

AHS Board and Executive Expense Report

Name: Dr Braden Manns
Title: VP-Provincial Clinical Excellence(Interim)
Location: Calgary
 Expenses approved during the month of October 2022

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)
	P-Card	Meetings					-			
	Expense Claim	Meetings					-			
Oct-22	Direct Bill	Meetings	522				522			
Total			\$ 522	\$ -	\$ -	\$ -	\$ 522	\$ -	\$ -	\$ -

**Total for
the Month** \$ 522

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.
- 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. Braden Manns	Reporting Period for the Month of : Oct-22
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
30-Aug-22	Direct Billing	Airline Ticket	Calgary to Edmonton (return on Aug 31): Attend in-person meetings and the Alberta SPOR SUPPORT Unit (AbSPORU) event on Aug 31	Vision Travel DT Ontario-West Inc	\$522.25
	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					\$ 522.25

AIR - Tuesday, August 30 2022

[Add To Calendar](#)

Air Canada Flight [REDACTED] Economy Class - Seat [REDACTED] (Non smoking, Aisle) Confirmed

Depart	Calgary, Alberta Weather Calgary International Airport 06:30 AM Tuesday, August 30 2022	Arrive	Edmonton, Alberta Weather Edmonton International Airport 07:15 AM Tuesday, August 30 2022
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Duration: 0 hour(s) and 45 minute(s) Non-stop
 Status: Confirmed - Air Canada Booking Reference: [REDACTED]
 Operated By: AIR CANADA EXPRESS - JAZZ
 FF Number: [REDACTED] - MANNS/BRADEN - 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: 1 Piece(s)

Remarks: PLEASE CHECK IN WITH AIR CANADA EXPRESS JAZZ

AIR - Wednesday, August 31 2022

[Add To Calendar](#)

Air Canada Flight [REDACTED] Economy Class - Seat [REDACTED] (Non smoking, Aisle) Confirmed

Depart	Edmonton, Alberta Weather Edmonton International Airport 04:00 PM Wednesday, August 31 2022	Arrive	Calgary, Alberta Weather Calgary International Airport 04:53 PM Wednesday, August 31 2022
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Duration: 0 hour(s) and 53 minute(s) Non-stop
 Status: Confirmed - Air Canada Booking Reference [REDACTED]
 Operated By: AIR CANADA EXPRESS - JAZZ
 FF Number: [REDACTED] - MANNS/BRADEN - 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: 1 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]	438.00	84.25	0.00	0.00	522.25
					Billed to [REDACTED]	
Totals:		438.00	84.25	0.00	0.00	522.25
					Total Credit Card Billing:	522.25
					Balance Due:	0.00