

## AHS Board and Executive Expense Report

**Name** Heidi Overguard  
**Title** AHS Board Member  
**Location** Calgary

Expenses approved during the month of November 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)
Nov-22	P-Card Expense Claim Direct Billing	Meetings Meetings Meetings		42		405	446	-		
							-			
<b>Total</b>			\$ -	\$ 42	\$ -	\$ 405	\$ 446	\$ -	\$ -	\$ -

**Total for the Month**      \$        446

Maximum daily single meal expense claimed in the month      \$        21  
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 - AP Processing - Internal Use Only	
Voucher #	
Naming Convention:	
T4A/NR Applicable? - If yes, indicate line & amt	

## BOARD MEMBER EXPENSE CLAIM FORM

### SECTION 1: PAYEE INFORMATION

Name:	Heidi Overguard			Expense Period Month:	Oct-22
Address:	[REDACTED]		City:	[REDACTED]	
Province:	AB	Postal Code:	[REDACTED]	Country:	Canada
Reason for Expense	Attended 2022 RhPAP Rural Community Attraction & Retention Conference in Drayton Valley, October 4-6, 2022 and Board Meeting on October 21, 2022 in Edmonton.				

### SECTION 2: FINANCE CODING & TOTAL CLAIM

Description	Corp/BU/Org	Location (if applicable)	Functional Centre/Primary	Expense/Secondary Acct	Total (Note: This column will auto fill)
Meals (A)	101	0005	71110300000	45000000	\$41.50
Travel Exp (B+C+E)	101	0005	71110300000	62212000	\$404.63
Other (D)	101	0005	71110300000	41090000	\$0.00
<b>TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE</b>					<b>\$446.13</b>

### SECTION 3: AUTHORIZATION

I attest that I have read and understand the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and confirm expenses being claimed are in compliance with such policy to the best of my understanding and belief.

I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services Board and that this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization.

I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided below.

Claimant (Print Name)	Signature: I, by signing this form, attest that I am compliant to all the above statements	Date	Phone#
Heidi Overguard	[REDACTED]	October 28, 2022	[REDACTED]

I attest that I have read and understand the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and confirm expenses being claimed are in compliance with such policy to the best of my understanding and belief.

I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services Board and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization.

I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided below.

Approved by (Print Name)	Position Title/Program Group
Gregory Turnbull	Board Chair
Signature: I, by signing this form, attest that I am compliant with all the above statements	Date
[REDACTED]	November 01, 2022

Health and Personal information on this form is collected by AHS under the authority of section 20(b) of the Health Information Act (HIA) and sections 33(c) and 34(2) of the Freedom of Information and Protection of Privacy (FOIP) Act, respectively, for the purpose of administering AHS Procure to Pay program.

[REDACTED] October 31, 2022  
Colleen Purdy, VP Corporate Services & CFO Date



**Carry forward from Section 1**

Name:	Heidi Overguard	Expense Period Month:	Oct-22
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Completion of the "cost effective method used" Column is required. If you select "No" in this column, Further Explanation is Required in the "Rationale is Required" section below

Rationale is Required for expenses that are not Cost Effective: (supporting analysis and documentation must be attached to this form)

**SECTION 4A: BOARD MEMBER - TRAVEL EXPENSE CLAIM**

The Board Members follow the [Government of Alberta \(GOA\) Travel, Meal and Hospitality Expenses Policy](#)

Note: For meal allowances outside Canada, the GOA policy redirects to the National Joint Council (NJC) travel directive for rates ([Appendix C for USA](#), [Appendix D for International](#)).

Date	Description: (include purpose of trip, mode of travel, starting point, details of expenditure)	Cost Effective method used?	Meal (Allowance OR Receipt)( A )				Accommodation ( B )	Transportation (Flight, Car Rental, Fuel, Parking, Taxi) ( C )	Other (Itemize) ( D )	Mileage km ( E )
			Allowance Within Canada		With Receipt or Allowance Outside Canada					
			Meal Type	Allowance	Meal Type	Amount				
4-Oct-2022	Mileage from residence to Drayton Valley.	Yes							195.5	
6-Oct-2022	Mileage from Drayton Valley to residence.	Yes							195.5	
20-Oct-2022	Mileage from residence to Calgary Airport and dinner per diem to attend Board Meeting on October 21, 2022.	Yes	D-\$20.75	\$20.75					147	
20-Oct-2022	Parking at Calgary Airport.	Yes					\$58.70			
21-Oct-2022	Mileage from Calgary Airport to residence and dinner per diem.	Yes	D-\$20.75	\$20.75					147	
<b>Total: (amount auto fills to page 1)</b>			\$41.50		\$0.00	\$0.00	\$58.70	\$0.00	685.00	

<b>BOARD MEMBER Mileage Rate</b>	0.505	<b>Total Mileage</b>	\$ 345.93
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CALGARY AIRPORT AUTHOR  
2000 AIRPORT ROAD T2E6W5  
CALGARY AB  
22627513  
GH2262751307

\*\*\* PURCHASE \*\*\*  
10-21-2022 19:37:12  
Acct # [REDACTED] RF  
Card Type DP

tal \$58.70  
(001) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

The Calgary Airport Authority  
2000 Airport road NE  
GST R122556194

Receipt Number: [REDACTED]  
Ticket No: [REDACTED]  
In: 10/20/2022 13:04  
Out: 10/21/2022 19:36  
Duration: 1:06:32  
  
Transient Parker \$ 58.70  
Total: \$ 58.70  
Validations: \$ 0.00  
Balance Due: \$ 58.70  
Check \$ 58.70  
Change: \$ 0.00