

## AHS Board and Executive Expense Report

**Name** Dr. Debrah Wirtzfeld  
**Title** ACMO Physician Health, Diversity and Wellness  
**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	Expense Claim	Meetings	315	47		338	700	2,150		
Nov-19	Direct Billing	Meetings	375				375			
<b>Total</b>			\$ 690	\$ 47	\$ -	\$ 338	\$ 1,075	\$ 2,150	\$ -	\$ -

**Total for the Month**      \$      3,225

Maximum daily single meal expense claimed in the month      \$      13  
 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.

### 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 Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
WIRTZFELD, DEBRAH	Associate Chief Medical Officer Physician Health, Diversity and Wellness	Edmonton	\$ 2,850.42								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
10/21/2019	CZMA meeting in Red Deer		Mileage-Other	\$ 76.76	Home - Edmonton	Red Deer Hospital		1			152
10/21/2019	CZMA meeting in Red Deer	AB - Other Zones	Meals Per Diem	\$ 23.50				1			
10/21/2019	CZMA meeting in Red Deer	AB - Other Zones	Parking - Lot or Parkade	\$ 8.50				1			
10/21/2019	CZMA meeting in Red Deer		Mileage-Other	\$ 76.76	Red Deer Hospital	Home - Edmonton		1			152
10/22/2019	SCN Leadership meeting in Calgary - Parking at YEG	AB - Other Zones	Parking - Lot or Parkade	\$ 25.00				1			
10/28/2019	AMA Physician & Family Support meeting in Calgary	AB - Other Zones	Airfare-Service Recipient	\$ 157.50			Had to purchase a new westjet flight from Calgary to Edmonton as missed the original flight due to cab issues	1			
10/28/2019	AMA Physician & Family Support meeting in Calgary	AB - Other Zones	Taxi	\$ 60.00	Calgary airport	AMA office		1			
10/28/2019	AMA Physician & Family Support meeting in Calgary - Parking at YEG	AB - Other Zones	Parking - Lot or Parkade	\$ 25.00				1			
10/28/2019	AMA Physician & Family Support meeting in Calgary	AB - Other Zones	Taxi	\$ 41.40	AMA office	Calgary airport		1			
11/7/2019	CPSA 2020 membership fee	AB - Local	Membership Dues	\$ 2,150.00				1			
11/18/2019	Diversity/Inclus & Women in Leadership - Calgary	AB - Other Zones	Airfare-Service Recipient	\$ 157.50			Meeting ended early so changed to an earlier flight	1			
11/18/2019	Diversity/Inclus & Women in Leadership - Calgary - Parking at YEG	AB - Other Zones	Parking - Lot or Parkade	\$ 25.00				1			
11/18/2019	Diversity/Inclus & Women in Leadership - Calgary	AB - Other Zones	Meals Per Diem	\$ 23.50				1			
<b>Approver(s) for the claim</b>		<b>Approval Status</b>		<b>Approval Date</b>							
BELANGER, FRANCOIS		Approve		28-Nov-19							

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton  
Tax Code CA5%

POF 1st Fl 28/10/19 19:10  
Receipt

Short-term parking tkt  
DL - No. 002570  
28/10/19 05:19  
28/10/19 19:10  
Period 0d13h52'  
(Tax) \$25.00

Total \$25.00

Payment Received  
MC [REDACTED] \$25.00

Type: Swiped  
Sub Total \$23.81  
Tax 5% \$1.19

08/11/2004 - 1/1

*parking  
EIA*

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton  
Tax Code CA5%

POF 1st Fl 27/10/19 18:16  
Receipt

Short-term parking tkt  
HL - No. 002683  
22/10/19 06:12  
22/10/19 18:16  
Period 0d12h5'  
(Tax) \$25.00

Total \$25.00

Payment Received  
MC [REDACTED] \$25.00

Type: Swiped  
Sub Total \$23.81  
Tax 5% \$1.19

CALGARYUNITEDCABS#0054  
#8 -5660 10TH ST NET2E8W7  
CALGARY AB  
27041608  
QW2704160801

RECEIPT

RED DEER  
REGIONAL HOSPITAL  
PARKING

License Plate Number

Expiration Date/Time

09:18 AM  
OCT 22, 2019

*T. AMIR  
TO T. FADOL  
RDH  
52km  
+ 2*

Purchase Date/Time: 09:19am Oct 21, 2019

Total Due: \$8.50 Rate: PAY PER 24HRS-\$8.50  
Total Paid: \$8.50 Pet Type: CC (Swipe)

Tid [REDACTED]  
SIN [REDACTED]  
Setting: Red Deer  
Mach Name: CE-RDGH-02J

*meet @ CZMA  
D. F. F. F.*

MasterCard

Auth [REDACTED]

THANK YOU  
DRIVE SAFELY

SALE

10-28-2019 16:13:07  
Acct # [REDACTED] RF  
Exp Date [REDACTED] Card Type MC  
Name: [REDACTED]

MASTERCARD

Trace [REDACTED]  
Inv. # [REDACTED]  
Auth [REDACTED] RRN [REDACTED]  
Sale \$34.40  
Tip \$7.00

TOTAL \$41.40

SALE

Batch # [REDACTED] RE [REDACTED]  
10/28/19 SEQ [REDACTED] 09 09 12  
Invoice # [REDACTED]  
APPR CODE: [REDACTED]  
MASTERCARD

AMOUNT \$50.10  
TIP \$9.90  
TOTAL \$60.00

00 - APPROVED - 001

\*\*\*\*\*  
001 APPROVED-THANK YOU  
\*\*\*\*\*

\*\*\*\*\*ELECTRONIC MISCELLANEOUS DOCUMENT 3

X-----  
WESTJET AUDIT COUPON  
WESTJET \*Z YYC 4YK /CALGARY INTL AB  
28OCT19 [REDACTED]

WESTJET 1  
\*\* ELECTRONIC \*\*  
CA \*\* MISCELLANEOUS \*\*  
\*\* DOCUMENT \*\*  
3\*\*\*\*\*

WIRTZFELD/DEBRAH ANN DR  
\*NOT VALID FOR TRANSPORT\*  
D/FINANCIAL IMPACT  
N

01 LSE LATE SHOW ECONO 150.00 ILENPD/WS

CAD 150.00  
XGA 7.50  
NA  
NA  
CAD 157.50

*Missed flight dit  
Call [REDACTED]*

NOT VALID FOR TRAVEL



## College of Physicians & Surgeons of Alberta

2700 – 10020 100 Street NW  
Edmonton AB  
T5J 0N3  
(780) 423-4764  
[www.cpsa.ca](http://www.cpsa.ca)

## Transaction Approved - Thank You

### Payment Details

**Type** Pre-Authorization Completion

**Date** 11/7/2019 4:45:05 PM

**Order ID** [REDACTED]

**Amount (CAD)** \$2,150.00

**Card Holder** Debrah Wirtzfeld Medical Corporation

**Card Number** [REDACTED]

**Account** Visa

**Ref Num** [REDACTED]

**Auth Code** [REDACTED]

**Refund Policy** Contact the CPSA for further information

Please keep this email as your transaction receipt.

This receipt has been sent from an unmonitored email account.

Do not reply to this email.

**Important:** If you receive this message in error multiple times, please contact us at [memberinquiries@cpsa.ab.ca](mailto:memberinquiries@cpsa.ab.ca) or toll-free at 1-877-629-3787.

\*\*\*\*\*ELECTRONIC MISCELLANEOUS DOCUMENT 4  
 X-----  
 WESTJET  
 \*2  
 YYC 4UN /CALGARY INTL AB  
 18NOV19

WESTJET  
 \*\* ELECTRONIC \*\*  
 CA \*\* MISCELLANEOUS \*\*  
 \*\* DOCUMENT \*\*  
 4\*\*\*\*\*

WIRTSFELD/DEBRAH DR  
 \*NOT VALID FOR TRANSPORT\*  
 D/FINANCIAL IMPACT  
 \*

WHERE THIS DOCUMENT IS ISSUED  
 FOR TRANSPORTATION OR SVCS  
 OTHER THAN PASSENGER AIR  
 TRANSPORTATION SPECIFIC TERMS  
 AND CONDITIONS MAY APPLY  
 THESE TERMS AND CONDITIONS  
 MAY BE PROVIDED SEPARATELY  
 OR MAY BE OBTAINED FROM THE  
 ISSUING COMPANY OR AGENT  
 NOT VALID FOR TRAVEL

01 ESE EARLY SHOW ECONO 150.00

CAD 150.00  
 XGA 7.50  
 NA  
 NA  
 CAD 157.50

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton  
 Tax Code CAS%

POF 1st Fl 18/11/19 22:07  
 Receipt

Short-term parking tkt  
 DL - No. 002576  
 18/11/19 07:21  
 18/11/19 22:07  
 Period 0d14h47'  
 (Tax) \$25.00

Total \$25.00

Payment Received  
 VISA \$25.00

Type: swiped  
 Sub Total \$23.81  
 Tax 5% \$1.19

Walmart membership

## 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>	<b>Reporting Period for the Month of :</b>
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
18-Nov-19	<b>Direct Billing</b>	<b>Airline Ticket</b>	AHS Women in Medical Leadership in Calgary - Flight from Edmonton to Calgary, return same day Nov 18, 2019	<b>Vision Travel</b>	\$374.55
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Vision Travel</b>	\$
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Vision Travel</b>	\$
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Vision Travel</b>	\$
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Vision Travel</b>	\$
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Vision Travel</b>	\$
<b>Total Paid in the Month</b>					<b>\$ 374.55</b>

**From:** [REDACTED]@visiontravel.ca  
**Sent:** Friday, September 13, 2019 11:25 AM  
**To:** Debrah Wirtzfeld; [REDACTED]  
**Subject:** Invoice and Itinerary for WIRTZFELD/DEBRAH DR - 18November19 - Vision Travel  
Locato [REDACTED]  
**Attachments:** E-Ticket Receipt 1 - [REDACTED] November 18 2019 [REDACTED].pdf

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]  
Issued: 13 September 2019

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

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

ALBERTA HEALTH SERVICES  
10030 107 STREET  
EDMONTON AB  
T5J 3E4

Passenger(s): WIRTZFELD/DEBRAH DR

**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>

WS : [www.westjet.com/canadian-passenger-rights](http://www.westjet.com/canadian-passenger-rights)



AIR - Monday, November 18 2019

[Add To Calendar](#)

**WestJet Flight WS3394 Economy Class**

<b>Depart</b>	<b>Edmonton, Alberta</b> <a href="#">Weather</a>	<b>Arrive</b>	<b>Calgary, Alberta</b> <a href="#">Weather</a>
	Edmonton International Airport		Calgary International Airport
	08:30 AM Monday, November 18 2019		09:35 AM Monday, November 18 2019

Duration: 1 hour(s) and 5 minute(s) Non-stop  
 Status: Confirmed - WestJet Booking Reference: [REDACTED]  
 Operated By: WESTJET ENCORE  
 FF Number: [REDACTED] WIRTZFELD/DEBRAH DR - 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 ENCORE

AIR - Monday, November 18 2019

[Add To Calendar](#)

**WestJet Flight WS347 Economy Class**

<b>Depart</b>	<b>Calgary, Alberta</b> <a href="#">Weather</a>	<b>Arrive</b>	<b>Edmonton, Alberta</b> <a href="#">Weather</a>
	Calgary International Airport		Edmonton International Airport
	11:00 PM Monday, November 18 2019		11:54 PM Monday, November 18 2019

Duration: 0 hour(s) and 54 minute(s) Non-stop  
 Status: Confirmed - WestJet Booking Reference: [REDACTED]  
 FF Number: [REDACTED] - WIRTZFELD/DEBRAH DR - 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

**Invoice Details**

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number: WestJet	[REDACTED]	275.59	98.96	0.00	0.00	374.55
					Billed to: [REDACTED]	
	<b>Totals:</b>	<b>275.59</b>	<b>98.96</b>	<b>0.00</b>	<b>0.00</b>	<b>374.55</b>
				<b>Total Credit Card Billing:</b>		<b>374.55</b>
				<b>Balance Due:</b>		<b>0.00</b>