

AHS Board and Executive Expense Report

Name: Colleen Turner
Title: VP Community Engagement & Communications
Location: Edmonton
 Expenses approved during the month of December 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					-			
Dec-21	Direct Bill	Meetings	108				108			
Total			<u>\$ 108</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 108</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**Total for
the Month** \$ 108

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 : Colleen Turner	Reporting Period for the Month of : Dec-21
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
6-Dec-21	Direct Billing	Airline Ticket	Westjet [REDACTED] Depart 09/12/2021 INV# [REDACTED] _Reason travel _MEETINGS, Seat Selection	Vision Travel	\$39.90
6-Dec-21	Direct Billing	Airline Ticket	Westjet [REDACTED] Depart 09/12/2021 INV# [REDACTED] _Reason travel _MEETINGS, Name Change Fee	Vision Travel	\$68.54
	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					\$ 108.44



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Vision Travel DT Ontario-West Inc



www.dt.ca

GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice [REDACTED]
Issued: 06 December 2021
ALBERTA HEALTH SERVICES

Agency Ref. [REDACTED]
Sales Person [REDACTED]
Passenger(s):

Customer Number [REDACTED]
Customer Ref.: N/A
TURNER/COLLEEN MS

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:

Effective 30Oct21 – Approved Vaccinations Required for Residents and Visitors Travelling Within 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, December 9 2021 Add To Calendar

WestJet Flight [REDACTED] Economy Class	
Depart	Calgary, Alberta Weather Calgary International Airport 09:35 AM Thursday, December 9 2021
Arrive	Edmonton, Alberta Weather Edmonton International Airport 10:35 AM Thursday, December 9 2021
Duration:	1 hour(s) and 0 minute(s) Non-stop
Status:	Confirmed - WestJet Booking Reference: [REDACTED]
Operated By:	WESTJET ENCORE
FF Number:	[REDACTED] - TURNER/COLLEEN MS - please reconfirm at check-in
Online Check In:	Available 24 hours prior - click here
Baggage Allowance:	0 Piece(s)
Remarks:	PLEASE CHECK IN WITH WESTJET ENCORE SEAT NUMBER [REDACTED]

HOTEL - Thursday, December 9 2021 Add To Calendar

Address	[REDACTED]
Tel	[REDACTED]

Check In/Check Out: Thursday, December 9 2021 - Friday, December 10 2021
 Status: Confirmed - Confirmation [REDACTED]
 Est. Total Rate: CAD 189.73
 Number of Rooms: 1
 Cancellation Policy: PERMITTED UP TO 02 DAYS BEFORE ARRIVAL
 Remarks: [REDACTED]:PERMITTED UP TO 02 DAYS BEFORE ARRIVAL

AIR - Friday, December 10 2021 Add To Calendar

WestJet Flight [REDACTED] Economy Class
 Depart Edmonton, Alberta [Weather](#) Arrive Calgary, Alberta [Weather](#)
 Edmonton International Airport Calgary International Airport
 05:00 PM Friday, December 10 2021 06:03 PM Friday, December 10 2021
 Duration: 1 hour(s) and 3 minute(s) Non-stop
 Status: Confirmed - WestJet Booking Reference: [REDACTED]
 Operated By: WESTJET ENCORE
 FF Number: [REDACTED] - TURNER/COLLEEN MS - please reconfirm at check-in
 Online Check In: Available 24 hours prior - [click here](#)
 Baggage Allowance: 0 Piece(s)
 Remarks: PLEASE CHECK IN WITH WESTJET ENCORE
 SEAT NUMBER [REDACTED]

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Additional Collection:		0.00	68.54	0.00	0.00	68.54
[REDACTED]		39.90	0.00	0.00	0.00	39.90
Seat Selection						
Totals:		0.00	68.54	0.00	0.00	108.44
					Balance Due:	0.00

Remarks

 PLEASE REVIEW YOUR ITINERARY FOR ACCURACY
 PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS MAY BE YOUR RESPONSIBILITY

 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 90 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/

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]

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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

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[REDACTED]

[REDACTED]

[REDACTED]

