

AHS Board and Executive Expense Report

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

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				95	95			
	Expense Claim	Meetings					-			
Dec-22	Direct Bill	Meetings	864				864			
Total			\$ 864	\$ -	\$ -	\$ 95	\$ 959	\$ -	\$ -	\$ -

Total for the Month \$ 959

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

AHS Executive Expenses Report P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
OVERGUARD, HEIDI	AHS Board Member	Calgary	\$ 43.75								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
5/10/2022	AHS Board Meeting held at Southport Tower on April 21 & 22, 2022	AB - Local	Parking - Lot or Parkade	\$ 24.50			2 day plate registration Heidi Overguard. Items charged to Executive Assistant's P-Card on behalf of Board Member	1			
5/10/2022	Committee Meeting held at Southport Tower on May 10, 2022;	AB - Local	Parking - Lot or Parkade	\$ 19.25			1 day plate registration Heidi Overguard. Items charged to Executive Assistant's P-Card on behalf of Board Member	1			
Approver(s) for the claim	Approval Status	Approval Date									
Approval kept on file	Approve	30-Nov-22									



288 - 600 6 AVE SW
 CALGARY, AB
 T2P 0S5, +1 (403) 269-7275

INVOICE

Invoice To	
Alberta Health Services	
[REDACTED]	
Contact	

Invoice Number:	[REDACTED]
Invoice Date:	2022-05-10

PARKING	
[REDACTED]	

Description	Quantity	Unit	Unit Price	Total Price
Parking Fees	3.00		10.00	30.00
Parking Fee(1 day plate registration, 3 plates X 1				
Parking Fees GST	1.00		1.50	1.50
Admin Fee	1.00		25.00	25.00
Admin Fee GST	1.00		1.25	1.25
PARK INDIGO - CAL POS 600 6TH AVE SW SUITE 288 CALGARY AB				
CARD [REDACTED] CARD TYPE MASTERCARD DATE 2022/05/10 TIME 6894 09:41:41 [REDACTED]				
PURCHASE TOTAL <div style="text-align: right; font-size: 24pt; font-weight: bold;">\$57.75</div>				
PASSWORD USED <div style="text-align: center; font-size: 24pt; font-weight: bold;">APPROVED</div> AUTH# [REDACTED] THANK YOU				

= \$57.75/3 tickets = \$19.25 a ticket

Indigo Parc 288 - 600 6 AVE S CALGARY, AB T2P 0S5	CARDHOLDER COPY IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS
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Total before taxes	57.75
Total included taxes CAD	57.75

DUE UPON RECEIPT



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INVOICE

Invoice To	
Alberta Health Services	
[REDACTED]	
Contact	

Invoice Number:	[REDACTED]
Invoice Date:	2022-04-29

PARKING	
[REDACTED]	

Description	Quantity	Unit	Unit Price	Total Price
Parking Fees (2 day plate registrations, 6 plates X 2 days)	12.00		10.00	120.00
Parking Fees (1 day plate registration, 3 plates X 1 day)	3.00		10.00	30.00
Admin Fee	1.00		25.00	25.00

PARK INDIGO - CAL POS
 600 6TH AVE SW SUITE 288
 CALGARY AB

CARD [REDACTED]
 CARD TYPE MASTERCARD
 DATE 2022/05/10
 TIME 0842 09:39:49

[REDACTED]

PURCHASE TOTAL
\$183.75

PASSWORD USED
APPROVED
 AUTH# [REDACTED]
 THANK YOU

=183.75/15 tickets = \$12.25 a ticket

PAY#
Indigo Parc Canada Inc. 288 - 600 6 AVE SW CALGARY, AB T2P 0S5
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Total before taxes	175.00
GST / TPS	8.75
Total included taxes CAD	183.75

AHS Executive Expenses Report P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
OVERGUARD, HEIDI	AHS Board Member	Calgary	\$	14.88							
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
6/24/2022	AHS Board Meeting June 1, 2022 at Southport Tower	AB - Local	Parking - Lot or Parkade	\$ 14.88			1 day plate registration Heidi Overguard. Items charged to Executive Assistant's P-Card on behalf of Board Member	1			
Approver(s) for the claim	Approval Status	Approval Date									
Approval kept on file	Approve	6-Dec-22									



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INVOICE

Invoice To	
Alberta Health Services [REDACTED]	
Contact	

Invoice Number:	[REDACTED]
Invoice Date:	2022-06-01

PARKING	
[REDACTED]	

Description	Quantity	Unit	Unit Price	Total Price
Parking Fees	6.00		10.00	60.00
Parking Fee(1 day plate registration, 6 plates X 1				
Parking Fees GST	1.00		3.00	3.00
Admin Fee	1.00		25.00	25.00
Admin Fee GST	1.00		1.25	1.25

=\$89.25/6 tickets=\$14.88 a ticket

PAYABLE TO
Indigo Parc Canada Inc. 288 - 600 6 AVE SW CALGARY, AB T2P 0S5

Total before taxes	89.25
Total included taxes CAD	89.25

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PARK INDIGO - CAL POS
600 6TH AVE SW SUITE 288
CALGARY AB

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2022/06/24
TIME 0124 09:38:24

PURCHASE
TOTAL

\$89.25

PASSWORD USED
APPROVED

AUTH# [REDACTED]
THANK YOU

CARDHOLDER COPY

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AHS Executive Expenses Report P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
OVERGUARD, HEIDI	AHS Board Member	Calgary	\$ 36.31								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
9/20/2022	AHS CEO Selection Committee Meeting held at Southport Tower on September 9, 2022	AB - Local	Parking - Lot or Parkade	\$ 17.06			1 day plate registration Heidi Overguard. Charged to Executive Assistant's P-Card on behalf of Board Member.	1			
9/20/2022	AHS Human Resources Committee Meeting held at Southport Tower on September 16, 2022	AB - Local	Parking - Lot or Parkade	\$ 19.25			1 day plate registration Heidi Overguard. Charged to Executive Assistant's P-Card on behalf of Board Member.	1			
Approver(s) for the claim	Approval Status	Approval Date									
Approval kept on file	Approve	21-Dec-22									



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INVOICE

Invoice To	
Alberta Health Services	
[REDACTED]	
Contact	

Invoice Number:	[REDACTED]
Invoice Date:	2022-09-09

PARKING	
[REDACTED]	

Description	Quantity	Unit	Unit Price	Total Price
Parking Fees	4.00		10.00	40.00
Parking Fee(1 day plate registration, 4 plates X 1				
Parking Fees GST	1.00		2.00	2.00
Admin Fee	1.00		25.00	25.00
Admin Fee GST	1.00		1.25	1.25
=68.25/4 tickets=\$17.06 a ticket				

PAYABLE TO
Indigo Parc Canada Inc. 288 - 600 6 AVE SW CALGARY, AB T2P 0S5

Total before taxes	68.25
Total included taxes CAD	68.25

DUE UPON RECEIPT, THANKS



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INVOICE

Invoice To	
Alberta Health Services [REDACTED]	
Contact	

Invoice Number:	[REDACTED]
Invoice Date:	2022-09-16

PARKING	
[REDACTED]	

Description	Quantity	Unit	Unit Price	Total Price
Parking Fees	3.00		10.00	30.00
Parking Fee(1 day plate registration, 3 plates X 1				
Parking Fees GST	1.00		1.50	1.50
Admin Fee	1.00		25.00	25.00
Admin Fee GST	1.00		1.25	1.25

=57.75/3 tickets=\$19.25 a ticket

PAYABLE TO
Indigo Parc Canada Inc. 288 - 600 6 AVE SW CALGARY, AB T2P 0S5

Total before taxes	57.75
Total included taxes CAD	57.75

DUE UPON RECEIPT, THANKS

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 : Heidi Overguard	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-Oct-22	Direct Billing	Airline Ticket	Flight Calgary to Edmonton to attend Board Meeting on October 21, 2022, only limited flights available resulting in increased fare.	Vision Travel DT Ontario-West Inc	\$561.12
21-Oct-22	Direct Billing	Airline Ticket	Return Flight from Edmonton to Calgary to attend Board Meeting on October 21, 2022	Vision Travel DT Ontario-West Inc	\$302.52
	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					\$ 863.64



Vision Travel DT Ontario-West Inc
9929 - 108th Street
Edmonton AB T5K 1G8
833-692-4120

www.dt.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: [REDACTED]
Issued: 19 October 2022

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

Customer Number: [REDACTED]
Customer Ref.: N/A

ALBERTA HEALTH SERVICES

Passenger(s): OVERGUARD/HEIDI MS

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

Important COVID Information Related To Your Travels:

Starting 20Jun22, vaccination will no longer be required to board a plane or train in Canada. .
For complete details click [here](#)

For complete Canadian Government details on COVID-19 vaccinated travellers entering Canada – click [here](#)

Please [click here](#) upon receipt of your itinerary for important COVID-related traveller information including COVID vaccination/test/quarantine requirements, transit restrictions, etc. We strongly recommend you continue to come back to this information regularly in advance of and during travel as requirements could change.

Protective face coverings may be required at various stages of travel. Travellers are responsible to familiarize themselves with requirements for their airlines, airports and destination cities.

AIR - Thursday, October 20 2022[Add To Calendar](#)

Air Canada Flight [REDACTED] Economy Class	
Depart	Calgary, Alberta Weather Calgary International Airport 02:30 PM Thursday, October 20 2022
Arrive	Edmonton, Alberta Weather Edmonton International Airport 03:21 PM Thursday, October 20 2022
Duration:	0 hour(s) and 51 minute(s) Non-stop
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]
Operated By:	AIR CANADA EXPRESS - JAZZ
Online Check In:	Available 24 hours prior - click here
Baggage Allowance:	2 Piece(s)
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]	519.00	42.12	0.00	0.00	561.12
					Billed to: [REDACTED]	
Totals:		519.00	42.12	0.00	0.00	561.12
					Total Credit Card Billing:	561.12
					Balance Due:	0.00



Vision Travel DT Ontario-West Inc
9929 - 108th Street
Edmonton AB T5K 1G8
833-692-4120

www.dt.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: [REDACTED]
Issued: 19 October 2022

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

Customer Number: [REDACTED] 1
Customer Ref.: N/A

ALBERTA HEALTH SERVICES

Passenger(s): OVERGUARD/HEIDI MS

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

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AIR - Friday, October 21 2022

[Add To Calendar](#)

WestJet Flight [REDACTED]		Economy Class	
Depart	Edmonton, Alberta Weather Edmonton International Airport 04:30 PM Friday, October 21 2022	Arrive	Calgary, Alberta Weather Calgary International Airport 05:25 PM Friday, October 21 2022
Duration:	0 hour(s) and 55 minute(s) Non-stop		
Status:	Confirmed - WestJet Booking Reference: [REDACTED]		
Operated By:	WESTJET ENCORE		
Online Check In:	Available 24 hours prior - click here		
Baggage Allowance:	0 Piece(s)		
Remarks:	PLEASE CHECK IN WITH WESTJET ENCORE		

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	[REDACTED]					
WestJet	[REDACTED]	244.40	58.12	0.00	0.00	302.52
					Billed to: [REDACTED]	
Totals:		244.40	58.12	0.00	0.00	302.52
					Total Credit Card Billing:	302.52
					Balance Due:	0.00