

AHS Board and Executive Expense Report

Name: Susan McGillivray
Title: VP, People and Health Professions (Interim)
Location: Edmonton
 Expenses approved during the month of January 2024

Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Travel (1)										
	P-Card	Meetings					-			
	Expense Claim	Meetings					-			
Jan-24	Direct Bill	Meetings	799				799			
Total			\$ 799	\$ -	\$ -	\$ -	\$ 799	\$ -	\$ -	\$ -

**Total for
the Month** \$ 799

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.

Car allowance 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.
- 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 : Susan McGillivray	Reporting Period for the Month of : Jan-24
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
16-Nov-2023	Direct Billing	Airline Ticket	One way flight from Edmonton to Calgary November 16 to attend in person meeting with the Board Chair and Deputy Minister of Alberta Health, scheduled on short notice (ticket purchased on short notice so cost is higher)	Vision Travel DT Ontario-West Inc	\$382.12
16-Nov-2023	Direct Billing	Airline Ticket	One way flight from Calgary to Edmonton November 16 to attend in person meeting with the Board Chair and Deputy Minister of Alberta Health, scheduled on short notice (ticket purchased on short notice so cost is higher)	Vision Travel DT Ontario-West Inc	\$417.12
	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					\$ 799.24

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Vision Travel DT Ontario-West Inc
9929 - 108th Street
Edmonton AB T5K 1G8
833-692-4120

www.dt.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: [REDACTED]
Issued: 15 November 2023
ALBERTA HEALTH SERVICES

Agency Ref.: [REDACTED]
Sales Person: [REDACTED]
Passenger(s):

Customer Number: [REDACTED]
Customer Ref.: N/A
MCGILLIVRAY/SUSAN MS

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

Important Information Related To Your Travels:

For complete Canadian Government details for returning to or travelling to Canada – click [here](#)
Please [click here](#) upon receipt of your itinerary for valuable information that may be critical to the success of your travels. We strongly recommend you continue to come back to this information regularly in advance of and during travel as requirements and restrictions could change.

AIR - Thursday, November 16 2023 [Add To Calendar](#)

Air Canada Flight [REDACTED] Economy Class			
Depart	Edmonton, Alberta Weather Edmonton International Airport 06:30 AM Thursday, November 16 2023	Arrive	Calgary, Alberta Weather Calgary International Airport 07:28 AM Thursday, November 16 2023
Duration:	0 hour(s) and 58 minute(s) Non-stop		
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]		
Operated By:	AIR CANADA EXPRESS - JAZZ		
FF Number:	[REDACTED] - MCGILLIVRAY/SUSAN MS - please reconfirm at check-in		
Online Check In:	Available 24 hours prior - click here		
E Upgrade:	For Eligible Flight - Aeroplan Members click here		
Baggage Allowance:	0 Piece(s)		
Remarks:	PLEASE CHECK IN WITH AIR CANADA EXPRESS JAZZ		

Invoice Details

Transaction Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number: [REDACTED]					
Air Canada [REDACTED]	311.00	71.12	0.00	0.00	382.12
Totals:	311.00	71.12	0.00	0.00	382.12
			Total Credit Card Billing:		382.12
			Balance Due:		0.00



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AIR - Thursday, November 16 2023		Add To Calendar
Air Canada Flight [REDACTED] Economy Class		
Depart	Calgary, Alberta Weather Calgary International Airport 04:40 PM Thursday, November 16 2023	Arrive Edmonton, Alberta Weather Edmonton International Airport 05:37 PM Thursday, November 16 2023
Duration:	0 hour(s) and 57 minute(s) Non-stop	
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]	
Operated By:	AIR CANADA EXPRESS - JAZZ	
FF Number:	[REDACTED] - MCGILLIVRAY/SUSAN MS - please reconfirm at check-in	
Online Check In:	Available 24 hours prior - click here	
E Upgrade:	For Eligible Flight - Aeroplan Members click here	
Baggage Allowance:	0 Piece(s)	
Remarks:	PLEASE CHECK IN WITH AIR CANADA EXPRESS JAZZ	

Invoice Details						
Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	[REDACTED]					
Air Canada	[REDACTED]	346.00	71.12	0.00	0.00	417.12
					Billed to [REDACTED]	
Totals:		346.00	71.12	0.00	0.00	417.12
				Total Credit Card Billing:		417.12
				Balance Due:		0.00

Remarks