

## AHS Board and Executive Expense Report

**Name** David Carpenter  
**Title** AHS Board Member  
**Location** Edmonton

Expenses submitted during the month of November 2019

Travel (1)										
MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Nov-19	P-Card	Meetings				132	132			
Nov-19	Expense Claim	Meetings	782	115		218	1,115			
Nov-19	Direct Billing	Meetings			510		510			
<b>Total</b>			\$ 782	\$ 115	\$ 510	\$ 350	\$ 1,757	\$ -	\$ -	\$ -

**Total for the Month** \$ 1,757

Maximum daily single meal expense claimed in the month \$ 21  
 Maximum daily base hotel rate claimed in the month \$ 159  
 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.

### 5) Remuneration, Allowances Reported in the Financial Statements

Car allowance, honoraria, meeting fees, and any other employment benefits reported in the annual financial statements are excluded from this report.

### AHS Public Disclosure P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total
David Carpenter	AHS Board Member	Lethbridge	\$ 132.00

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
11/21/2019	Edmonton - Taxi from SSP to YEG - Chair Finance and Audit & Risk Committee Meetings on November 21, 2019 in Edmonton.	AB - Other Zones	Taxi	\$ 66.00	SSP	EIA	Items charged to Executive Assistant's December 2019 P-Card on behalf of David Carpenter	1			
11/28/2019	Edmonton - Taxi from SSP to YEG - Attend Human Resources Committee on November 27 and Board Meeting on November 28, 2019.	AB - Other Zones	Taxi	\$ 66.00	SSP	EIA	Items charged to Executive Assistant's December 2019 P-Card on behalf of David Carpenter	1			

Approver(s) for the claim	Approval Status	Approval Date
Signature kept on file	Approve	

ATS GROUP  
4608 101 ST NW  
7809897099  
EDMONTON AB

CARD [REDACTED]  
CARD TYPE MASTERCARD  
DATE 2019/12/03  
TIME 6740 13:59:55  
INVOICE # [REDACTED]  
RECEIPT NUMBER [REDACTED]

PURCHASE  
TOTAL

\$328.00

MasterCard  
[REDACTED]

APPROVED

AUTH# [REDACTED]  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

From Nov - 2019

To \_\_\_\_\_

① Time [REDACTED]

Date [REDACTED]

② Trip Amount Nov 21 - David Carpenter - SSP to EA = \$ 66

③ Driver Name Nov 28 - David Carpenter - SSP to EA = \$ 66

④ Car Number [REDACTED]

⑤ GST [REDACTED]

total = \$ 328



*Employee* - [Redacted]

AHS - AP Processing - Internal Use Only
Voucher #
Naming Convention:
T4A/NR Applicable? - If yes, indicate line & amt

## BOARD MEMBER EXPENSE CLAIM FORM

### SECTION 1: PAYEE INFORMATION

Name:	David Carpenter	Expense Period Month:	Nov-19
Address:	[Redacted]	City:	[Redacted]
Province:	[Redacted]	Postal Code:	[Redacted]
		Country:	Canada
Reason for Expense	Chaired Finance Committee and Audit & Risk Committee Meetings on November 21, 2019 in Edmonton. Attended Human Resources Committee Meeting on November 27 and Board and Public Board Meetings on November 28, 2019 in Edmonton.		

### SECTION 2: FINANCE CODING & TOTAL CLAIM

Description	Corp/BU/O ID	Location (if applicable)	Functional Centre/Primary	Expense/Secondary Acct	Total (Note: This column will auto fill)
Meals (A)	101	0005	71110300000	45000000	\$115.35 ✓
Travel Exp (B+C+E)	101	0005	71110300000	62212000	\$999.32 ✓
Other (D)	101	0005	71110300000	41090000	\$0.00
<b>TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE</b>					<b>\$1,114.67 ✓</b>

### SECTION 3: AUTHORIZATION

I attest that I have read and understand the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and confirm expenses being claimed are in compliance with such policy to the best of my understanding and belief.

I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services Board and that this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization.

I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided below.

Claimant (Print Name)	Signature: I, by signing this form, attest that I am compliant to all the above statements	Date	Phone#
David Carpenter	<i>[Signature]</i>	12/13/2019	[Redacted]

I attest that I have read and understand the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and confirm expenses being claimed are in compliance with such policy to the best of my understanding and belief.

I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services Board and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization.

I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided below.

Approved by (Print Name)	Position Title/Program Group
David Weyant, Q.C.	Board Chair
Signature: I, by signing this form, attest that I am compliant with all the above statements	Date
<i>[Signature]</i>	Jan 19, 2020

Health and Personal information on this form is collected by AHS under the authority of section 20(b) of the Health Information Act (HIA) and sections 33(c) and 34(2) of the Freedom of Information and Protection of Privacy (FOIP) Act, respectively, for the purpose of administering AHS Procure to Pay program.

For payment please submit to:

14<sup>th</sup> Floor, North Tower, Seventh Street Plaza, 10030 - 107 St, Edmonton AB T5J 3E4, Attention: Jennifer Hamstra

**Carry forward from Section 1**

<b>Name:</b>	David Carpenter	<b>Expense Period Month:</b>	Nov-19
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Completion of the "cost effective method used" Column is required. If you select "No" in this column, Further Explanation is Required in the "Rationale is Required" section below

**Rationale is Required for expenses that are not Cost Effective:** (supporting analysis and documentation must be attached to this form)

**SECTION 4A: BOARD MEMBER - TRAVEL EXPENSE CLAIM**

The Board Members follow the Government of Alberta (GOA) Travel, Meal and Hospitality Expenses Policy

Note: For meal allowances outside Canada, the GOA policy redirects to the National Joint Council (NJC) travel directive for rates (Appendix C for USA, Appendix D for International).

Date	Description: (include purpose of trip, mode of travel, starting point, details of expenditure)	Cost Effective method used?	Meal (Allowance OR Receipt)( A )				Accommodation ( B )	Transportation (Flight, Car Rental, Fuel, Parking, Taxi) ( C )	Other (Itemize) ( D )	Mileage km ( E )
			Allowance Within Canada		With Receipt or Allowance Outside Canada					
			Meal Type	Allowance	Meal Type	Amount				
20-Nov-2019	Mileage from residence to YQL to travel to Edmonton to Chair the Finance and Audit & Risk Committee Meetings on November 21, 2019.	Yes							40	
20-Nov-2019	Parking at YQL to travel to Edmonton to Chair the Finance Committee and Audit & Risk Committee Meeting on November 21, 2019.	Yes					\$20.00			
20-Nov-2019	Flight from YQL to YEG & return on November 21, 2019. Chaired Finance Committee Meeting and Audit & Risk Committee Meeting in Edmonton	Yes					\$390.86			
20-Nov-2019	Taxi from YEG to hotel and dinner per diem. Chaired Finance Committee Meeting and Audit & Risk Committee Meeting in Edmonton	Yes	D-\$20.75	\$20.75			\$60.00			
21-Nov-2019	Dinner per diem. Chaired Finance Committee Meeting and Audit & Risk Committee Meeting in Edmonton	Yes	D-\$20.75	\$20.75						
26-Nov-2019	Mileage from residence to YQL to travel to Edmonton to attend HR Committee on November 27 and Board Meetings on November 28.	Yes							40	
26-Nov-2019	Parking at YQL to travel to Edmonton to attend above meetings.	Yes					\$30.00			
26-Nov-2019	Flight from YQL to YEG and return on November 28, 2019. Board and Public Board Meeting in Edmonton	Yes					\$390.86			
26-Nov-2019	Taxi from YEG to hotel (Brenda Hemmelgarn accompanied) and dinner per diem. Board and Public Board Meeting in Edmonton	Yes	D-\$20.75	\$20.75			\$67.20			
27-Nov-2019	Lunch and dinner per diem. Board and Public Board Meeting in Edmonton	Yes	LD-\$32.35	\$32.35						
<b>Total: (amount auto fills to page 1)</b>			\$94.60		\$0.00	\$0.00	\$958.92	\$0.00	80.00	

<b>BOARD MEMBER Mileage Rate</b>	0.505	<b>Total Mileage</b>	\$ 40.40
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**Carry forward from Section 1**

<b>Name:</b>	David Carpenter	<b>Expense Period Month:</b>	Nov-19
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Completion of the "cost effective method used" Column is required. If you select "No" in this column, Further Explanation is Required in the "Rationale is Required" section below

**Rationale is Required for expenses that are not Cost Effective:** (supporting analysis and documentation must be attached to this form)

**SECTION 4B: BOARD MEMBER - TRAVEL EXPENSE CLAIM**

The Board Members follow the Government of Alberta (GOA) Travel, Meal and Hospitality Expenses Policy

**Note:** For meal allowances outside Canada, the GOA policy redirects to the National Joint Council (NJC) travel directive for rates (Appendix C for USA, Appendix D for International).

Date	Description: (include purpose of trip, mode of travel, starting point, details of expenditure)	Cost Effective method used?	Meal (Allowance OR Receipt)( A )				Accommodation ( B )	Transportation (Flight, Car Rental, Fuel, Parking, Taxi) ( C )	Other (Itemize) ( D )	Mileage km ( E )
			Allowance Within Canada		With Receipt or Allowance Outside Canada					
			Meal Type	Allowance	Meal Type	Amount				
28-Nov-2019	Dinner per diem. Board and Public Board Meeting in Edmonton	Yes	D-\$20.75	\$20.75						
<b>Total: (amount auto fills to page 1)</b>				\$20.75		\$0.00	\$0.00	\$0.00	\$0.00	0.00

<b>BOARD MEMBER Mileage Rate</b>	0.505	<b>Total Mileage</b>	\$ -
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LETHBRIDGE AIRPORT

EXPIRE TIME

11/22/2019

03:25 PM

Entry 03:25 PM 11/20/2019

Approved Mastercard

Plate No.

Receipt No.

Fee Paid

\$ 20.00

YQL

AIRPORT TAXI SERVICE

4608 101 ST.

(7808907070)

EDMONTON AB

CARD

CARD TYPE

AMEX

DATE

2019/11/20

TIME

6372 21:54 29

INVOICE #

RECEIPT NUMBER

PURCHASE

AMOUNT

\$55.00

TIP

\$5.00

TOTAL

\$60.00

AMERICAN EXPRESS

APPROVED

AUTH#

THANK YOU

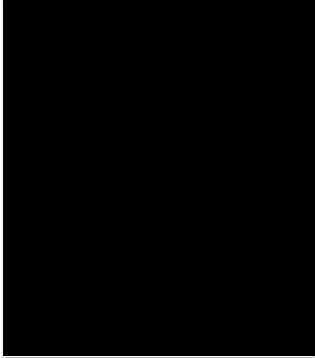
CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

GST 81291 2889 RT0001



YOUR BOOKING IS CONFIRMED



Booking Reference

Travel booked/ticket issued on: 21 June 2019

Passengers

Mr. David B  
Carpenter

Seats	
AC7990	1C
AC8225	1C
AC8155	1C
AC7989	1C

Ticket Number

Aeroplan

Depart

Economy - Flex

Wednesday  
20 Nov, 2019

16:05  
**Lethbridge**  
(YQL), Canada



17:03  
**Calgary**  
Calgary Int. (YYC), Canada

**0 hr 58**  
AC7990 Economy (L)  
Operated by Air Canada Express - Jazz Dash 8-300





19:30  
**Calgary**  
Calgary Int. (YYC), Canada



20:20  
**Edmonton**  
Edmonton Int. (YEG), Canada

**0 hr 50**  
AC8225 Economy (L)  
Operated by JAZZ AVIATION Q400

## Return

**Economy - Flex**

Thursday  
21 Nov, 2019

16:35  
**Edmonton**  
Edmonton Int. (YEG), Canada



17:30  
**Calgary**  
Calgary Int. (YYC), Canada

**0 hr 55**  
AC8155 Economy (L)  
Operated by Air Canada Express - Jazz Q400

20:45  
**Calgary**  
Calgary Int. (YYC), Canada



21:42  
**Lethbridge**  
(YQL), Canada

**0 hr 57**  
AC7989 Economy (L)  
Operated by Air Canada Express - Jazz Dash 8-300


## Purchase summary

1 Adult



### Air Transportation Charges

Base Fare - Departing Flight - Economy - Flex	142.00
Base Fare - Return Flight - Economy - Flex	142.00
Surcharges	24.00



### Taxes, fees and charges

Goods and Services Tax - Canada <small>no. 100092287 RT0001</small>	18.61
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	50.00
<b>GRAND TOTAL - Canadian dollars</b>	<b>\$390<sup>86</sup></b>



CANADA, U.S.: 1 (888) 247-2262



LETHBRIDGE AIRPORT

EXPIRE TIME

11/29/2019

10:51 AM

Entry 10:51 AM

11/26/2019

Approved Mastercard

Plate No

Receipt No.

Fee Paid

\$ 30.00

YQL

2417

GREATER EDMONTON TAXI  
SERVICE  
10135 31 AVE NW  
EDMONTON AB

CARD NO [REDACTED]

CARD TYPE [REDACTED]

DATE 11/26/2019

TIME 21:30

INVOICE # [REDACTED]

RECEIPT NUMBER

[REDACTED]

PURCHASE  
AMOUNT \$62.20  
TIP \$5.00  
TOTAL

\$67.20

AMERICAN EXPRESS

[REDACTED]

APPROVED

ARCH# [REDACTED]-026

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

CAPITAL 780.423.2425

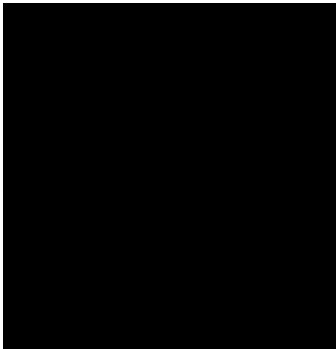
24/7 TAXI 780.442.4444

EDMTAXI.COM

BST 100403070



YOUR BOOKING IS CONFIRMED



Booking Reference : [REDACTED]

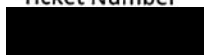
Travel booked/ticket issued on:21 June 2019

### Passengers

Mr. David B  
Carpenter

Seats

Ticket Number



AC7990	1C
AC8225	1C
AC8157	1C
AC7989	1C

Aeroplan



### ✈ Depart



Tuesday  
26 Nov, 2019

16:05  
**Lethbridge**  
(YQL), Canada



17:03  
**Calgary**  
Calgary Int. (YYC), Canada

 **0 hr 58**  
 AC7990 Economy (L)  
 Operated by Air Canada Express - Jazz Dash 8-300



19:30  
**Calgary**  
 Calgary Int. (YYC), Canada



20:20  
**Edmonton**  
 Edmonton Int. (YEG), Canada

**0 hr 50**  
 AC8225 Economy (L)  
 Operated by JAZZ AVIATION Q400

Return

**Economy - Flex**

Thursday  
 28 Nov, 2019

18:10  
**Edmonton**  
 Edmonton Int. (YEG), Canada



19:05  
**Calgary**  
 Calgary Int. (YYC), Canada

**0 hr 55**  
 AC8157 Economy (L)  
 Operated by Air Canada Express - Jazz Q400

20:45  
**Calgary**  
 Calgary Int. (YYC), Canada



21:42  
**Lethbridge**  
 (YQL), Canada

**0 hr 57**  
 AC7989 Economy (L)  
 Operated by Air Canada Express - Jazz Dash 8-300

Purchase summary

1 Adult



**Air Transportation Charges**

Base Fare - Departing Flight - Economy - Flex	142.00
Base Fare - Return Flight - Economy - Flex	142.00
Surcharges	24.00



### Taxes, fees and charges

Goods and Services Tax - Canada <small>no. 100092287 RT0001</small>	18.61
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	50.00
<b>GRAND TOTAL - Canadian dollars</b>	<b>\$390.<sup>86</sup></b>



CANADA, U.S.: 1 (888) 247-2262



## 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

<b>Name :</b> David Carpenter	<b>Reporting Period for the Month of :</b> Nov-19
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
11-Nov-2019	Direct Billing	Hotel	One night accommodation to Chair Finance and Audit & Risk Committee Meetings on November 21, 2019 in Edmonton.	Vision Travel	\$178.51
26-Nov-2019	Direct Billing	Hotel	Two nights accommodation for Nov 26 and 27, 2019 to attend Human Resources Committee on November 27 and Board Meeting on November 28, 2019.	Vision Travel	\$332.08
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
<b>Total Paid in the Month</b>					\$ 510.59



**AB Health Services**  
**Accounts Payable**  
**P.O. Box 1600**  
**Suite 300, 10030 - 107 Street NW**  
**Edmonton AB T5J 2N9**  
**Canada**

Room No. [REDACTED]  
Arrival : 11-20-19  
Departure : 11-21-19  
Folio No. [REDACTED]

Guest Name: Carpenter, David  
Cost Centre: 101.0005.7111030000  
Approver: [REDACTED]  
**INVOICE**

Invoice No. [REDACTED]  
AR No. [REDACTED]  
Conf. No. [REDACTED]

Date	Description	Charges	Credits
11-20-19	Room Revenue	159.00	
11-20-19	Destination Marketing Fee	4.77	
11-20-19	Room GST	8.19	
11-20-19	Tourism Levy	6.55	
		<b>Total Charges</b>	<b>178.51</b>
		<b>Total Credits</b>	<b>0.00</b>
		<b>Balance</b>	<b>178.51</b>





**AB Health Services**  
**Accounts Payable**  
**P.O. Box 1600**  
**Suite 300, 10030 - 107 Street NW**  
**Edmonton AB T5J 2N9**  
**Canada**

Room No. [REDACTED]  
 Arrival : 11-26-19  
 Departure : 11-28-19  
 Folio No. [REDACTED]

Carpenter, David

Invoice No. [REDACTED]  
 AR No. [REDACTED]  
 Conf. No. [REDACTED]  
 Custom Ref. :

Approver [REDACTED]  
 Cost Center: 101.0005.7111030000

COPY OF INVOICE

Date	Description	Charges	Credits
11-26-19	Room Revenue	155.00	
11-26-19	Destination Marketing Fee	4.65	
11-26-19	Tourism Levy	6.39	
11-27-19	Room Revenue	155.00	
11-27-19	Destination Marketing Fee	4.65	
11-27-19	Tourism Levy	6.39	
<b>Total Charges</b>		<b>332.08</b>	
<b>Total Credits</b>			<b>0.00</b>
<b>Balance</b>			<b>332.08</b>