

AHS Board and Executive Expense Report

Name Jack Mintz
Title AHS Board Member
Location Toronto

Expenses approved during the month of June 2022

MMM-YY	Source Document	Purpose	Travel (1)				Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
			Airfare	Meals	Accommodation	Other Travel				
Jun-22	P-Card Expense Claim Direct Billing	Meetings Meetings Meetings	1,359		561		1,920			
							-			
							-			
Total			\$ 1,359	\$ -	\$ 561	\$ -	\$ 1,920	\$ -	\$ -	\$ -

Total for the Month \$ 1,920

Maximum daily single meal expense claimed in the month \$ -
Maximum daily base hotel rate claimed in the month \$ 220
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:	Jack Mintz	Expense Period Month:	May/June 2022
Address:	[REDACTED]	City:	[REDACTED]
Province:	ON	Postal Code:	[REDACTED]
		Country:	[REDACTED]
Reason for Expense	Chaired the Audit & Risk Committee meeting and attended the Board Meeting in Calgary on June 01, 2022.		

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	\$0.00
Travel Exp (B+C+E)	101	0005	71110300000	62212000	\$1,920.40
Other (D)	101	0005	71110300000	41090000	\$0.00
TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE					\$1,920.40

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#
Jack Mintz	[REDACTED]	17-06-2022	[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]	21-06-2022

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] June 20, 2022
Colleen Purdy, VP Corporate Services & CFO Date

For payment please submit to:

14th Floor, North Tower, Seventh Street Plaza, 10030 - 107 St, Edmonton AB T5J 3E4, Attention: Jennifer Hamstra

Carry forward from Section 1

Name: **Jack Mintz** Expense Period Month: **May/June 2022**

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				
30-May-2022	Flight from Toronto to Calgary & return to chair Audit & Risk Committee and attend Board Meeting in Calgary on June 1, 2022.	Yes					\$1,359.02			
31-May-2022	2 nights accommodation to attend Board Committee Meetings in Calgary on June 01, 2022.	Yes					\$561.38			
Total: (amount auto fills to page 1)			\$0.00		\$0.00	\$0.00	\$1,920.40	\$0.00	0.00	

BOARD MEMBER Mileage Rate 0.505 **Total Mileage** \$ -



Booking Reference: 

Date of issue: 22 May, 2022

This is your official itinerary/receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the [general conditions of carriage](#) and [applicable tariffs](#) that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

For the well-being of all customers and employees, we are temporarily adjusting our on-board service as a health and safety measure in response to COVID-19. Unfortunately, we will not be able to accommodate any special meal requests. [Learn more.](#)

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the [IATA Travel Centre website](#) or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view [Air Canada's Privacy Policy](#) directly.

Ensure you are in compliance with the entry requirements of your destination. For the latest information on COVID-19 testing, entry requirements, flexible change and cancellation policies, and biosafety measures please visit our [COVID-19 information hub](#).

IMPORTANT Entry requirements

- **Travelling (or returning) to Canada from another country:** travellers must register with [ArriveCAN](#), get a pre-departure COVID-19 test, and participate in the mandatory testing and quarantine requirements upon arrival. Fully vaccinated travellers will not be required to stay at a government-authorized hotel while awaiting their on-arrival test result if they meet all of the required criteria. For more information [visit the entry requirements page](#).
- **Travelling (or returning) to U.S. or international destinations** Make sure to review the [government entry requirements](#) prior to travel.

 - Depart

Premium Economy (lowest)


Monday
30 May, 2022

12:40
Toronto
Toronto-Pearson Int. (YYZ),
Terminal 1



14:45
Calgary
Calgary Int. (YYC),
Alberta

 **4hr05**
Premium Economy A
Operated by: Air Canada | 
Meal

 - Return

Premium Economy (lowest)

Thursday
02 Jun, 2022

13:00
Calgary
Calgary Int. (YYC),
Alberta



18:34
Toronto
Toronto-Pearson Int. (YYZ),
Terminal 1

 **3hr34**
Premium Economy A
Operated by: Air Canada | 
Meal

Passengers

 **Jack Mintz**

Ticket number

Air Canada - Aeroplan

Travel Options

Seats



Purchase summary

American Express

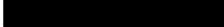
Amount paid: \$1359.02

Tax information

GST no. 10009-2287 RT0001 \$1.75

GST/HST no. 10009-2287 RT0001 \$152.12

Promotion Code :



1 adult



Air transportation charges

Base fare - Depart Premium Economy (lowest) - Discount applied 532.95

Base fare - Return Premium Economy (lowest) - Discount applied 532.95

Carrier surcharges 60.00



Taxes, fees and charges

Air Travellers Security Charge - Canada 14.25

Goods and Services Tax - Canada - 100092287 RT0001 1.75

Harmonized Sales Tax - Canada - 100092287 RT0001 152.12

Airport Improvement Fee - Canada 65.00

Total before options (per passenger) **\$1359.02**

GRAND TOTAL (Canadian dollars) \$1359.02



Check-in and boarding gate deadlines

Within Canada

90

minutes

When to arrive at the airport

You should arrive no later than the time indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45

minutes¹

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

30

minutes

Boarding gate deadline

This is the latest you should be at the departure gate, ready for boarding.

15

minutes

Boarding gate closes

Arriving after this time will result in reassignment of any reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.

From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.



Mr. Jack Mintz

Canada

Room Number : [REDACTED]
 Arrival Date : 30-05-22
 Departure Date : 02-06-22
 Page : 1 of 1
 Folio Number : [REDACTED]
 Confirmation : [REDACTED]
 Cashier : [REDACTED]

INFORMATION INVOICE

Company Name : Expedia Hotel Collect
 Group :
 A/R Number :

GST No. : 894582667RT0001 02-06-22

Date	Description	Charges	Credits
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
31-05-22	Room Charge	246.50	
31-05-22	Service & Marketing Fee	11.83	
31-05-22	Alberta Tourism Levy	9.93	
31-05-22	GST	12.92	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
01-06-22	Room Charge	245.65	
01-06-22	Service & Marketing Fee	11.78	
01-06-22	Alberta Tourism Levy	9.90	
01-06-22	GST	12.87	
02-06-22	American Express	XXXXXXXXXXXX [REDACTED] XXXX	912.45
Total		912.45	912.45
Room GST	37.32		
F&B GST	0.00		
Other GST	0.00		
Total GST	37.32		
Balance		0.00	CAD

AHS is paying hotel room charges only for May 31 and June 01, 2022.
\$561.38

I agree that I am personally liable for the final disposition and payment of any services rendered or goods supplied by The Kensington Riverside Inn and further authorize the use of my credit card to facilitate full payment. I accept responsibility in the event the indicated third-party, company or association fails to render full payment of this account, and also for any loss or damage to the premises or its contents.

Guest Signature: _____