

## AHS Board and Executive Expense Report

**Name** Deborah Apps  
**Title** AHS Board Member  
**Location** Calgary

Expenses approved during the month of September 2022

### 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)
	P-Card	Meetings					-			
	Expense Claim	Meetings					-			
Sep-22	Direct Billing	Meetings			127		127			
<b>Total</b>			\$ -	\$ -	\$ 127	\$ -	\$ 127	\$ -	\$ -	\$ -

**Total for the Month**      \$        127

Maximum daily single meal expense claimed in the month      \$        -  
 Maximum daily base hotel rate claimed in the month            \$    120.00  
 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.

## 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> Deborah Apps	<b>Reporting Period for the Month of :</b> Sep-22
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
24-Aug-22	Direct Billing	Hotel	1 night accommodation to attend tour of Cardston Health Centre on August 24th and attend HR Committee Meeting and Tour of Chinook Regional Hospital on August 25, 2022 in Lethbridge.	Vision Travel DT Ontario-West Inc	\$127.30
	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	\$
<b>Total Paid in the Month</b>					\$ 127.30



**COAST**  
 lethbridge hotel &  
 conference centre™

526 Mayor Magrath Drive South  
 Lethbridge, AB T1J 3M2  
 Phone: (403) 327-5701 FAX: (403) 327-5075

Alberta Health Services



## Invoice

Invoice date 8/25/2022  
 Invoice due before 9/24/2022  
 Invoice number  
 Our reference  
 Client Number  
 Your reference  
 GST Number



Guest **DEBORAH MS APPS** Arrival **8/24/2022** Departure **8/25/2022** Room

Date	Description	Ref.	Quantity	Unit Price	Total (CAD)
8/24/2022	Room Charge		1	120.00	120.00
8/24/2022	Levy Taxes		1	4.90	4.90
8/24/2022	Marketing Fee		1	2.40	2.40

**Total invoice 127.30**  
**Total Paid 0.00**  
**Total Due 127.30**

Total GST

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. Interest will be charged on an overdue balance.

Signature X \_\_\_\_\_

**For reservations: [www.coasthotels.com](http://www.coasthotels.com) or 1-800-663-1144**