

## AHS Board and Executive Expense Report

**Name:** Colleen Turner  
**Title:** VP Community Engagement & Communications  
**Location:** Edmonton  
 Expenses approved during the month of May 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)
May-22	P-Card	Subscriptions/Membership Dues					-			439
May-22	Expense Claim Direct Bill	Meetings Meetings		85	185	368	638			
							-			
<b>Total</b>			<u>\$ -</u>	<u>\$ 85</u>	<u>\$ 185</u>	<u>\$ 368</u>	<u>\$ 638</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 439</u>

**Total for  
the Month** \$ 1,077

Maximum daily single meal expense claimed in the month \$ 24  
 Maximum daily base hotel rate claimed in the month \$ 165  
 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 P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
TURNER, COLLEEN	VP Community Engagement & Communications	Calgary	\$ 439.45								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
4/15/2022	C. Turner - payment for annual subscription for Microsoft application for iPad - April 2022 to April 2023.	AB - Other Zones	Subscriptions	\$ 114.45			Charged to EA's P-Card	1			
4/19/2022	C. Turner - to IABC from March 2022 to 2023 - CE&Comms.	AB - Other Zones	Membership Dues	\$ 325.00			Charged to EA's P-Card	1			
Approver(s) for the claim	Approval Status	Approval Date									
CHIES, MAURO	Approve	2-Jun-22									



**International Association  
of Business Communicators**

## Order/Invoice Confirmation

International Association of  
Business Communicators



**Bill To:**  
Colleen Turner



**Order Info:**

Customer #: [Redacted] Order #: [Redacted] Order Date: 04/19/2022

Payment Method: MasterCard Card Number: [Redacted] Reference Number: [Redacted]  
Payment Amount: \$325.00

Description	Qty	Price	Amount
Calgary Calgary 03/24/2022 - 03/23/2023	1	\$60.00	\$60.00
IABC Member Professional Member 03/24/2022 - 03/23/2023	1	\$265.00	\$265.00
Subtotal:			\$325.00
Tax:			\$0.00
Shipping:			\$0.00
Total Payment:			\$325.00
Credits:			\$0.00
Balance Due:			\$0.00

April 14, 2022 |



**Microsoft 365 Family**  
CAD \$109.00 | Subscription

Completed

[Manage subscription](#)

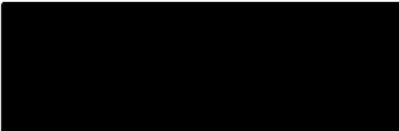
[Tax invoice](#)

Total CAD \$114.45



[Hide details](#) ^

**Shipping details**



**Billing details**

Subtotal CAD \$109.00  
GST/HST CAD \$5.45

**Total CAD \$114.45**

**Paid with**

HST/GST Registration number: 135625069RT0001

Related links: [Print order](#) [Order help](#)

[Feedback](#)

## AHS Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
TURNER, COLLEEN	VP Community Engagement & Communications	Calgary	\$ 637.78								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
4/6/2022	lunch and dinner in Edmon - mtg with CE&Comms senior management team - April 6	AB - Other Zones	Meals Per Diem	\$ 37.00				1			
4/6/2022	Internet charges to work in room April 6 and 7 - mtg with CE&C sr management team	AB - Other Zones	Other-USER TO ASSIGN CODING	\$ 20.95				1			
4/6/2022	Travel from Calgary SPTT to Edmonton SSP April 6 to meet with CE&Comms senior management team.		Mileage-Other	\$ 155.54	SPTT Calgary	SSP Edmonton		1			308
4/6/2022	April 6, 7, meetings with CE&Comms senior management team in Edm Accommodation and internet charges to work in room	AB - Other Zones	Accommodations	\$ 185.25				1			
4/7/2022	Prkg fees at hotel - mtg with CE&Comms senior management team in Edmon April 6 and 7	AB - Other Zones	Parking - Lot or Parkade	\$ 36.00				1			
4/7/2022	breakfast/lunch/dinner - April 7, all day in Edmonton to meet with CE&Comms senior management team.	AB - Other Zones	Meals Per Diem	\$ 47.50				1			
4/8/2022	April 8 return to Calgary after meeting with CE&Comms senior management team on April 6 and 7 in Edmonton.		Mileage-Other	\$ 155.54	SSP - Edmonton	SPTT - Calgary		1			308
Approver(s) for the claim	Approval Status	Approval Date									
CHIES, MAURO	Approve	28-Apr-22									

Ms Colleen Turner

Room: [Redacted]  
Folio: [Redacted]  
Cashier: [Redacted]  
Arrival: 04-06-22  
Departure: 04-07-22  
Reference:

Folio No.: [Redacted]

Date	Description	Additional Information	Charges	Credits
04-06-22	HSIA Basic Charges	Room	19.95	
04-06-22	HSIA GST		1.00	
04-06-22	Room Charge		165.00	
04-06-22	DMF		4.95	
04-06-22	Tourism Levy		6.80	
04-06-22	GST		8.50	
04-07-22	[Redacted]			239.60

GST Summary	
Reg. No: 73961 5284 RT0002	
Room	8.50
F&B	1.40
Other	1.00
<b>Total</b>	<b>10.90</b>

<b>Total</b> (For reimbursement \$206.20)	239.60	239.60
<b>Balance Due</b>	0.00	CDN

Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.



