

AHS Board and Executive Expense Report

Name: Dr. Aaron Low

Title: Zone Medical Director South Zone

Location: Lethbridge

Expenses approved during the month of July 2022

			Travel (1)					Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel			
	P-Card	Meetings					-			
	Expense Claim	Meetings					-			
Jul-22	Direct Bill	Meetings					-		1,836	
Total			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,836	\$ -

Total for the Month \$ 1,836

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 : Dr. Aaron Low, Zone Medical Director	Reporting Period for the Month of : Jul-22
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
27-May-22	Direct Billing	Working Session	South Zone Physician Leader Strategic Planning Session - May 30-22 in Taber, Alberta	Taber Heritage Inn	\$1,836.13
	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					\$ 1,836.13

Route to Melissa Schulte

Heritage Inn Hotel & Convention Centre
4830 46 Ave
Taber, AB T1G 2A4
Telephone: (403) 223-4424 Fax: (403) 223-1733

960 19 st S
Lethbridge
Alberta
T1J 1W5

Page # 1
Res. #
Checked in Mon May 30/22 - 12:50pm
Checked out Mon May 30/22 - 3:06pm
Nights 0
Room Rate 0.00
Promo Code
Room 5001

Date	Description	Reference	Charges	Credits
May30	Room - Meeting Rm Rental	Salon C	275.00	
May30	GST	Salon C	13.75	
May30	Banquets - Food	30ppl @ 13	390.00	
May30	GST	30ppl @ 13	19.50	
May30	Banquets - Food	Juice	40.00	
May30	GST	Juice	2.00	
May30	Banquets - Food	Fruit 30@3.5	105.00	
May30	GST	Fruit 30@3.5	5.25	
May30	Banquets - Food	30ppl @ 24.50	735.00	
May30	GST	30ppl @ 24.50	36.75	
May30	Banquets - Minerals	35 cans of Pop 2.50	87.50	
May30	GST	35 cans of Pop 2.50	4.38	
May30	Service Charge	15% Food & Beverage	203.63	
May30	GST	15% Food & Beverage	10.18	
May30	GST	GST Exempt	-91.81	
May30	Direct Bill - Thank you			1836.13
Total Outstanding this Invoice			1,836.13	1836.13

AB Health & Safet - South Zone
960 19 St S
Lethbridge
Alberta T1J 1W5

Name: _____
P.O. # _____
Interest charges on all amounts outstanding
over 45 days at a rate of 2%.

Our G.S.T. # is R102881810

Charge Summary:

Direct Bill - Thank you	-1836.13
Room - Meeting Rm Rental	275.00
GST	0.00



Alberta Health Services

Healthy Albertans.
Healthy Communities.
Together.



South Zone Medical Leader Strategic Planning Session

Friday, May 27, 2022

9:00 – 2:30

Taber Heritage Inn or

Zoom

<https://albertahealthservices.zoom.us/j/69024325819?pwd=ZkxwcH8DdzZlYmV4UEdySmVwOGp1Zz09>

Meeting ID: 690 2432 5819

Passcode: 822690

One tap mobile

+15873281099,,69024325819#,,,,*822690# Canada

AGENDA

Start	Topic	Presenter
0900	Welcome and Introductions. Resilience (2 articles attached)	Aaron Low Zone Medical Director
945	Alberta Surgical Initiative	Carl Nohr Associate Zone Medical Director
1015	Approach to Disruptive Behaviour	John Webb Associate Zone Medical Director
1045	BREAK	
1100	Zone Health Care Planning (10 year Plan)	Aaron Low
1130	Competency by Certification	Carl Nohr
	LUNCH 1200-130	
130	Medical Affairs Admin Realignment and Medical Affairs Admin support to Medical Leaders	Debbie Shaw Manager, Medical Affairs
145	Open discussion: Issues/problems/suggestions etc.	All
2:30	Wrap up	

South Zone Physician Leader Strategic Planning Session – May 27, 2022

Attendance List

Dr. Aaron Low	Zone Medical Director	yes
Dr. Carl Nohr	Associate Zone Medical Director/Facility Chief MHRH	yes
Dr. John Webb	Associate Zone Medical Director Special Projects	yes
Dr. Sandra Duke	Associate Zone Medical Director Rural West	yes
Dr. Douwe Kits	Associate Zone Medical Director Rural East	yes
Dr. Bilal Mir	South Zone Associate Chief Medical Information Officer (ACMIO)	yes
Dr. Catherine Scrimshaw	South Zone Indigenous Lead	yes
Dr. David Stewart	SZMAC Chair	Yes
Rob Kielly	Medical Affairs Director, Rural Zones	Yes
Deb Shaw	Manager Medical Affairs	Yes
Teri Myhre	Sr. Consultant Medical Affairs	yes
Dr. John Webb (temporary)	Addictions and Mental Health ZCDH Co -Lead	
Dr. Majed Alturkistani	Anesthesia ZCDH Co- Lead	yes
Dr. Joe Hawkwood	Emergency Medicine ZCDH Co Lead	yes
Dr. Josh Foley	Family Medicine ZCDH Co Lead	yes
Dr. Spencer Paulson	Laboratory ZCDH Co-Lead	yes
Dr. Kartik Malik	ZCD Medicine Section Chief – ICU	Yes
Dr. Rehab Abdelhamid	Pediatrics ZCDH Co-Lead	yes
Dr. Samer Elkassem	Surgery ZCDH Co-Lead	yes
Dr. Stephen Cassar	ZCD Surgery Section Chief– Specialized Surgery	YES
Dr. John Webb (Temporary)	Addictions and Mental Health ZCDH Co-Lead	
Dr. David Motiuk	Diagnostic Imaging ZCDH Co Lead	yes
Dr. Sean Wilde	Emergency Medicine ZCDH Co-Lead	yes
Dr. Thulani Mtshali	Family Medicine ZCDH Co-Lead	Yes
Dr. Garland Jonker	ZCD Family Medicine Section Chief – Community ZCD Family Medicine Section Chief – Low Risk Obs & Newborn Care	Yes
Dr. Sharon Rowan		yes
Dr. Dionne Walsh	ZCD Family Medicine Section Chief - Palliative Care	yes
Dr. Krishna Narra	Laboratory ZCDH Co-Lead	yes
Dr. Sean Spence	Medicine – Physician Lead - ICU	yes
Dr. Jeff Jamieson	Seniors Health ZCDH Co Lead	yes
Dr. Stephen Kwan	Surgery ZCDH Co-Lead	yes
Dr. Christina Bakir	ZCD Surgery Section Chief - Orthopedics	yes
Dr. Robert Crawford	Cardston Community Medical Director	yes
Dr. Kristy Penner	Crowsnest Pass Community Medical Director	yes
Dr. Sandra Duke	Fort Macleod Community Medical Director	Yes
Dr. Gavin Parker	Pincher Creek Community Medical Director	yes
Dr. Andrea Hargrove	Taber Community Medical Director	yes
Linda Tessmann-Potvin	SOO	yes
Colin Zieber	SOO	yes
Karen Fritz	SOO	yes
Jodi Tamayose	Executive Coordinator	yes
Romina Senneker	Administrative Support	yes