

AHS Board and Executive Expense Report

NameSharon LehrTitleChief Program Officer Operational Best PracticesLocationEdmontonExpenses submitted during the month of April 2019

							Travel (1)						
МММ-ҮҮ	Source Document	Purpose	Aiı	rfare	Mea	ls A	ccommodation	Other Travel		otal avel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Apr-19	Direct Billing	Meetings		880						880			
Total			\$	880	\$	- \$	-	\$	- \$	880	\$-	\$-	\$ -
Total for the Month	\$ 880												
	ly single meal expensive single meal expensive single meal expension of the second sec	se claimed in the month imed 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

Non economy air travel in the month

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.



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 : Sharon Lehr Reporting Period for the Month of : Apr-19

NO

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
8-Apr-2019			Flight from Calgary (Apr. 8) to Fort McMuarry and return. Attended OBP		
8-Api-2019	Direct Billing	Airline Ticket	Phase 4 meetings at Northern Lights Regional Hospital.	Vision Travel	\$490.55
24 Apr 2010			Flight from Calgary (Apr. 24) to Edmonton and return. OBP Presentation		
24-Apr-2019	Direct Billing	Airline Ticket	to AHS/UNA Joint Forum 19 Committee.	Vision Travel	\$389.04
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
Total Paid in th	e Month				\$ 879.59

From: Sent:	Wednesday, April 03, 2019 4:34 PM
To:	E@VISIONTRAVEL.CA
Subject:	Invoice and Itinerary for LEHR/SHARON MS - 08April19 - Vision Travel Locato
×	Vision Travel DT Ontario-West Inc 9929 - 108 St. Edmonton, AB T5K 1G8 (780) 425-8611 1-866-425-8611
	 GST Reg : 723782728 RT 0001
	Invoice/Itinerary
Invoice: Issued: 03 April 20	Agency Ref. Customer Number 019 Sales Person Customer Ref.:
ALBERTA HEALTH SE 10030 - 107 STREET EDMONTON AB	RVICES Passenger(s): LEHR/SHARON MS
T5J 3E4	
Disclaimer: It is	your responsibility to carefully review this itinerary immediately upon receipt and
and the second	y us if there are any discrepancies.
AIR - Monday, April	8 2019 Add To Calendar
Ant - monday, April	Add To Galendar
Air Canada Flight AC	371 Economy Class
	berta Weather Arrive Fort McMurray, Alberta Weather
	ernational Airport Fort McMurray Airport Monday, April 8 2019 08:29 AM Monday, April 8 2019
07.007.00	
Duration:	1 hour(s) and 29 minute(s) Non-stop
Status:	Confirmed
Operated By: FF Number:	AIR CANADA EXPRESS - JAZZ
Online Check In:	LEHR/SHARON MS - please reconfirm at check-in
E Upgrade:	Available 24 hours prior - <u>click here</u> For Eligible Elight - Aeroplan Members click here
Remarks:	AIR CANADA CONFIRMATION
	TICKET NUMBEF
	SEAT 8D
	ARR TERMINALM PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ
E Upgrade:	For Eligible Flight - Aeroplan Members <u>click here</u> AIR CANADA CONFIRMATION TICKET NUMBER

	nday, Apr	11 8 2019				Add To Cale	ndar
Air Canad	a Flight A	C8376 Economy Class					
Depart	Fort McM	Aurray, Alberta <u>Weath</u> Aurray Airport M Monday, April 8 2019		Calga	ary, Alberta <u>We</u> ary International PM Monday, Ap		
Duration: Status: Operated B FF Number Online Che E Upgrade:	: ck In:	1 hour(s) and 32 min Confirmed AIR CANADA EXPE LEHR/ Available 24 hours p For Eligible Flight - /	RESS - JAZZ SHARON MS - p prior - <u>click here</u>	please reconf	irm at check-in		
Remarks:		AIR CANADA CON TICKET NUMBER SEAT 8C DEP TERMINALM PLEASE CHECK IN		IADA EXPRE	SS - JAZZ		
Invoice D)etails						
Transactio	on	Document / Booking Number	Base Fare	Other Tax	GST/HST	and the second	
		Number			ee mier	QST	Tota
nvoice N Vendor A	C AIR	number	400.55	40.00	0.00	QST	
nvoice N Vendor A CANADA Vendor W	C AIR		400.55 50.00	40.00 0.00			Tota 440.5 50.0
nvoice N Vendor A CANADA Vendor W	C AIR				0.00 Billed to:	0.00	440.5
nvoice N Vendor A CANADA	C AIR	Total	50.00		0.00 Billed to: 0.00	0.00	440.5

From: Sent:	@visiontravel.ca Wednesday, April 03, 2019 4:35 PM
То:	@VISIONTRAVEL.CA
Subject:	Invoice and Itinerary for LEHR/SHARON MS - 24April19 - Vision Travel Locator:
	,
×	Vision Travel DT Ontario-West Inc 9929 - 108 St.
	Edmonton, AB T5K 1G8
	(780) 425-8611 1-866-425-8611
	www.visiontravel.ca
	GST Reg : 723782728 RT 0001
	Invoice/Itinerary
	Assess Baf
Invoice:	Agency Ref.: Customer Number: Sales Person: Customer Ref.:
Issued: 03 April 2019	Sales Person: Customer Ref.:
ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB	Passenger(s): LEHR/SHARON MS
T5J 3E4	
T5J 3E4 Disclaimer: It is your res	ponsibility to carefully review this itinerary immediately upon receipt and nere are any discrepancies.
T5J 3E4 Disclaimer: It is your res notify us if th	here are any discrepancies.
T5J 3E4 Disclaimer: It is your res	here are any discrepancies.
T5J 3E4 Disclaimer: It is your res notify us if th AIR - Wednesday, April 24 20	nere are any discrepancies. 019 <u>Add To Calendar</u>
T5J 3E4 Disclaimer: It is your res notify us if th	nere are any discrepancies. 019 <u>Add To Calendar</u>
T5J 3E4 Disclaimer: It is your res notify us if th AIR - Wednesday, April 24 20	Arrive Edmonton, Alberta Weather al Airport Edmonton International Airport
T5J 3E4 Disclaimer: It is your responding us if the AIR - Wednesday, April 24 20 Air Canada Flight AC8130 Eco Depart Calgary, Alberta M Calgary Internations 07:00 AM Wednesd	Add To Calendar Add To Calendar Add To Calendar Add To Calendar Add To Calendar Meather Arrive Edmonton, Alberta <u>Weather</u> Edmonton International Airport day, April 24 2019 07:50 AM Wednesday, April 24 2019
T5J 3E4 Disclaimer: It is your responsible AIR - Wednesday, April 24 20 Air Canada Flight AC8130 Eco Depart Calgary, Alberta M Calgary Internations 07:00 AM Wednesd Duration: 0 hour(s	Add To Calendar Add To Calendar Add To Calendar Add To Calendar Add To Calendar Add To Calendar Add To Calendar Edmonton, Alberta <u>Weather</u> Edmonton International Airport day, April 24 2019) and 50 minute(s) Non-stop
T5J 3E4 Disclaimer: It is your responsible AIR - Wednesday, April 24 20 Air Canada Flight AC8130 Eco Depart Calgary, Alberta y Calgary Internations 07:00 AM Wednesd Duration: 0 hour(s Status: Confirme	Add To Calendar Add To Calendar Add To Calendar Add To Calendar Add To Calendar Add To Calendar Add To Calendar Meather al Airport Edmonton, Alberta Weather al Airport Edmonton International Airport day, April 24 2019 07:50 AM Wednesday, April 24 2019) and 50 minute(s) Non-stop ed - Air Canada Booking Reference
T5J 3E4 Disclaimer: It is your res notify us if th AIR - Wednesday, April 24 20 Air Canada Flight AC8130 Eco Depart Calgary, Alberta y Calgary Internation 07:00 AM Wednesd Duration: 0 hour(s Status: Confirme Operated By: <u>AIR CAN</u>	Add To Calendar Add To Calendar Add To Calendar Add To Calendar Add To Calendar Add To Calendar Add To Calendar Edmonton, Alberta <u>Weather</u> Edmonton International Airport day, April 24 2019 07:50 AM Wednesday, April 24 2019) and 50 minute(s) Non-stop ed - Air Canada Booking Reference
T5J 3E4 Disclaimer: It is your responding us if the AIR - Wednesday, April 24 20 Air Canada Flight AC8130 Eco Depart Calgary, Alberta y Calgary Internations 07:00 AM Wednesd Duration: 0 hour(s Status: Confirme Operated By: AIR CAN FF Number:	Add To Calendar Add To Calendar Edmonton, Alberta <u>Weather</u> Edmonton International Airport day, April 24 2019 07:50 AM Wednesday, April 24 2019) and 50 minute(s) Non-stop ed - Air Canada Booking Reference NADA EXPRESS - JAZZ LEHR/SHARON MS - please reconfirm at check-in
T5J 3E4 Disclaimer: It is your responding us if the AIR - Wednesday, April 24 20 Air Canada Flight AC8130 Eco Depart Calgary, Alberta U Calgary Internationa 07:00 AM Wednesd Duration: 0 hour(s Status: 0 hour(s	Add To Calendar Add To Calendar Edmonton, Alberta <u>Weather</u> Edmonton International Airport Day, April 24 2019 07:50 AM Wednesday, April 24 2019 and 50 minute(s) Non-stop ed - Air Canada Booking Reference NADA EXPRESS - JAZZ EHR/SHARON MS - please reconfirm at check-in e 24 hours prior - <u>click here</u>
T5J 3E4 Disclaimer: It is your responding us if the AIR - Wednesday, April 24 20 Air Canada Flight AC8130 Eco Depart Calgary, Alberta U Calgary Internationa 07:00 AM Wednesd Duration: 0 hour(s Status: 0 hour(s	Add To Calendar Add To Calendar Edmonton, Alberta <u>Weather</u> Edmonton International Airport day, April 24 2019 07:50 AM Wednesday, April 24 2019) and 50 minute(s) Non-stop ed - Air Canada Booking Reference NADA EXPRESS - JAZZ LEHR/SHARON MS - please reconfirm at check-in
T5J 3E4 Disclaimer: It is your responding us if the notify us is notify us if the notify us is	Add To Calendar Add To Calendar Meather Add To Calendar Weather Add To Calendar Weather Add To Calendar Weather Edmonton, Alberta Weather Edmonton International Airport Edmonton International Airport Dot:50 AM Wednesday, April 24 2019) and 50 minute(s) Non-stop ed - Air Canada Booking Reference NDA EXPRESS - JAZZ EHR/SHARON MS - please reconfirm at check-in a 24 hours prior - <u>click here</u> ble Flight - Aeroplan Members <u>click here</u>
T5J 3E4 Disclaimer: It is your responding us if the AIR - Wednesday, April 24 20 Air Canada Flight AC8130 Eco Depart Calgary, Alberta U Calgary Internationa 07:00 AM Wednesd Duration: 0 hour(s Status: 0 hour(s	Add To Calendar Onomy Class Meather Arrive Edmonton, Alberta Weather al Airport Edmonton International Airport day, April 24 2019 07:50 AM Wednesday, April 24 2019 and 50 minute(s) Non-stop OT:50 AM Wednesday, April 24 2019 and 50 minute(s) Non-stop OT:50 AM Wednesday, April 24 2019 and 50 minute(s) Non-stop OT:50 AM Wednesday, April 24 2019 C - LEHR/SHARON MS - please reconfirm at check-in OT:50 AM Wednesday C - LEHR/SHARON MS OT:50 AM Wednesday
T5J 3E4 Disclaimer: It is your res notify us if th AIR - Wednesday, April 24 20 Air Canada Flight AC8130 Eco Depart Calgary, Alberta y Calgary Internation: 07:00 AM Wednesd Duration: 0 hour(s Status: 0	Add To Calendar 019 Add To Calendar inomy Class Arrive Edmonton, Alberta Weather Arrive Edmonton, Alberta al Airport Edmonton International Airport day, April 24 2019 07:50 AM Wednesday, April 24 2019 and 50 minute(s) Non-stop Other and the state of the state o
T5J 3E4 Disclaimer: It is your res notify us if the AIR - Wednesday, April 24 20 Air Canada Flight AC8130 Eco Depart Calgary, Alberta U Calgary Internation 07:00 AM Wednesd Duration: 0 hour(s Status: 0 hour(s Status: 0 hour(s Status: 0 hour(s Status: 0 hour(s Status: 0 hour(s Confirme Operated By: AIR CAN FF Number: Online Check In: Available E Upgrade: For Eligi Remarks: SEAT 40 AIR CAN TICKET	Add To Calendar Onomy Class Meather Arrive Edmonton, Alberta Weather al Airport Edmonton International Airport day, April 24 2019 07:50 AM Wednesday, April 24 2019 and 50 minute(s) Non-stop OT:50 AM Wednesday, April 24 2019 and 50 minute(s) Non-stop OT:50 AM Wednesday, April 24 2019 and 50 minute(s) Non-stop OT:50 AM Wednesday, April 24 2019 C - LEHR/SHARON MS - please reconfirm at check-in OT:50 AM Wednesday C - LEHR/SHARON MS OT:50 AM Wednesday

AIR - Wed	nesday, Ap	ril 24 2019					Add To Cale	endar
Air Canada	Flight AC81	55 Econo	ny Class					
Depart	Edmonton, A Edmonton II 05:25 PM W	nternationa		Arriv	Calg	gary, Alberta <u>We</u> gary International 7 PM Wednesda	Airport	019
Duration: Status: Operated By FF Number: Online Chec E Upgrade:	r: A	Confirmed AIR CANAL	- Air Canada DA EXPRES LEHR/SH 4 hours prior	ARON MS - p	erence	nfirm at check-in		
Remarks:	A T	IR CANAL			ADA EXPR	ESS - JAZZ		
nvoice De	etails							
Transactio	n D	ocument /	Booking	Base Fare	Other Tax	GST/HST	QST	Tota
nvoice Nu Vendor AC CANADA				314.08	74.96	0.00	0.00	389.0
						Billed to		
			Totals:	314.08	74.96	0.00	0.00	389.0
						Total Credit Ca Bal	rd Billing: ance Due:	389.0 0.0