

## AHS Board and Executive Expense Report

**Name:** Dr Mark Joffe  
**Title:** VP & Medical Director Northern Alberta  
**Location:** Edmonton  
 Expenses approved during the month of November 2022

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>										
	P-Card	Meetings					-			
	Expense Claim	Meetings					-			
Nov-22	Direct Bill	Meetings	537				537			
<b>Total</b>			\$ 537	\$ -	\$ -	\$ -	\$ 537	\$ -	\$ -	\$ -

**Total for  
the Month** \$ 537

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

## 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

<b>Name :</b> Dr Mark Joffe	<b>Reporting Period for the Month of :</b> Nov-22
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
6-Oct-22	Direct Billing	Airline Ticket	Airfare Air Canada departing from Edmonton to Calgary to attend 1 day Strategic Planning Retreat hosted by the Office of the CMO and VP Quality at the Marriott Calgary Airport Hotel	Vision Travel DT Ontario-West Inc	\$255.12
6-Oct-22	Direct Billing	Airline Ticket	Return airfare on WestJet from Calgary to Edmonton after attending 1-day Strategic Planning Retreat Hosted by the Office of the CMO and VP Quality at the Marriot Calgary Airport Hotel	Vision Travel DT Ontario-West Inc	\$281.84
	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>					\$ 536.96



Vision Travel DT Ontario-West Inc  
2275 Albert St  
Regina Saskatchewan S4P 2V5  
306-522-4416  
1-888-522-4416

www.dt.ca  
GST Reg : 723782728 RT 0001

## Invoice/Itinerary

Invoice [REDACTED]  
Issued: 06 October 2022  
**ALBERTA HEALTH SERVICES**

Agency Ref. [REDACTED]  
Sales Person [REDACTED]  
Passenger(s):

Customer Number [REDACTED]  
Customer Ref.: N/A  
JOFFE/ALAN MARK DR

**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 - Monday, October 17 2022

[Add To Calendar](#)

**WestJet Flight** [REDACTED] **Economy Class**

<b>Depart</b>	Edmonton, Alberta <a href="#">Weather</a> Edmonton International Airport 07:30 AM Monday, October 17 2022	<b>Arrive</b>	Calgary, Alberta <a href="#">Weather</a> Calgary International Airport 08:23 AM Monday, October 17 2022
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**Duration:** 0 hour(s) and 53 minute(s) Non-stop  
**Status:** Confirmed - WestJet Booking Reference: [REDACTED]  
**Online Check In:** Available 24 hours prior - [click here](#)

**Remarks:** PLEASE CHECK IN WITH WESTJET

AIR - Monday, October 17 2022

[Add To Calendar](#)

**Air Canada Flight** [REDACTED] **Economy Class**

<b>Depart</b>	Calgary, Alberta <a href="#">Weather</a> Calgary International Airport 06:00 PM Monday, October 17 2022	<b>Arrive</b>	Edmonton, Alberta <a href="#">Weather</a> Edmonton International Airport 06:50 PM Monday, October 17 2022
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**Duration:** 0 hour(s) and 50 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](#)  
**E Upgrade:** For Eligible Flight - Aeroplan Members [click here](#)  
**Baggage Allowance:** 0 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]	213.00	42.12	0.00	0.00	255.12
					Billed to [REDACTED]	
Invoice Number: [REDACTED] WestJet	[REDACTED]	223.72	58.12	0.00	0.00	281.84
					Billed to [REDACTED]	
<b>Totals:</b>		<b>436.72</b>	<b>100.24</b>	<b>0.00</b>	<b>0.00</b>	<b>536.96</b>
					<b>Total Credit Card Billing:</b>	<b>536.96</b>
					<b>Balance Due:</b>	<b>0.00</b>