Sandwiches & Wraps - Assorted Sandwiches & Wraps					
30 Assorted Sandwiches & Wraps	9.69	290.70			
Gluten Free Sandwiches - Gluten Free Sandwiches					
4 Assorted Sandwiches (Gluten Free)	11.39	45.56			
Note: No fresh tomatoes please and no dairy products					
Fruit & Veggie Platters - Fruit & Veggie Platters					
2 Veggie Platter	29.99	59.98			
2 Seasonal Fruit Platter	29.99	59.98			

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

Than	k yc	u fo	r or	dering	from	Press	'd!

Subtotal:	456.22
Delivery Fee:	10.00
Estimated Tax (5%):	23.31
Estimated Total:	489.53

Your order provided by Press'd Courtyard | 11214 Jasper Ave | Edmonton, AB (Legal Name: Press'd Courtyard Inc. GST# 822722005) (If paying by cheque please refer to 'House Account Remit Address' information above)

Powered by MonkeyMedia Software 🏵

# **AHS Public Disclosure Expense Claims**

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
RAE, PENELOPE JANE	Chief Information Officer	Calgary	\$ 440.23									
Expense Date	Business reason		Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
9/24/2018	Attending AH End State Wo in Edmonton, full day of me drove back to Calgary with I Beattie.	etings,	AB - Other Zones	Meals Per Diem	\$ 47.50			Attending AH End State Workshop #4 in Edmonton, full day of meetings, drove back to Calgary with Diane Beattie. Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1			
10/11/2018	Return trip to Edmonton to various meetings on Oct 11 IT Managers meeting on Oc Tower	at SSP and		Mileage-Local- Home Zone	\$ 310.73	Home	Seventh Street Plaza, Edmonton	Return trip to Edmonton to attend various meetings on Oct 11 at SSP and IT Managers meeting on Oct 12 at CN Tower.	2			307.7
10/11/2018	Drive to Edmonton start at ( overnight stay on Oct 11 an Managers meeting on Oct 1 return to Calgary.	d attend IT	AB - Other Zones	Meals Per Diem	\$ 47.50			Drive to Edmonton start at 0630 for overnight stay on Oct 11 and attend IT Managers meeting on Oct 12 then return to Calgary.  Bfast \$10.50  Lunch \$13.00  Dinner \$24.00	1			
10/12/2018	Drive to Edmonton start at 0 overnight stay on Oct 11 and Managers meeting on Oct 1 return to Calgary.	d attend IT	AB - Other Zones	Meals Per Diem	\$ 34.50			Drive to Edmonton start at 0630 for overnight stay on Oct 11 and attend IT Managers meeting on Oct 12 then return to Calgary.  Bfast \$10.50  Dinner \$24.00	1			
Approver(s) fo	or the claim	Approval	Status	Approval Date		1	1	1	1	1	1	1

RHODES, DEBORAH

Approve

31-Oct-18



### **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:

		· · · · · · · · · · · · · · · · · · ·	
Name :	Penelope Rae, CIO	Reporting Period for the Month of :	September 21 - October 20, 2018

YES

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Pai
23-Sep-18	Direct Billing	Airline Ticket	To Edmonton for AH Meeting, canceled return airfare (credit on file for Air Canada)	Vision Travel	\$453
27-Sep-18	Direct Billing	Airline Ticket	Return to Edmonton for presentation to AHS Board.	Vision Travel	\$431
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
otal Paid in th	e Month				\$ 885

Traveler

Passenger Name: RAE, PENELOPE MRS e-Ticket Number:

Reservation Number:

Ticket Issue Date: September 19, 2018

Rewards Program:

Tour Code:

**Agency Details** 

Agency Information: VISION TRAVEL

**Agency Phone:** 

780 425-8611 VISIONTRAVEL 60-87935-0/

9929 - 108Th.Street Government Centre

Edmonton, AB T5K 1G8

Canada

Flight - WestJet (WS) - 925 - September 23, 2018

Confirmation Number:

Status: Confirmed Fare Basis: QA3D0ELS

Depart:

Arrive: Edmonton Intl Arpt (YEG) Calgary Intl Arpt (YYC)

Class Of Service:

Calgary

Edmonton 9:02 PM

8:15 PM

Not Valid After:

Not Valid Before: September 23, 2018

September 23, 2018

Carry-On:

1 Piece Plan

Bag 1 - NO FEE CARRYON HAND BAGGAGE ALLOWANCE

Baggage Allowance:

O Piece Plan

Bag 1 - 25.00 CAD UPTO50LB/23KG AND UPTO62LI/158LCM

Bag 2 - 35.00 CAD UPTO50LB/23KG AND UPTO62LI/158LCM

Applies to: YYC - YEA

Economy

Fare Information

Form Of Payment:

Fare:

CAD 172.02

Taxes and Carrier-imposed fees:

CAD 7.48 CA CAD EXEMPT XG CAD 42.00 XT

Total:

CAD 221.50

**Endorsement Information:** 

NONREF - FEE FOR CHG-CXLAB HEALTH SERVICES COF

Fare Calculation:

23SEP YYC WS YEA 172.02CAD172.02END XT 30.00SQ 12.00YQ

### Notes

Baggage discounts may apply based on frequent flyer status/online checkin/form of payment/military/etc.

### IMPORTANT INFORMATION FOR TRAVELERS WITH ELECTRONIC TICKETS - PLEASE READ:

Carriage and other services provided by the carrier are subject to conditions of carriage, which are hereby incorporated by reference. These conditions may be obtained from the issuing carrier. Passengers on a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that international treaties known as the Montreal Convention, or its predecessor, the Warsaw Convention, including its amendments (the Warsaw Convention System), may apply to the entire journey, including any portion thereof within a country. For such passengers, the applicable treaty, including special contracts of carriage embodied in any applicable tariffs, governs and may limit the liability of the carrier. The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, where your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <a href="http://www.iatatravelcenter.com/privacy">http://www.iatatravelcenter.com/privacy</a> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred.

Traveler

Passenger Name: RAE, PENELOPE MRS e-Ticket Number:

Reservation Number:

Ticket Issue Date: September 19, 2018

Rewards Program:

**Agency Details** 

Agency Information: VISION TRAVEL

Agency Phone:

780 425-8611 VISIONTRAVEL 60-87935-0/

9929 - 108Th.Street Government Centre Edmonton, AB T5K 1G8

Canada

Flight - Air Canada (AC) - 8169 - September 24, 2018

**Confirmation Number:** 

Status: Confirmed Fare Basis: O3ZLATG

Economy

Class Of Service:

\*Operated by: AIR CANADA EXPRESS - IAZZ

JAZ

Depart:

Edmonton Intl Arpt (YEG)

Edmonton 5:05 PM Arrive:

Calgary Intl Arpt (YYC)

Calgary 6:03 PM

Not Valid Before: September 24, 2018 Not Valid After: September 24, 2018

Carry-On:

2 Piece Plan

Bag 1 - NO FEE CARRYON HAND BAGGAGE ALLOWANCE

Bag 2 - NO FEE CARRY ON HAND BAGGAGE

Baggage Allowance:

0 Piece Plan

Bag 1 - 25.00 CAD UPTO50LB/23KG AND UPTO62LI/158LCM

Bag 2 - 35.00 CAD UPTO50LB/23KG AND UPTO62LI/158LCM

Applies to: YEA - YYC

**Fare Information** 

Form Of Payment:

Fare:

CAD 195.00

Taxes and Carrier-imposed fees:

CAD 195.00 Creat on file for cad 7.48 CA CAD EXEMPT XG CAD 30.00 SQ

CAD 232.48

Total:

**Endorsement Information:** 

AC ONLY-NONREF-CHGFEE AB HEALTH SERVICES COF

Fare Calculation:

24SEP YEA AC YYC Q9.00Q3.00 183.00CAD195.00END

Notes

Baggage discounts may apply based on frequent flyer status/online checkin/form of payment/military/etc.

IMPORTANT INFORMATION FOR TRAVELERS WITH ELECTRONIC TICKETS - PLEASE READ:

Carriage and other services provided by the carrier are subject to conditions of carriage, which are hereby incorporated by reference. These conditions may be obtained from the issuing carrier. Passengers on a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that international treaties known as the Montreal Convention, or its predecessor, the Warsaw Convention, including its amendments (the Warsaw Convention System), may apply to the entire journey, including any portion thereof within a country. For such passengers, the applicable treaty, including special contracts of carriage embodied in any applicable tariffs, governs and may limit the liability of the carrier. The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, where your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <a href="http://www.jatatravelcenter.com/privacy">http://www.jatatravelcenter.com/privacy</a> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred.

Traveler

Passenger Name: RAE, PENELOPE MRS

Rewards Program:

PE MR\$

e-Ticket Number:

Reservation Number:

Ticket Issue Date: September 19, 2018

**Agency Details** 

Agency Information:

Agency Phone:

VISION TRAVEL

780 425-8611 VISIONTRAVEL 60-87935-0/

9929 - 108Th.Street Government Centre Edmonton, AB T5K 1G8

Canada

1

Flight - WestJet (WS) - 3395 - September 27, 2018

Confirmation Number:

Status: Confirmed Fare Basis: QA3D0ELS \*Operated by: WESTJET ENCORE

\*Operated by: WESTJET ENCORE

Depart:

Calgary Intl Arpt (YYC)
Calgary

Arrive:

Edmonton Intl Arpt (YEG)

Edmonton 7:52 AM

Not Valid Before: September 27, 2018 Not Valid After: September 27, 2018

Carry-On: 1 Piece Plan

7:00 AM

Bag 1 - NO FEE CARRYON HAND BAGGAGE ALLOWANCE

Baggage Allowance:

0 Piece Plan

Bag 1 - 25.00 CAD UPTO50LB/23KG AND UPTO62LI/158LCM Bag 2 - 35.00 CAD UPTO50LB/23KG AND UPTO62LI/158LCM

Applies to: YYC - YEA

Flight - WestJet (WS) - 3350 - September 27, 2018

Confirmation Number:

Status: Confirmed

Contirmed

Arrive: Calgary Intl Arpt (YYC)

Edmonton Intl Arpt (YEG) Calgary I:
Edmonton Calgary
1:45 PM 2:40 PM

Not Valid Before: September 27, 2018 Not Valid After: September 27, 2018

Carry-On: 1 Piece Plan

Depart:

Bag 1 - NO FEE CARRYON HAND BAGGAGE ALLOWANCE

Baggage Allowance:

O Piece Plan

Bag 1 - 25.00 CAD UPTO50LB/23KG AND UPTO62LI/158LCM Bag 2 - 35.00 CAD UPTO50LB/23KG AND UPTO62LI/158LCM

Applies to: YEA - YYC

Class Of Service:

Economy

Fare Basis:

NA7D0ELS

Class Of Service:

Economy

Fare Information

\_

CAD 332.07

Taxes and Carrier-imposed fees:

CAD 14.96 CA CAD EXEMPT XG CAD 84.00 XT

Total:

CAD 431.03

Endorsement Information:

NONREF - FEE FOR CHG-CXLAB HEALTH SERVICES COF

Fare Calculation:

 ${\tt 27SEP~YYC~WS~YEA~172.02WS~YYC~160.05CAD332.07END~XT~60.00SQ~24.00YQ}$