

AHS Board and Executive Expense Report

Name: Colleen Turner
Title: VP Community Engagement & Communications
Location: Edmonton
 Expenses approved during the month of July 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)
	P-Card	Meetings					-			
Jul-22	Expense Claim	Meetings		26		132	158			
Jul-22	Direct Bill	Meetings	578				578			
Total			<u>\$ 578</u>	<u>\$ 26</u>	<u>\$ -</u>	<u>\$ 132</u>	<u>\$ 736</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**Total for
the Month** \$ 736

Maximum daily single meal expense claimed in the month \$ 13
 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								
TURNER, COLLEEN	VP Community Engagement & Communications	Calgary	\$ 157.83								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
5/27/2022	May 27, lunch only - attended Advisory Council Spring Forum	AB - Other Zones	Meals Per Diem	\$ 13.00				1			
5/27/2022	Drive from Home to YYC to attend the Advisory Council Spring Forum		Mileage-Local-Home Zone	\$ 16.11	Home	YYC		1			31.9
5/28/2022	May 28, lunch only. Attended Advisory Council Spring Forum	AB - Other Zones	Meals Per Diem	\$ 13.00				1			
5/28/2022	Drive from YYC to Home - return from attending the Advisory Council Spring Forum		Mileage-Local-Home Zone	\$ 16.11	YYC Airport	Home		1			31.9
5/28/2022	Uber from Hotel to airport head home after Advisory Council Spring Forum	AB - Other Zones	Taxi	\$ 40.91	Delta Edmonton South, 4404 Gateway Blvd. Edm	Edmonton Airport		1			
5/28/2022	May 27 to 28 parking at YYC to fly to Edmonton for the Advisory Council Spring Forum	AB - Other Zones	Parking - Lot or Parkade	\$ 58.70				1			
Approver(s) for the claim	Approval Status	Approval Date									
CHIES, MAURO A	Approve	30-Jun-22									

12:04



Total **CA\$40.91**

Trip fare CA\$26.83

Subtotal **CA\$26.83**

Booking Fee ⓘ CA\$4.75

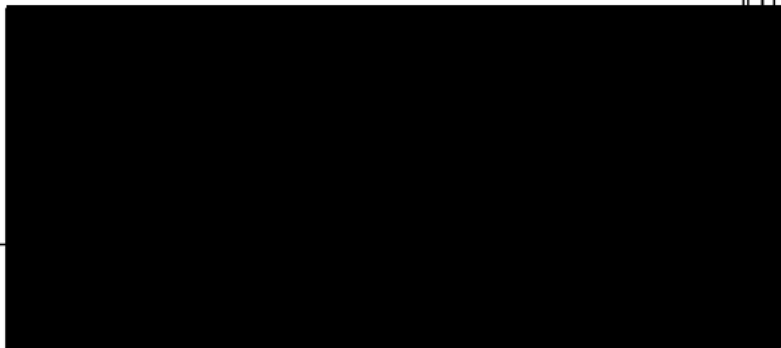
Temporary Fuel Surcharge CA\$0.50

Per-Trip Fee CA\$0.30

Airport drop-off fee / Airport pick-up fee CA\$3.25

Tips CA\$3.50

GST CA\$1.78



Calgary Airport

TAX RECEIPT

OST No: R12255619

EXIT No.

IN: 05/27/22

07:54

OUT: 05/28/22

15:48

DUR: 1 07: 54

PAID: \$

58.70

(OST INCLUDED)

May 28
2022 15:48

TRANSACTION
RECORD
CREDIT



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 : Colleen Turner	Reporting Period for the Month of : Jul-22
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
12-May-22	Direct Billing	Airline Ticket	Flight - Calgary to Edmonton and return May 27 & 28. Attended Advisory Council Spring Forum	Vision Travel DT Ontario-West Inc	\$577.97
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
Total Paid in the Month					\$ 577.97



Alberta Health Services
 [Redacted]
 [Redacted]
 [Redacted]
 [Redacted]

Sale Invoice No: [Redacted]
 Date Issued: 5/12/2022
 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				5/27/2022	5/28/2022		
Dom. Air	[Redacted]	[Redacted]	[Redacted]			0.00	577.97
YYC Calgary	YEG Edmonton	[Redacted]	[Redacted]	5/27/2022 9:15 AM	5/27/2022 10:08 AM		
YEG Edmonton	YYC Calgary	[Redacted]	[Redacted]	5/28/2022 2:30 PM	5/28/2022 3:24 PM		

Payments Applied To This Invoice			
[Redacted]	Received	5/12/2022	[Redacted]
			-577.97

HST Amount	0.00
GST/HST Combined Total	0.00
QST Total	0.00
Invoice Total	577.97
Payment Total	-577.97
Balance Due	0.00