

AHS Board and Executive Expense Report

Name: Deb Gordon

Title: VP & Chief Health Operations Officer Northern Alberta

Location: Edmonton

Expenses approved during the month of March 2020

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)
Mar-20	P-Card	Meetings					-			
Mar-20	Expense Claim	Meetings					-			
Mar-20	Direct Bill	Meetings	1,076				1,076			
Total			\$ 1,076	\$ -	\$ -	\$ -	\$ 1,076	\$ -	\$ -	\$ -

**Total for
the Month** \$ 1,076

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 : Deb Gordon	Reporting Period for the Month of : Mar-20
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
29-Jan-2020	Direct Billing	Airline Ticket	Trip to Calgary on January 29 for Board Retreat	Vision Travel	\$518.20
3-Feb-2020	Direct Billing	Airline Ticket	Trip to Calgary on Feb 3 - fee for Air Canada seat	Vision Travel	\$11.55
3-Feb-2020	Direct Billing	Airline Ticket	Trip to Calgary on Feb 3 for AHS Review Release	Vision Travel	\$273.20
3-Feb-2020	Direct Billing	Airline Ticket	Trip to Calgary on Feb 3 - AHS Review Release - this was the return flight that was cancelled. Deb and team drove back to Edmonton. Vision issued Deb a credit of \$273.20.	Vision Travel	\$273.20
Total Paid in the Month					\$1,076.15



Vision Travel DT Ontario-West Inc
 9929 - 108 St.
 Edmonton, AB
 T5K 1G8
 (780) 425-8611 1-866-425-8611

www.visiontravel.ca
 GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: [REDACTED]
 Issued: 22 January 2020

Agency Ref.: [REDACTED]
 Sales Person: [REDACTED]

Customer Number: [REDACTED]
 Customer Ref.: [REDACTED]

ALBERTA HEALTH SERVICES
 10030 107 STREET
 EDMONTON AB
 T5J 3E4

Passenger(s): **GORDON/DEBORAH MS**

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

Air Passenger Protection Regulations:

As of July 15, 2019, airlines will be required to meet new obligations concerning communication, denied boarding, tarmac delay, baggage and the transportation of musical instruments. For more information visit : <https://rppa-appr.ca>

AC : <https://www.aircanada.com/ca/en/aco/home/legal/conditions-carriage-tariffs.html>

AIR - Tuesday, January 28 2020		Add To Calendar	
Air Canada Flight AC8155 Economy Class			
Depart	Edmonton, Alberta Edmonton International Airport 04:45 PM Tuesday, January 28 2020	Arrive	Calgary, Alberta Calgary International Airport 05:40 PM Tuesday, January 28 2020
Duration:	0 hour(s) and 55 minute(s) Non-stop		
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]		
Operated By:	AIR CANADA EXPRESS - JAZZ		
FF Number:	[REDACTED] - GORDON/DEBORAH 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 AIR CANADA EXPRESS - JAZZ AIR CANADA LOCATOR VLILBY		

HOTEL - Tuesday, January 28 2020 [Add To Calendar](#)

Hotel Arts Kensington	
Address	1126 Memorial Dr Northwest Calgary, AB T2N 3E3
Tel	+1 (403) 228-4442
Fax	+1 (403) 228-9608
Check In/Check Out:	Tuesday, January 28 2020 - Wednesday, January 29 2020
Status:	Confirmed - Confirmation [REDACTED]
Est. Total Rate:	CAD 216.37
Number of Rooms:	1
Cancellation Policy:	48 HOUR CANCELLATION POLICY PRIOR TO 1500 DAY
Additional Information:	CC FOR HOLD ONLY PAX WILL PROVIDE OWN PAYMENT AT CHECK IN
Remarks:	WV16445ARR28JAN CXL:48 HOUR CANCELLATION POLICY PRIOR TO 1500 DAY

AIR - Wednesday, January 29 2020 [Add To Calendar](#)

Air Canada Flight AC8158 Economy Class	
Depart	Calgary, Alberta Calgary International Airport 07:40 PM Wednesday, January 29 2020
Arrive	Edmonton, Alberta Edmonton International Airport 08:34 PM Wednesday, January 29 2020
Duration:	0 hour(s) and 54 minute(s) Non-stop
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]
Operated By:	AIR CANADA EXPRESS - JAZZ
FF Number:	[REDACTED] GORDON/DEBORAH MS - please reconfirm at check-in
Online Check In:	Available 24 hours prior - click here
Remarks:	PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number	[REDACTED]					
Air Canada	[REDACTED]	443.24	74.96	0.00	0.00	518.20
					Billed to: CA\$ [REDACTED]	
Totals:		443.24	74.96	0.00	0.00	518.20
				Total Credit Card Billing:		518.20
				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 24HRSERVICE-MNL AT VISIONTRAVEL.CA
PLEASE QUOTE ACCESS CODE 2EC0

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
CHANGES OR FLIGHT CANCELLATIONS 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.VISIONTRAVEL.CA/BAGGAGE/

*****CHECK-IN AND BAGGAGE ACCEPTANCE FOR *****
FLIGHTS WITHIN CANADA WILL CLOSE 45 MINUTES PRIOR
DEPARTURE. WITH THE EXCEPTION OF FLIGHTS LEAVING
FROM TORONTO CITY AIRPORT YTZ-WHERE CHECK-IN
AND BAG DROP-OFF WILL REMAIN AVAILABLE UNTIL
20 MINUTES BEFORE DEPARTURE.
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

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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

From: [REDACTED]
Subject: Invoice and Itinerary for GORDON/DEBORAH MS - 03February20 - Vision Travel Locator: [REDACTED]
Date: Monday, July 13, 2020 11:59:10 AM
Attachments: [image001.png](#)
[image002.png](#)

Caution - This email came from an external address and may contain unsafe content. Ensure you trust this sender before opening attachments or clicking any links in this message.

Vision Travel DT Ontario-West Inc
9929 - 108 St.
Edmonton, AB
T5K 1G8
(780) 425-8611 1-866-425-8611

www.visiontravel.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice [REDACTED] Agency Ref. [REDACTED] Customer Number [REDACTED]
Issued: 27 January 2020 Sales Person: [Tiffany Aske](#) Customer Ref.:
ALBERTA HEALTH SERVICES Passenger(s): GORDON/DEBORAH MS
10030 107 STREET
EDMONTON AB
T5J 3E4

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.
Air Passenger Protection Regulations:

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WS : www.westjet.com/canadian-passenger-rights
AC : <https://www.aircanada.com/ca/en/aco/home/legal/conditions-carriage-tariffs.html>

AIR - Monday, February 3 2020 [Add To Calendar](#)

WestJet Flight WS242 Economy Class

Depart	Edmonton, Alberta Weather	Arrive	Calgary, Alberta Weather
	Edmonton International Airport		Calgary International Airport
	07:30 AM Monday, February 3 2020		08:32 AM Monday, February 3 2020

Duration: 1 hour(s) and 2 minute(s) Non-stop
Status: Confirmed - WestJet Booking Reference [REDACTED]
FF Number: [REDACTED] - GORDON/DEBORAH 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

AIR - Monday, February 3 2020 [Add To Calendar](#)

Air Canada Flight AC8150 Economy Class

Depart	Calgary, Alberta Weather	Arrive	Edmonton, Alberta Weather
	Calgary International Airport		Edmonton International Airport
	03:20 PM Monday, February 3 2020		04:14 PM Monday, February 3 2020

Duration: 0 hour(s) and 54 minute(s) Non-stop
Status: Confirmed
Operated By: AIR CANADA EXPRESS - JAZZ
FF Number: [REDACTED] - GORDON/DEBORAH MS - please reconfirm at check-in
Online Check In: Available 24 hours prior - [click here](#)
E Upgrade: For Eligible Flight - Aeroplan Members [click here](#)
Remarks: SEAT [REDACTED]
TICKET NUMBER [REDACTED]
AIR CANADA CONFIRMATION MDQB8E

PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	[REDACTED]					
WestJet	[REDACTED]	223.72	49.48	0.00	0.00	273.20
					Billed to: CA [REDACTED]	
Vendor AC	[REDACTED]	235.72	37.48	0.00	0.00	273.20
AIR	[REDACTED]	11.55	0.00	0.00	0.00	11.55
CANADA						
AC SEAT						
					Billed to: CA [REDACTED]	
Totals:		470.99	86.96	0.00	0.00	557.95
					Total Credit Card Billing:	557.95
					Balance Due:	0.00

Remarks

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