

## AHS Board and Executive Expense Report

**Name** Jitendra Prasad  
**Title** Chief Program Officer, Contracting, Procurement & Supply Management  
**Location** Edmonton  
 Expenses approved during the month March of 2020

Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
<b>Travel (1)</b>										
Mar-20	P-Card Expense Claim	Meetings					-			
	Direct Billing	Meetings	211				211			
		Meetings					-			
<b>Total</b>			\$ 211	\$ -	\$ -	\$ -	\$ 211	\$ -	\$ -	\$ -

**Total for  
the Month**      \$        211

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.

### 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.

## 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> Jitendra Prasad	<b>Reporting Period for the Month of :</b> Mar-20
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
26-Jan-2020	Direct Billing	Airline Ticket	Departure date from Toronto moved from Jan 28 to Jan. 27 resulted in change fees plus additional collection. Earlier flight to allow for meetings for Wave 2 and Wave 3 of Connect Care Supply Management implementation project	Vision Travel	\$210.81
	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	
<b>Total Paid in the Month</b>					<b>\$210.81</b>



Alberta Health Services  
 North Tower  
 10030-107 St  
 Suite 800  
 Edmonton, AB T5J 3E4

Sale Invoice No: [REDACTED]  
 Date Issued: 1/23/2020  
 Agent: [REDACTED]  
 Group No.:

Traveler	Ticket/Conf No	Department	Depart Date	Return Date	Remarks	QST	Total Fare
Type		Airline/Vendor	GST/HST Combined				
From	To	Flight	A/L	Depart	Arrive		
Prasad/Jitendra Mr	[REDACTED]	Westjet		1/26/2020	1/28/2020	0.00	210.81
Dom. Air	[REDACTED]					0.00	
	Exch: [REDACTED]						
YEG Edmonton	YYZ Toronto	436	WS	1/26/2020 9:00 AM	1/26/2020 2:47 PM		
YYZ Toronto	YEG Edmonton	445	WS	1/27/2020 10:20 PM	1/28/2020 12:41 AM		

Payments Applied To This Invoice							
MC [REDACTED]	Received	1/23/2020		Pymt For Inv [REDACTED]			-210.81

<b>HST Amount</b>	<b>0.00</b>
<b>GST/HST Combined Total</b>	<b>0.00</b>
<b>QST Total</b>	<b>0.00</b>
<b>Invoice Total</b>	<b>210.81</b>
<b>Payment Total</b>	<b>-210.81</b>
<b>Balance Due</b>	<b>0.00</b>