

AHS Board and Executive Expense Report

Name: Heidi Overguard
Title: AHS Board Member

Location: Calgary

Expenses approved during the month of December 2022

							Ti	ravel (1)						
Approved MMM-YY	Source Document	Purpose	Aiı	fare	M	eals	Acco	mmodation	Other Travel	tal ıvel	essional elopment (2)	Ho	Working Sessions osting and ospitality (3)	Other (4)
Dec-22 Dec-22	P-Card Expense Claim Direct Bill	Meetings Meetings Meetings		864					95	95 - 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.

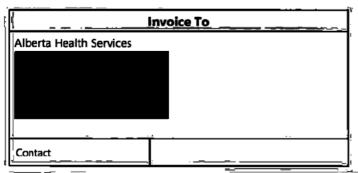
Car allowance and any other employment benefits reported in the annual financial statements are excluded from this report

AHS Executive Expenses Report P-Card

Claimant Name	Claimant Title	Claimant	Expense Claim]							
		Location	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	AB - Local	Parking - Lot or Parkade	\$ 24.50			2 day plate registration Heidi Overguard. Items charged to	1			
	& 22, 2022		I di kade				Executive Assistant's P-Card on behalf of Board Member				
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	1			
Approver(s) for the	Approval Status	Approval					behalf of Board Member				
claim		Date									
Approval kept on file	Approve	30-Nov-22]								

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

Page: 1/1



Invoice Number:	
Invoice Date:	2022-05-10

PARKING

gĺ					
{	Description	Quantity	Unit	Unit Price	Total Price
I	Parking Fees	3.00	1	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
i	Admin Fee GST	1.00		1.25	1.25
1	PARK INDIGO - CAL POS 600 6th ave SW Suite 288 Calgary Ab	, =\$57	7.75/3 tic	kets = \$19.25	a ticket
	CARD CARD TYPE MASTERCARD DATE 2022/05/10 TIME 6894 09:41:41				
		! !	٠		1
	PURCHASE TOTAL				1
	\$57.75			; 	
	PASSWORD USED APPROVED	! !		v.	. <u>-</u> ,

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1	
ı	Indigo Parc Canac
1	288 - 600 6 AVE S
	CALGARY,AB
	T2P 0S5
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THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

Total before taxes	57.75
:	
1	'
Total included taxes CAD	57.75

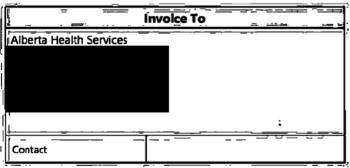
DUE	UPON	KEC	21

95 RT0004 PST/QST Registered No.:



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

Page: 1/1



Invoice Number:	
Invoice Date:	2022-04-29

		•
	PARKING	
-		
	FARRING	

Contact				
Description	Quantity	Unit	Unit Price	Total Price
Parking Fees	12.00		10.00	120.00
(2 day plate registrations, 6 plates X 2 days)				1
Parking Fees	3.00	ļ	10.00	30.00
(1 day plate registration, 3 plates X 1 day)	'			
Admin Fee	1.00	ı	25.00	25.00
PARK INDIGO - CAL PO 600 6TH AVE SW SUITE 2 CALGARY AB		=183.7	5/15 tickets =	= \$12.25 a ticket
CARD CARD CARD TYPE MASTERCA DATE 2022/05/ TIME 0842 09:39:	10		i - -	

PURCHASE TOTAL

\$183.75

PASSWORD USED

PAY! Indigo Parc Canada Inc. 288 - 600 6 AVE SW CALGARY, AB **T2P 0S5**

APP	ROVED
AUTH#	
THANK	YOU

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Total before taxes	175.00
GST / TPS	8.75
Total included taxes CAD	183.75

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_				 	 -
	DCT /OCT	Danishara d Ni			r
	PSIZUSI	Registered No	1 .		- 1
				_	

AHS Executive Expenses Report P-Card

Claimant Name	Claimant Title	Claimant	Expense Claim Total]							
		Location									
OVERGUARD, HEIDI	AHS Board Member	Calgary	\$ 14.88								
Expense Date	Business	Expense	Expense Type	Amount	From	To Location	Justification	# of days	# of	Attendee	Trip
	reason	Location			Location				Attendees	Name(s)	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	1								

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Invoice To				
Alberta Health Services				
Contact				

Invoice Number:	
Invoice Date:	2022-06-01

PARKING	

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 tick	et

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

Total before taxes	89.25
Total included taxes CAD	89.2 5

DUE UPON RECEIPT, THANKS

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

CARD

CARD TYPE

MASTERCARD 2022/06/24

TIME

0124 09:38:24

PURCHASE TOTAL

\$89.25

PASSWORD USED

APPROVED

AUTH#

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

AHS Executive Expenses Report P-Card

Claimant Name	Claimant Title	Claimant	Expense C	laim									
		Location	Total										
OVERGUARD, HEIDI	AHS Board Member	Calgary	\$	36.31									
Expense Date	Business reason	Expense	Expense T	уре	Amo	unt	From	То	Justification	# of days	# of	Attendee Name(s)	Trip
		Location					Location	Location			Attendees		Distance
9/20/2022	AHS CEO Selection	AB - Local	Parking - L	ot or	\$:	17.06			1 day plate registration	1			
	Committee Meeting held		Parkade						Heidi Overguard. Charged				
	at Southport Tower on								to Executive Assistant's P-				
	September 9, 2022								Card on behalf of Board				
									Member.				
9/20/2022	AHS Human Resources	AB - Local	Parking - L	ot or	\$:	19.25			1 day plate registration	1			
	Committee Meeting held		Parkade						Heidi Overguard. Charged				
	at Southport Tower on								to Executive Assistant's P-				
	September 16, 2022								Card on behalf of Board				
									Member.				
Approver(s) for the claim	Approval Status	Approval Date			1		<u>I</u>	<u> </u>	<u> </u>		<u> </u>	I.	
Approval kept on file	Approve	21-Dec-22	-										

2022-09-09

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	nvoice To	Invoice Numbe	er:	
Alberta Health Services				
		Invoice Date:	:	
			PARKI	NG
Contact				

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 t	ickets-\$	17.06 a ticket	
	-00.20/41		17:00 a tioket	

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

Invoice To						
Alberta Health Services						
Contact						
Contact						

Invoice Number:	
Invoice Date:	2022-09-16

PARKING	

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
=	7.75/3 ticke	ets=\$19.2	5 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

863.64



Expense Report Direct Bill Summary

Purpose of This Form:

Name:

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.

Heidi Overguard

Indicate whether you have expenses to report in this section for this reporting period:
 YES

Invoice Date DD-MMM-YYYY Payment Method Category		ayment Method Category Business Reason		Name of Vendor	Amount Paid
20-Oct-22	Direct Billing		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			Return Flight from Edmonton to Calgary to attend Board Meeting on October 21, 2022	Vision Travel DT Ontario-West	\$302.52
21 001 22	Direct Billing	Choose from Drop-down List	October 21, 2022	Choose from Drop-down List	-

Reporting Period for the Month of:

Dec-22

	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					\$



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

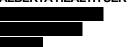
Invoice:

Issued: 19 October 2022

Agency Ref.: Sales Person:

Customer Number:
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 <u>click here</u> 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 Economy Class

Depart Calgary, Alberta Weather Calgary, Alberta Weather Arrive Edmonton, Alberta Weather Calgary International Airport Edmonton International Airport 02:30 PM Thursday, October 20 2022 03:21 PM Thursday, October 20 2022 Duration:

0 hour(s) and 51 minute(s) Non-stop

Status: Confirmed - Air Canada Booking Reference:

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:					
Air Canada	519.00	42.12	0.00	0.00	561.12
				Billed to:	
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: Issued: 19 October 2022

Agency Ref.: Sales Person:

Customer Number: Customer Ref.:N/A

ALBERTA HEALTH SERVICES

Passenger(s):

OVERGUARD/HEIDI MS

Disclaimer:

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For complete Canadian Government details on COVID-19 vaccinated travellers entering Canada – click here

Please <u>click here</u> 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 - Friday, October 21 2022 Add To Calendar WestJet Flight **Economy Class** Depart Calgary, Alberta Weather Edmonton, Alberta Weather Arrive Edmonton International Airport Calgary International Airport 04:30 PM Friday, October 21 2022 05:25 PM Friday, October 21 2022 Duration: 0 hour(s) and 55 minute(s) Non-stop Status: Confirmed - WestJet Booking Reference:

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:					
WestJet	244.40	58.12	0.00	0.00	302.52
				Billed to:	
Totals:	244.40	58.12	0.00	0.00	302.52
			Total Credit	Card Billing:	302.52
			E	Balance Due:	0.00