

AHS Board and Executive Expense Report

Name: Colleen Turner
Title: VP Community Engagement & Communications
Location: Edmonton
 Expenses approved during the month of September 2021

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					-			
Sep-21	Direct Bill	Meetings	(23)				(23)			
Total			\$ (23)	\$ -	\$ -	\$ -	\$ (23)	\$ -	\$ -	\$ -

**Total for
the Month** \$ (23)

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. 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 : Colleen Turner	Reporting Period for the Month of : Sep-21
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
1-Sep-2021	Direct Billing	Choose from Drop-down List	Air Canada [REDACTED]_seat selection refunded by Air Canada	Vision Travel	-\$11.55
1-Sep-2021	Direct Billing	Choose from Drop-down List	Air Canada [REDACTED]_seat selection refunded by Air Canada	Vision Travel	-\$11.55
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
Total Paid in the Month					\$ (23.10)



Alberta Health Services
 North Tower

[Redacted]

Sale Invoice No: [Redacted]
 Date Issued: 8/19/2021
 Agent: [Redacted]
 Group No.:

Traveler	Ticket/Conf No	Department	Depart Date	Return Date	Remarks	QST	Total Fare
Type		Airline/Vendor		GST/HST Combined			
From	To	Flight	A/L	Depart	Arrive		
Turner/Colleen Ms				8/19/2021			
Misc Air Charge	[Redacted]	Air Canada - Seat Selection				0.00	-11.55

Payments Applied To This Invoice							
[Redacted]	Made	8/19/2021		Pynt For Inv	[Redacted]		11.55

HST Amount	0.00
GST/HST Combined Total	0.00
QST Total	0.00
Invoice Total	-11.55
Payment Total	11.55
Balance Due	0.00



Alberta Health Services
 North Tower

[Redacted]

Sale Invoice No: [Redacted]
 Date Issued: 8/19/2021
 Agent: [Redacted]
 Group No.:

Traveler Type	Ticket/Conf No	Department Airline/Vendor	Depart Date	Return Date	Remarks	QST	Total Fare
From	To	Flight A/L	Depart		Arrive		
Turner/Colleen Ms			8/19/2021				
Misc Air Charge	[Redacted]	Air Canada - Seat Selection				0.00	-11.55

Payments Applied To This Invoice							
[Redacted]	Made	8/19/2021	Pynt For Inv	[Redacted]			11.55

HST Amount	0.00
GST/HST Combined Total	0.00
QST Total	0.00
Invoice Total	-11.55
Payment Total	11.55
Balance Due	0.00