

AHS Board and Executive Expense Report

Name: Deb Gordon
Title: VP & Chief Operating Officer Clinical Operations
Location: Edmonton
 Expenses approved during the month of December 2022

			Travel (1)					Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel			
Dec-22	P-Card	Meetings				71	71			
Dec-22	Expense Claim	Meetings					-			
	Direct Bill	Meetings			165		165			
Total			\$ -	\$ -	\$ 165	\$ 71	\$ 236	\$ -	\$ -	\$ -

Total for the Month \$ 236

Maximum daily single meal expense claimed in the month \$ -
 Maximum daily base hotel rate claimed in the month \$ 154
 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 P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
GORDON, DEBORAH A	VP & Chief Operating Officer Clinical Operations	Edmonton	\$ 70.55								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
11/21/2022	Meeting in Calgary with Official Administrator November 21	AB - Other Zones	Taxi	\$ 70.55	Calgary Airport	Southport AHS building		1			
Approver(s) for the claim	Approval Status	Approval Date									
CHIES, MAURO A	Approve	21-Dec-22									

----- TRANSACTION RECORD -----
DELTA CABS LTD
4655 54TH AVENUE NE UNIT
CALGARY AB

403 278 9999

Purchase

Nov 21, 2022
MASTERCARD *****
Entry: Chip (C) 17:36:30
Ref#: [REDACTED]
Auth#: [REDACTED] Respon.: 01-027
Order: [REDACTED]
Username: [REDACTED]

Amount	\$ 61.55
Tip	\$ 9.00
Total	\$ 70.55

[REDACTED]

Approved:

Important: Retain this copy for your record

[REDACTED]

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 : Deborah Gordon	Reporting Period for the Month of : Dec-22
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
20-Nov-22	Direct Billing	Hotel	Meeting in Calgary w th AHS Off cial Administrator November 21, 2022	Delta Calgary South	\$164.96
	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					\$ 164.96


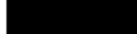



DELTA
CALGARY SOUTH

135 Southland Drive S.E Calgary, Alberta, T2J 5X5
Telephone: 403-278-5050 Fax: 403-225-5834

Alberta Health Services


Gordon, Deborah

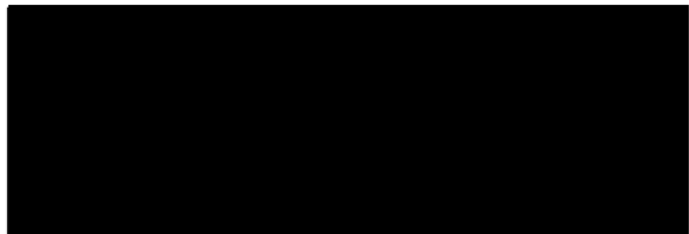
Room: 
Folio: 
Cashier: 
Arrival: 11-20-22
Departure: 11-21-22

A/R Invoice: 
A/R Account: 

Date	Description	Additional Information	Charges	Credits
11-20-22	Package Wrapper		154.00	
11-20-22	DMF		4.62	
11-20-22	Tourism Levy		6.34	
11-20-22	Rooms - GST		7.93	
11-22-22	GST Exempt- 120903		-7.93	

GST Summary	
Registration No:	895126332
Room	7.93
F&B	0.00
Other	10.96
Total	18.89

Total	164.96	0.00
Balance Due	164.96	CDN



Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.