

AHS Board and Executive Expense Report

Name: Dean Olmstead
Title: Chief Program Officer Capital Management
Location: Edmonton
 Expenses approved during the month of February 2022

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					-			
Feb-22	Direct Bill	Professional Development					-	377		
Total			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 377	\$ -	\$ -

**Total for
the Month** \$ 377

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 : Dean Olmstead	Reporting Period for the Month of : Feb-22
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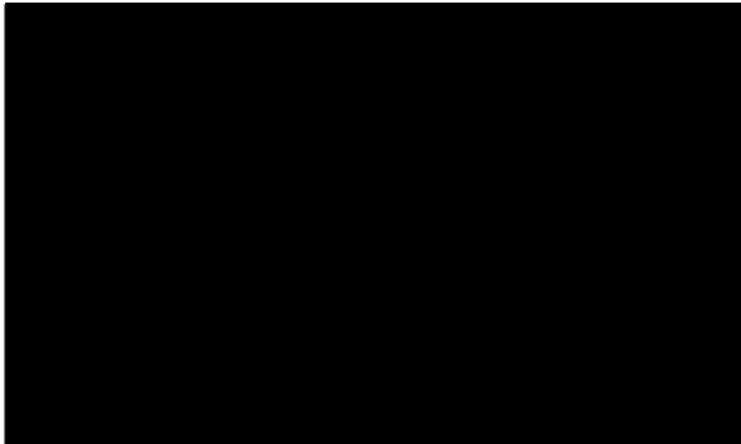
DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
6-Dec-21	Direct Billing	Professional Development	Course for Decarbonizing Healthcare	CCHL - Canadian Centre for Healthcare Facilities	\$377.06
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
Total Paid in the Month					\$ 377.06



INVOICE

Invoice	[REDACTED]
Invoice date	02/09/2022
Payment terms	
Due Date	Due on receipt

Canadian Centre for Healthcare Facilities



BILL TO:



Date	Description	Quantity	Price	Amount
Registrations for Feb 15, 2022 Decarbonizing Healthcare	10 registrations @10 percent off	1	\$3,999.00	\$3,999.00
		10% off		\$399.00
		Tax	5%	\$179.55
		Total		\$3,770.55

THANK-YOU! Please make cheques payable to the Canadian Centre for Healthcare Facilities and send to the above address attention CCHF. Thank you.

Note: Additional AHS Employees are included on this direct billed invoice for Professional Development. Dean's portion is for \$377.06