

## AHS Board and Executive Expense Report

**Name:** Carol Anderson  
**Title:** Chief Zone Officer Edmonton Zone  
**Location:** Edmonton

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					-			
Dec-22	Expense Claim	Membership Dues				43	43			473
Dec-22	Direct Bill	Meetings					-		238	
<b>Total</b>			\$ -	\$ -	\$ -	\$ 43	\$ 43	\$ -	\$ 238	\$ 473

**Total for the Month** \$ 753

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

## AHS Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
ANDERSON, CAROL	Chief Zone Officer Edmonton Zone	Edmonton	\$ 515.00								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
10/12/2022	Official Grand Opening of the Edmonton Zone Health Hub. This is a iniative in the Zone that will house the Primary Care Network and Alberta Health Services programs.		Mileage-Local-Home Zone	\$ 8.99	Seventh Street Plaza	Heath Hub - Fort Road		1			17.8
10/13/2022	Wisdom Council with Chiefs and leaders on Oct. 13, 2022 to discuss the Zone Indigenous Health Action Plan		Mileage-Local-Home Zone	\$ 17.68	Seventh Street Plaza	River Cree Resort		1			35
11/22/2022	Attending the Provincial Primary Care Network (PCN) Fall Forum on Nov. 25/26 in Edmonton at the JW Marriott. Includes individuals from PCN's across the province	AB - Local	Conference Fees	\$ 472.50				1			
11/26/2022	parking to attend the Provincial Primary Care Network Fall Forum on November 25/26 at the JW Marriott Hotel, Edmonton	AB - Local	Parking - Street Meter	\$ 3.00				1			
11/29/2022	meeting with Edmonton Zone Suburban Hospitals leadership team and tour of Northeast Community Health Centre		Mileage-Local-Home Zone	\$ 12.83	Seventh Street Plaza	Northeast Community Health Centre		1			25.4
Approver(s) for the claim	Approval Status	Approval Date									
GORDON, DEBORAH A	Approve	5-Dec-22									

**From:** [REDACTED]  
**Sent:** Tuesday, November 22, 2022 10:14 AM  
**To:** Carol Anderson  
**Subject:** Payment Confirmation/Receipt for PCN Strategic Forum

Caution - This email came from an external address and may contain unsafe content. Ensure you trust this sender before opening attachments or clicking any links in this message

Your payment for the PCN Strategic Forum event has been successfully processed. Please save this email for your records.

**Transaction Information**

Item	Transaction Information	Quantity	Amount
Forum Registration	CAD 450.00	1	CAD 450.00
GST	5.00%		CAD 22.50
<b>Transaction Total</b>			<b>CAD 472.50</b> ✓

Registration Confirmation Number: [REDACTED]  
[View your registration](#)



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**cvent**

THANK YOU

PROVINCIAL PCN FALL  
Forum - JW Marriott  
INDIGO Lot 507  
ECC West Parkade  
PARKING PERMIT

Trans: [REDACTED]  
Time: 7:54 AM, NOV 26 2022  
Price: \$5.00 ✓  
Licence plate: [REDACTED]

Card: [REDACTED]  
Auth: [REDACTED]  
Expires: [REDACTED]

5:00PM - SAT  
NOV 26 2022  
Thank you for Parking  
with INDIGO

GST 1209960958T0005

THANK YOU

G RECEIPT  
PARKING RECEIPT  
PARKING RECEIPT

## 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

<b>Name :</b> Carol Anderson	<b>Reporting Period for the Month of :</b> Dec-22
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
17-Nov-22	<b>Direct Billing</b>	<b>Working Session</b>	Edmonton Zone Leadership team came together to have a strategic planning meeting around issues affecting the zone.	<b>Sunterra Catering</b>	\$238.08
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Choose from Drop-down List</b>	
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Choose from Drop-down List</b>	
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Choose from Drop-down List</b>	
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Choose from Drop-down List</b>	
<b>Total Paid in the Month</b>					\$ 238.08

**BILL TO**  
ALBERTA HEALTH



**INVOICE**   
**Thursday, November 17, 2022**  
*[CP - Commerce Place]*

Shipping Address:   
 Delivery Time: **7:30 am**

Food/Service Items	Qty	Price	Total
Continental Breakfast**INDIVIDUALLY PACKAGED**	13	11.99	155.87
Breakfast Tray	13		
Fruit salad	13		
Fresh Squeezed Juice - Included in package	13		
Yogurt & Granola Cup - Included in Package	13		
Continental Breakfast Signature Cheese Tray	13		
Yogurt Cup: Mixed Berry (12oz)**NO NUTS**	1	4.99	4.99
Crustless Quiche - Individual - Spinach, Feta and Sun-dried Tomato	1	9.49	9.49
Coffee Urn - 10 cups	1	22.99	22.99
Tea - Urn - 10 cups	1	22.99	22.99
Coffee Cups	20		
Sugar	20		
Creamer	20		
Stir Sticks	20		
Disposables Requested	15	0.45	6.75
Napkins	15		
Forks	15		
Knives	15		
Spoons	15		
Plates	15		
Serving Utensils**TONGS**	2		



Delivery Charge	15.00
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Subtotal	238.08	Service Charge	0.00
Tax	0.00		
Total Value	238.08		

**Thank you for this opportunity to serve you.**

### Working Session Pre-Approval Request

In accordance with the Travel, Hospitality & Working Session Expenses Policy #1122 this form must be pre-approved for working sessions estimated to cost \$500.00 or more, in accordance with the Delegation of Authority for Financial Commitments "Financial Authorization" Matrix.

Select healthy food and drink choices for working sessions to align with the Healthy Eating Environment policy (#1138). Refer to Eat Smart Meet Smart for planning.

Details of Working Session Request		
Describe the purpose of the working session		
We will be bring the Edmonton Zone Leadership team together for the first time in-person to focus on strategic planning. We will be offering individually wrapped breakfast for the team and will be adhering to all guidelines of social distancing during the event. Staff appreciation funds will be use (\$12.00/employee)		
Name of Event		Date of Request (dd-mmm-yyyy)
Edmonton Zone Senior Operations		9-Nov-2022
Event Lead (Name, Position, Department)		
Carol Anderson, Chief Zone Officer		
Location of Venue	Event Date(s)	Number of Attendees
Sevent Street Plaza - Conference Room C	17-Nov-22	20
Guest Speaker(s) /Facilitators	Title/Role	Organization
Proposed Budget		
Venue cost	\$0.00	
Meals	\$240.00	
Non- Alcoholic Beverages		
Other		
GST (if applicable)		
<b>Total Planned Event Budget</b>	<b>\$240.00</b>	
Finance Code / Accounting Distribution		
<b>Balancing Unit</b> Eg. 101	<b>Location</b> Eg. 9000	<b>Functional Centre</b> Eg. 00000000000
Authorization		
Name	Position/Title	DOA Level
Deb Gordon	VP & COO, Clinical Operations	2
Signature		Date (dd-mmm-yyyy)
		10.11.2022

**From:** [REDACTED]  
**Subject:** RE: Dec 2022 - Direct Billing  
**Date:** Thursday, December 22, 2022 2:49:35 PM  
**Attachments:** [Direct billing - November 2022.xlsx](#)

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Good afternoon Jessica:

I have attached the completed template as requested. As for the attendees, please find attached the names below:

- **Carol Anderson**, Chief Zone Officer – Edmonton Zone
- **DeAnne Piche**, Executive Associate to the Chief Zone officer
- **Susan Miskiman**, Senior Consultant office of the Chief Zone Officer
- **Donna Daniec**, Executive Director Integrated Quality Management
- **Janie Clink**, Senior Operating Officer, Royal Alexandra, Lois Hole Hospital for Women and Sturgeon
- **Lynette Lutes**, Senior Operating Officer, Glenrose Rehabilitation Hospital
- **Cathy Osborne**, Senior Operating Officer, University of Alberta Hospital, MAZ and Kaye Edmonton Clinic
- **Heather Durstling**, Executive Director Suburban Hospitals
- **Selene Tash**, Executive Director Community Health Services
- **Mark Snaterse**, Executive Director Addiction and Mental Health
- **Eleanor Risling**, Executive Director Continuing Care
- **Robert Veronovici**, Director BAS, North Sector, EMS and VP Clinical Operations
- **Holly Budd**, Executive Director Communications Edmonton Zone
- **Tana Saint**, Director for WHS
- **Graeme McAllister**, Associate Executive Director EMS

Please let me know if you require any further information.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]