

AHS Board and Executive Expense Report

Name: Braden Manns
Title: VP-Provincial Clinical Excellence(Interim)
Location: Calgary
 Expenses approved during the month of December 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					-			
Dec-22	Direct Bill	Meetings	870				870			
Total			\$ 870	\$ -	\$ -	\$ -	\$ 870	\$ -	\$ -	\$ -

Total for the Month \$ 870

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. Braden Manns	Reporting Period for the Month of : Dec-22
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
13-Oct-22	Direct Billing	Airline Ticket	Calgary to Edmonton - attend Wisdom Council meeting in person at Rivercree Resort in Edmonton on Oct 13/14. Flight was cancelled and rebooked to a later flight by carrier. Requested to cancel entire flight as it would not have arrived in time for the meeting. Dr. Manns drove to Edmonton - credit provided	Vision Travel DT Ontario-West Inc	\$367.12
14-Oct-22	Direct Billing	Airline Ticket	Edmonton to Calgary - attend Wisdom Council meeting in person at Rivercree Resort in Edmonton on Oct 13/14. First leg of flight was cancelled and rebooked to a later flight by carrier. Requested to cancel the entire flight as it would not have arrived in time for the meeting. Dr. Manns drove - credit provided	Vision Travel DT Ontario-West Inc	\$302.52
21-Nov-22	Direct Billing	Airline Ticket	Calgary to Edmonton - attend in person NAIT tour event on Nov 21 - event was cancelled and travel no longer required - credit provided	Vision Travel DT Ontario-West Inc	\$100.00
22-Nov-22	Direct Billing	Airline Ticket	Edmonton to Calgary - attend in person NAIT tour event on Nov 21 - event was cancelled and travel no longer required - credit provided	Vision Travel DT Ontario-West Inc	\$100.00
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
Total Paid in the Month					\$ 869.64

From: [REDACTED]
 Subject: Invoice and Itinerary for MANNS/BRADEN DR - 13October22 - Direct Travel Locator [REDACTED]
 Date: Tuesday, October 11, 2022 10:31:21 AM
 Attachments: [REDACTED]

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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] Agency Ref. [REDACTED] Customer Number [REDACTED]
 Issued: 11 October 2022 Sales Person [REDACTED] Customer Ref.: N/A
 ALBERTA HEALTH SERVICES Passenger(s): MANNS/BRADEN DR
 [REDACTED]

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.
Important COVID Information Related To Your Travels:

Starting 20Jun22, vaccination will no longer be required to board a plane or train in Canada. .
 For complete details click [here](#)
 For complete Canadian Government details on COVID-19 vaccinated travellers entering Canada – click [here](#)
 Please [click here](#) upon receipt of your itinerary for important COVID-related traveller information including COVID vaccination/test/quarantine requirements, transit restrictions, etc. We strongly recommend you continue to come back to this information regularly in advance of and during travel as requirements could change.

Protective face coverings may be required at various stages of travel. Travellers are responsible to familiarize themselves with requirements for their airlines, airports and destination cities.

AIR - Thursday, October 13 2022		Add To Calendar	
Air Canada Flight AC [REDACTED] Economy Class			
Depart	Calgary, Alberta Weather Calgary International Airport 06:30 AM Thursday, October 13 2022	Arrive	Edmonton, Alberta Weather Edmonton International Airport 07:20 AM Thursday, October 13 2022
Duration:	0 hour(s) and 50 minute(s) Non-stop		
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]		
Operated By:	AIR CANADA EXPRESS - JAZZ		
FF Number:	XXXXXXXX [REDACTED] - MANNS/BRADEN DR - 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		

[REDACTED]

[REDACTED]

[REDACTED]

Transaction Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number: [REDACTED]					
Air Canada [REDACTED]	325.00	42.12	0.00	0.00	367.12
Totals:	325.00	42.12	0.00	0.00	367.12
			Total Credit Card Billing:		367.12
			Balance Due:		0.00

Remarks

24 HOUR EMERGENCY TRAVEL ASSISTANCE
OUTSIDE REGULAR BUSINESS HOURS - MONDAY TO FRIDAY
A SERVICE FEE MAY APPLY FOR CALLS TO THIS SERVICE
WITHIN NORTH AMERICA - CALL 1-888-700-6063
OUTSIDE NORTH AMERICA - CALL COLLECT 1-514-855-4263
EMAIL D24CAN AT DT.COM
PLEASE QUOTE ACCESS CODE [REDACTED]

RECOMMENDED CHECK-IN TIME IS AT LEAST 120 MINUTES
PRIOR TO DEPARTURE. AFTER CHECK-IN YOU MUST BE
AVAILABLE AT THE BOARDING GATE AT LEAST 60 MINUTES
PRIOR TO DEPARTURE OR YOU MAY BE DENIED BOARDING.
PLEASE ENSURE THAT YOU HAVE GOVERNMENT-ISSUED
PHOTO I.D. GATE ASSIGNMENTS AND DEPARTURE
ARRIVAL INFORMATION ARE SUBJECT TO CHANGE.
PLEASE CHECK MONITORS AT THE AIRPORT.
PLEASE RECONFIRM ALL FLIGHTS
IT IS YOUR RESPONSIBILITY TO VERIFY FLIGHT TIMES WITH
THE AIRLINE PRIOR TO YOUR DEPARTURE. SCHEDULE CHANGE
MAY OCCUR AT ANY TIME WITHOUT NOTICE BY THE AIRLINE.

ENSURE ALL TRAVELLERS HAVE PROPER TRAVEL DOCUMENTS
CHECK THIS WEBSITE FOR AIRPORT SECURITY INFO
WWW.CATSA.GC.CA
---AIRPORT SECURITY REVISIONS---
BAGGAGE ALLOWANCE-SPECIFIC SIZE AND WEIGHT
RESTRICTIONS VARY BETWEEN AIRLINES. EXCESS CHARGES
MAY APPLY. VISIT THE AIRLINES WEBSITE TO SEE THE
EXACT BAGGAGE RESTRICTIONS AND FEES.
MOST AIRLINE BAGGAGE LINKS ARE AVAILABLE BY VISITING
WWW.DT.CA/BAGGAGE/
--- AIRPORT ARRIVAL TIMES FOR DOMESTIC FLIGHTS ---
DUE TO COVID 19-RELATED TRAVEL REQUIREMENTS

From: [REDACTED]
 Subject: Invoice and Itinerary for MANNNS/BRADEN DR - 14October22 - Direct Travel Locator: [REDACTED]
 Date: Tuesday, October 11, 2022 10:31:22 AM
 Attachments: [REDACTED]

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www.dt.ca
 GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice [REDACTED] Agency Ref. [REDACTED] Customer Number [REDACTED]
 Issued: 11 October 2022 Sales Person [REDACTED] Customer Ref.: N/A
ALBERTA HEALTH SERVICES Passenger(s): **MANNNS/BRADEN DR**

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.
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Protective face coverings may be required at various stages of travel. Travellers are responsible to familiarize themselves with requirements for their airlines, airports and destination cities.

AIR - Friday, October 14 2022		Add To Calendar
WestJet Flight WS [REDACTED] Economy Class		
Depart	Edmonton, Alberta Weather Edmonton International Airport 04:30 PM Friday, October 14 2022	Arrive Calgary, Alberta Weather Calgary International Airport 05:25 PM Friday, October 14 2022
Duration:	0 hour(s) and 55 minute(s) Non-stop	
Status:	Confirmed - WestJet Booking Reference: [REDACTED]	
Operated By:	WESTJET ENCORE	
Online Check In:	Available 24 hours prior - click here	
Baggage Allowance:	0 Piece(s)	
Remarks:	PLEASE CHECK IN WITH WESTJET ENCORE	

Invoice Details						
Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	[REDACTED]					
WestJet	[REDACTED]	244.40	58.12	0.00	0.00	302.52
					Billed to: CA [REDACTED]	
Totals:		244.40	58.12	0.00	0.00	302.52
				Total Credit Card Billing:		302.52
				Balance Due:		0.00

From: [REDACTED]
To: [REDACTED]
Subject: Invoice and Itinerary for MANNNS/BRADEN DR - 21November22 - Direct Travel Locator: [REDACTED]
Date: Monday, November 07, 2022 2:53:26 PM
Attachments: [REDACTED]

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GST Reg :

Invoice/Itinerary

Invoice [REDACTED]	Agency Ref. [REDACTED]	Customer Number [REDACTED]
Issued: 07 November 2022	Sales Person:	Customer Ref.: N/A
ALBERTA HEALTH SERVICES	Passenger(s):	MANNNS/BRADEN DR

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For complete details click [here](#)

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AIR - Monday, November 21 2022		Add To Calendar
Air Canada Flight AC [REDACTED] Economy Class - Seat [REDACTED] (Non smoking, Aisle, Chargeable) Confirmed		
Depart	Calgary, Alberta Weather Calgary International Airport 02:35 PM Monday, November 21 2022	Arrive Edmonton, Alberta Weather Edmonton International Airport 03:29 PM Monday, November 21 2022
Duration:	0 hour(s) and 54 minute(s) Non-stop	
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]	
Operated By:	AIR CANADA EXPRESS - JAZZ	
FF Number:	[REDACTED] - MANNNS/BRADEN DR - 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
Change Fee:	[REDACTED]	100.00		0.00	0.00	100
Additional Collection:	[REDACTED]	0.00	0.00	0.00	0.00	0.00

Totals:	100.00	0.00	0.00	0.00	100.00
				Balance Due:	0.00

Remarks

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 PLEASE ENSURE THAT YOU HAVE VALID GOVERNMENT ISSUED
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 ARRIVAL INFORMATION ARE SUBJECT TO CHANGE.
 PLEASE CHECK MONITORS AT THE AIRPORT.
 PLEASE RECONFIRM ALL FLIGHTS
 IT IS YOUR RESPONSIBILITY TO VERIFY FLIGHT TIMES WITH
 THE AIRLINE PRIOR TO YOUR DEPARTURE. SCHEDULE CHANGE
 MAY OCCUR AT ANY TIME WITHOUT NOTICE BY THE AIRLINE.

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---AIRPORT SECURITY REVISIONS---

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--- AIRPORT ARRIVAL TIMES FOR DOMESTIC FLIGHTS ---

DUE TO COVID 19-RELATED TRAVEL REQUIREMENTS
 AIRPORTS ARE MUCH BUSIER THAN USUAL
 CUSTOMERS FLYING WITHIN CANADA MUST NOW ARRIVE AT THE
 AIRPORT AT LEAST 120 MINUTES PRIOR TO THEIR FLIGHT
 TO ENSURE A SMOOTH AIRPORT EXPERIENCE.
 FAILURE TO DO SO MAY CAUSE THEM TO MISS THEIR FLIGHT.

*****BAGGAGE CHECK IN FOR FLIGHTS WITHIN CANADA
 WILL CLOSE 45 MINUTES PRIOR DEPARTURE.

WITH THE EXCEPTION OF FLIGHTS LEAVING
 FROM TORONTO CITY AIRPORT YTZ-WHERE CHECK-IN
 AND BAG DROP-OFF WILL REMAIN AVAILABLE UNTIL
 20 MINUTES BEFORE DEPARTURE.

THIS IS AN ELECTRONIC TICKET VALID ONLY ON ISSUING AIRLINE
 PHOTO ID REQUIRED FOR CHECK IN.
 BOARDING PASS REQUIRED PRIOR TO ENTERING SECURITY.
 YOUR AIRLINE FILE NUMBER IS [REDACTED]

 FOR MORE INFORMATION ON CANADAS CANNABIS ACT EFFECTIVE
 17 OCTOBER 2018 AND HOW IT RELATES TO TRAVEL PLANS PLEASE VISIT
 TRAVEL.GC.CA/TRAVELLING/CANNABIS-AND-INTERNATIONAL-TRAVEL

From: [REDACTED]
To: [REDACTED]
Subject: Invoice and Itinerary for MANNNS/BRADEN DR - 22November22 - Direct Travel Locator: [REDACTED]
Date: Monday, November 07, 2022 2:59:15 PM
Attachments: [REDACTED]

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Invoice/Itinerary

Invoice [REDACTED]	Agency Ref. [REDACTED]	Customer Number [REDACTED]
Issued: 07 November 2022	Sales Person:	Customer Ref.: N/A
ALBERTA HEALTH SERVICES	Passenger(s):	MANNNS/BRADEN DR
[REDACTED]		

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AIR - Tuesday, November 22 2022		Add To Calendar
WestJet Flight WS [REDACTED] Economy Class - Seat [REDACTED] (Non smoking, Aisle) Confirmed		
Depart	Edmonton, Alberta Weather Edmonton International Airport 04:30 PM Tuesday, November 22 2022	Arrive Calgary, Alberta Weather Calgary International Airport 05:27 PM Tuesday, November 22 2022
Duration:	0 hour(s) and 57 minute(s) Non-stop	
Status:	Confirmed - WestJet Booking Reference: [REDACTED]	
Operated By:	WESTJET ENCORE	
Online Check In:	Available 24 hours prior - click here	
Baggage Allowance:	1 Piece(s)	
Remarks:	PLEASE CHECK IN WITH WESTJET ENCORE	

Invoice Details						
Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Change Fee:	[REDACTED]	100.00		0.00	0.00	100.00
Additional Collection:	[REDACTED]	0.00	0.00	0.00	0.00	0.00
Totals:		100.00	0.00	0.00	0.00	100.00
					Balance Due:	0.00