

AHS Board and Executive Expense Report

Name: Stacy Greening
Title: Chief Zone Officer, North Zone
Location: Whitecourt
 Expenses posted during the month of March 2024

			Travel (1)							
Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Mar-24	P-Card	Meetings				70	70			
	Expense Claim	Meetings					-			
Mar-24	Direct Bill	Meetings			114		114			
Total by category			\$ -	\$ -	\$ 114	\$ 70	\$ 184	\$ -	\$ -	\$ -

**Total
posted for
the Month** \$ 184

Maximum daily single meal expense posted in the month \$ -
 Maximum daily base hotel rate posted in the month \$ 110
 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 membership dues, small item technology purchases, books, etc.

Car allowance and any other employment benefits reported in the annual financial statements are excluded from this report

AHS Executive Expenses Report P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
GREENING, STACY T	Chief Zone Officer, North Zone	Whitecourt	\$ 69.97								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
3/8/2024	Lakeland Regional Health Forum in Bonnyville	AB - North Zone	Fuel-Travel and Car Rental	\$ 69.97				1			
Approver(s) for the claim	Approval Status	Approval Date									
CHILTON, SEAN	Approve	21-Mar-24									

TRANSACTION RECORD
PETRO-CANADA
HIGHWAY 28
WASKATENAU
ALBERTA
T0A3P0
(780)-358-2644

GST: 0896686805 DATE: 2024-03-08
TIME: 08:14:17
TERMINAL: [REDACTED] TRANS # [REDACTED]
INVOICE NO: [REDACTED]

*** DUPLICATE ***

FUEL	(L)	(\$/L)	(\$)
Pump 7 REGULAR	52.259	1.339	69.97

TOTAL CAD \$ 69.97

MasterCard SALE 69.97
Taxes are included in the price of Fuel
Tax paid by Customer:
* GST INCLUDED IN FUEL \$ 3.33

PURCHASE

MC Fleet
REFERENCE #:
AUTH #:

\$ 69.97

Mastercard
[REDACTED]

01/027 APPROVED - THANK YOU

Give us your
feedback.
Chance to WIN
FREE gas for a year!
Petro-Canada.ca/hero

*** PETRO-POINTS ***
You could...

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.
- Refer to Quick Reference Guide for: [Providing a Standard Business Reason\(s\)](#)
- 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 : Stacy Greening	Reporting Period for the Month of : Mar-24
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
8-Mar-2024	Direct Billing	Hotel	Travel to Bonnyville for Lakeland Regional Health Forum with MLA Cyr and Mayor/council of surrounding communities March 7 & 8, 2024.	Best Western Bonnyville Inn & Suites	\$114.39
	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					\$ 114.39

Bonnyville Inn & Suites
#101-5401 43rd Street
Bonnyville, AB T9N 0B2

Fax: (780)826-6270

Email: [REDACTED]

Phone: (780)826-6226

Web: bestwesternbonnyville.com



Guest Charges

Best Western Rewards # : [REDACTED]

Folio #: [REDACTED] **Guest : Greening, Stacy** Conf #: [REDACTED]
Room #: [REDACTED] Billing Reference : CRS #: [REDACTED]
Payment Method : Direct Bill Company : ALBERTA HEALTH SERVICES CRS #2 [REDACTED]
Rate : \$109.99 [REDACTED] Arrival: 3/7/2024
3/7/2024 [REDACTED] [REDACTED] Departure: 3/8/2024

Date	Department	Reference	Voucher	Room	Charge	Credit	Balance
3/7/2024	Room Charge	Auto Posted		[REDACTED]	\$109.99		\$109.99
3/7/2024	Tourism Levy	Auto Posted		[REDACTED]	\$4.40		\$114.39
3/7/2024	Room GST	Auto Posted		[REDACTED]	\$5.50		\$119.89
Balance							\$119.89

Tax Summary	
Room GST	\$5.50
Tourism Levy	\$4.40

GST # 840673925

All payments must be made to Best Western Bonnyville Inn & Suites.

I agree that my liability for all charges is not waived.

Guest Signature _____