

### **AHS Board and Executive Expense Report**

NamePenny RaeTitleChief Information OfficerLocationCalgaryExpenses submitted during the month of January 2019

							Travel (1)						
МММ-ҮҮ	Source Document	Purpose	Airfare		fare Meals A		Accommodation	Othe Trave		Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Jan-19 Jan-19	P-Card Expense Claim	Meetings Meetings				48	170		334	504 48			
Jan-19 <b>Total</b>	Direct Billing	Meetings	\$	717	\$	48	\$ 170	\$	334	717 \$ 1,269	\$ -	\$ -	\$
Total for the Month	\$ 1,269												
Maximum da	aily single meal expens aily base hotel rate clai y air travel in the mon		\$ \$ \$	24 159 -									

### 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 Public Disclosure P-Card**

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total										
RAE, PENELOPE JANE	Chief Information Officer	Calgary	\$ 504.45										
Expense Date	Business reason	•	Expense Location	Expense Type	Am	ount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
1/9/2019	Transportation from YEG to Cl for Project Workstream Work		AB - Local	Taxi	\$	63.00	Edmonton International Airport	CN Tower	Transportation from YEG to CN Tower for Project Workstream Workshop.	1			
	Transportation from CN Towe for return flight to Calgary foll Workstream Workshop.		AB - Local	Тахі	\$	56.00	CN Tower	Edmonton International Airport	Transportation from CN Tower to YEG for return flight to Calgary following Workstream Workshop.	1			
	Parking at YYC while in Edmon attending Workstream Works Tower.		AB - Local	Parking - Lot or Parkade	\$	29.35			Parking at YYC while in Edmonton attending Workstream Workshop at CN Tower.	1			
	Overnight in Edmonton to atte various meetings (i.e. R. Slepir and AH).		AB - Local	Accommodations	\$	170.32			Overnight in Edmonton to attend various meetings (i.e. R. Slepin, Audit and AH).	1			
1/16/2019	Transportation from YEG to Cl for mtgs. with R. Slepin and Au		AB - Local	Тахі	\$	61.00	Edmonton International Airport	CN Tower	Transportation from YEG to CN Tower for mtgs. with R. Slepin and Audit.	1			
	Transportation from ATB Place with AH to Walter C. Mackenz Connect Care Celebration.	-	AB - Local	Taxi	\$	11.68	ATB Place, Alberta Health	Walter C. Mackenzie Campus	Transportation from ATB Place for mtg. with AH to Walter C. Mackenzie for Connect Care Celebration.	1			
	Transportation from Walter C. Mackenzie campus to YEG for Calgary.		AB - Local	Taxi	\$	54.40	Walter C. Mackenzie Campus	Edmonton International Airport	Transportation from Walter C. Mackenzie campus to YEG for flight to Calgary.	1			
	Overnight parking at YYC for th Edmonton for meetings Jan 16 2019.		AB - Local	Parking - Lot or Parkade	\$	58.70			Overnight parking at YYC for trip to Edmonton for meetings Jan 16 & 17, 2019.	1			
Approver(s) fo	r the claim	Approval	Status	Approval Date			1		1				
RHODES, DEBO	DRAH	Approve		25-Jan-19									

# Pland i Expense Dec 21,2018 - Jan 20, 2019

AIRPORT TAXI SERVICE 4608 101 ST. (7808907070) EDMONTON AB

CARD
CARD TYPE MASTERCARD
DATE 2019/01/09
TIME 1270 09:0 <u>3:50</u>
INVOICE #
RECSIPT NUMBER
PURCHASE
AMOUNT \$57.00
TIP \$6.00
TOTAL
\$63.00

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APPROVED

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

GST#85043172

Anni I Mansportation from YEG to CN Tower for Aroject Workstream Workshop #6300

GREATER EDMONTON TAXI SERVICE 10135 31 AVE NW EDMONTON AB

CARD	
CARD TY	PE MASTERCARD
DATE	2019/01/09
TIME	5457 1 <u>5 48 07</u>
INVOICE	#
RECEIPT	NUMBER

PURCHASE	
AMOUNT	\$50.00
TIP	\$6.00
TOTAL	

\$56.00



## APPROVED

THANK YOU

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YELLOW CAB 780.462.3456 BARREL TAXI 780.489.7777 EDMTAXI.COM GST 100403070 Anné d Dransportation from CN Tower Ho YEG for flight to Calgary following Workshop. #5500

### RECEIPT GST NO. R122556194



C FlyYYC

Aire 3 Parking CYYC while in Edmonton to attend Workstream Workshop at CN TOWA. # 2935

# Pland IExpense Decal, 2018-Jon 20, 2019

GREATER EDMONTON TAXI SERVICE 10135 31 AVE NW EDMONTON AB CARD CARD TYPE MASTERCARD DATE 2019/01/16 1549 09:04:49 TIME INVOICE # RECEIPT NUMBER PURCHASE AMOUNT \$55.00 TIP \$6.00 TOTAL \$61.00

#### Mastercard



# APPROVED

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CAPITAL 780.423.2425 24.7 TAXI 780.442.4444 EDMTAXI.COM GST 100403070

Dine 4 Changoontation from YEG uto CN Town for mtg. C R. Stepin and various mtgp.

RECEIPT GST NO. R122556194 TKT NO A4 EXIT NO IN: 01/16/19 25:49 OUT: 01/17/19 17:33 DURATION: 1 11: 44 \$ 58.70 PAID: (GST INCLUDED) MASTERCARD AUTH, COUE REF. THANK YOU FOR

> VC CALGARY INTERNATIONAL AIRPORT

Dransportation from ATB Place to the Walter C. Mackenzie Campus). #1168

CO FlyYYC

Qine5 Overnight parlung at 44C for trup to Edmonton. \$5870

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WWW.C						
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Terminal	лU		N	КB	UUR.	
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19/01/17				1	0:32	2:5
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ΤΙΡ	;	\$			, 1	2,0
TOTAL	:	\$			1:	1.6
APPROV		- 1-0			K Y(	UŬ

IMPORTANT: Retain this copy for your records

Customer Copy

Thank you for choosing Co-op taxi

# PCard Expense Decal, 2018 - Jan 20, 2019

pg.3

GREATER 6	EDM	ONTOP	TAX
SE	ERV	ICE	
10135	31	AVE	NW
EDMON	FON		AB

CARD			
CARD TY	PE	MASTERCARD	
DATË		2019/01/17	
TIME	253	36 13 <u>:45:47</u>	
INVOICE	#		
RECEIPT	NUMBER	۲ <b>–</b> ۲	

PURCHASE AMOUNT \$48.40 TIP \$6.00 TOTAL

\$54.40

### Mastercard





CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

YELLOW CAB 780.462.3456 BARREL TAXI 780.489.7777 EDMTAXI.COM GST 100403070

Ani T Diansportation from Walter C. Mackenzie to 1455 for flight to Calgary.

# MATRIX HOTEL Opennight Uni Edm. to attend Various Mtzp.

### **Penelope Rae**

Room No.	
Arrival	: 01-16-19
Departure Date	: 01-17-19
Folio No.	:
Conf. No.	:
P.O. No.	:

Company Name: AHS - Vision/Marlin Travel Group Name:

### INFORMATION INVOICE

Date	Description		Charges	Credits
01-16-19	Room Revenue		159.00	
01-16-19	Destination Marketir	ng Fee	4.77	
01-16-19	Tourism Levy	•	6.55	
01-16-19	Mastercard			170.32

Total Charges	170.32	
Total Credits	- ·	170,32
Balance		0.00

Page No. 1 of 1

## AHS Public Disclosure Expense Claims

Claimant Name		Claimant Location	Expense Claim Total									
RAE, PENELOPE JANE	Chief Information Officer	Calgary	\$ 47.50									
Expense Date	Business reason		Expense Location	Expense Type	Amount	From Location	To Location	Justification	_		Attendee Name(s)	Trip Distance
	Jan 16 mtgs. with Audit & Co overnight stay (Lunch & Din		AB - North Zone	Meals Per Diem	\$ 37.00			Jan 16 mtgs. with Audit & CCEC - overnight stay (Lunch & Dinner)	1			
	0		AB - North Zone	Meals Per Diem	\$ 10.50			Jan 17 Celebration for Connect Care (Breakfast)	1			
Approver(s) for the claim Approval Status		Status	Approval Date		•				•	•	•	
RHODES, DEBORAH Approve		Approve		25-Jan-19	1							



www.albertahealthservices.ca

### **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.

Penelope Rae, CIO

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

Name	:
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Reporting Period for the Month of : December 21, 2018 - January 20, 2019

D-МММ-ҮҮҮҮ	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
9-Jan-19	Direct Billing	Airline Ticket	Flight to YEG for CC Workstream Session	Vision Travel	\$146.4
9-Jan-19	Direct Billing	Airline Ticket	Return flight from YEG to YYC following CC Workstream Session	Vision Travel	\$146.6
16-Jan-19	Direct Billing	Airline Ticket	Flight to YEG for AH & Connect Care mtgs.	Vision Travel	\$204.6
17-Jan-19	Direct Billing	Airline Ticket	Return flight from YEG to YYC following AH & Connect Care mtgs.	Vision Travel	\$219.4
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
tal Paid in the	e Month				\$ 717.32

MIND 1

From: Sent: To: Subject: @visiontravel.ca> Monday, January 28, 2019 4:43 PM



Vision Travel DT Ontario-West Inc VisionTravel 9929 - 108th Street NW Edmonton AB T5K 1G8 780-459-6661 800-459-6634

FW: Invoice and Itinerary for RAE/PENELOPE MRS - 09January19 - Vision Travel Locator:

www.visiontravel.ca GST Reg : 723782728 RT 0001

## Invoice/Itinerary

Invoice: Issued: 20 December 2019 Agency Ref. Sales Person: Customer Number: Customer Ref.:

ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4 Passenger(s):

RAE/PENELOPE MRS

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

WS3395 Economy Class					
ary, Alberta <u>Weather</u>	Arrive	Edmonton, Alberta Weather			
ary International Airport 0 AM Wednesday, January 9 2019		Edmonton International Airport 08:05 AM Wednesday, January 9 2019			
WESTJET ENCORE	WESTJET ENCORE				
Available 24 hours prior - click l		ase recomminat check-m			
<	Confirmed - WestJet Booking I WESTJET ENCORE RAE/PENELOPE	RAE/PENELOPE MRS - ple Available 24 hours prior - <u>click here</u>			

nvoice Details						
Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Tota
nvoice Number WestJet		97.00	49.48	0.00	0.00 Billed to:	146.48
	Totals:	97.00	49.48	0.00	0.00	146.48
				B	alance Due:	0.00
Remarks						
	*****					
WITHIN CANADA OUTSIDE OF TO PLEASE QUOTE	EMERGENCY HELP D A OR UNITED STATES DLL FREE AREA CALL ACCESS CODE 2EC	S CALL1 COLLECT. 0				
PLEASE INFORM FIND ANY DISCE DISCREPANCY MAY BE YOUR F RECOMMENDED PRIOR TO DEPA AVAILABLE AT T PRIOR TO DEPA PLEASE ENSUR PHOTO I.D. GAT ARRIVAL INFOR PLEASE CHECK PLEASE RECON IT IS YOUR RES THE AIRLINE PE CHANGES OR F TIME WITHOUT	IEW YOUR ITINERAR M US WITHIN ONE BU REPANCIES. DEPEND COSTS ASSOCIATED RESPONSIBILITY D CHECK-IN TIME IS / ARTURE. AFTER CHE THE BOARDING GATE ARTURE OR YOU MAY E THAT YOU HAVE G TE ASSIGNMENTS AN RATION ARE SUBJEC MONITORS AT THE MATION ARE SUBJEC MONITORS AT THE SPONSIBILITY TO VER RIOR TO YOUR DEPA FLIGHT CANCELLATIO NOTICE BY THE AIRL	SINESS DA DING ON TH WITH MAK AT LEAST 9 CK-IN YOU E AT LEAST Y BE DENIE OVERNME D DEPART CT TO CHA AIRPORT. RIFY FLIGH RTURE. SC DNS MAY O LINE	AY SHOULD IE NATURE (ING CORR MUST BE 60 MINUTES D BOARDIT NT-ISSUED URE NGE. T TIMES WI HEDULE CCUR AT A	OF THE ECTIONS S S S NG. TH NY		
CHECK THIS WI <u>WWW.CATSA.G</u> BAGGAGE ALLC RESTRICTIONS MAY APPLY. VIS EXACT BAGGAC MOST AIRLINE I <u>WWW.VISIONTE</u> THIS IS AN ELEC PHOTO ID REQU BOARDING PAS	RAVELLERS HAVE PR EBSITE FOR AIRPOR C.CA CURITY REVISIONS OWANCE-SPECIFIC S VARY BETWEEN AIR SIT THE AIRLINES WE GE RESTRICTIONS AI BAGGAGE LINKS ARE RAVEL.CA/BAGGAGE/ CTRONIC TICKET VAI UIRED FOR CHECK IN SS REQUIRED PRIOR FILE NUMBER IS TRO	T SECURIT IZE AND W LINES. EXC EBSITE TO ND FEES. E AVAILABL LID ONLY C N. TO ENTER	Y INFO EIGHT CESS CHAF SEE THE .E BY VISIT ON ISSUING	RGES ING AIRLINE		
17 OCTOBER 20	ORMATION ON CANA 018 AND HOW IT REL /TRAVELLING/CANNA	ATES TO T	RAV <mark>EL</mark> PLA	NS PLEAS	E VISIT	

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dine 2

From: Sent: To: Subject: Disiontravel.ca>

Monday. January 28, 2019 4:55 PM

FW: Invoice and Itinerary for RAE/PENELOPE MRS - 03July19 - Vision Travel Locator:



Vision Travel DT Ontario-West Inc VisionTravel 9929 - 108th Street NW Edmonton AB T5K 1G8 780-459-6661 800-459-6634

www.visiontravel.ca GST Reg : 723782728 RT 0001

## Invoice/Itinerary

Passenger(s):

Invoice: Issued: Agency Ref.: Sales Person: Customer Number Customer Ref.:

**RAE/PENELOPE MRS** 

ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4

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

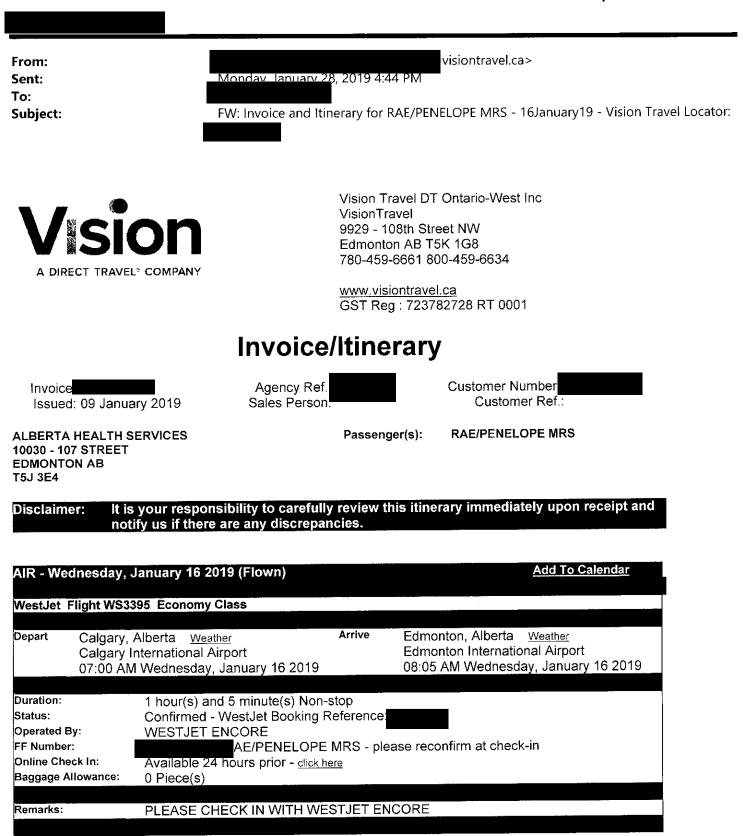
Air Canada Flight AC 8155 Economy Class

Depart	Edmonton, Alberta <u>Weather</u> Edmonton International Airport 5:25 PM Wednesday, January 9 2019	Arrive	Calgary, Alberta <u>Weather</u> Calgary International Airport 6:20 PM AM Wednesday, January 09 2019
Duration:	55 minute(s) Non-stop		
Status:	Confirmed – Air Canada Book	ing Reference	
Operated B			
FF Number	RAE/PENELOPE	E MRS - pleas	e reconfirm at check-in
Online Che	ck In: Available 24 hours prior - click	here	

Baggage Allowance: 0 Piece(s)

Invoice Details							
Transaction	Document Number	t / Booking	Base Fare	Other Tax	GST/HST	QST	Tota
Тс	otals:		109.00	37.12	7.31	0.00	153.43
Balance	Due:	0.00				\$1	46.68

Min 3



Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Tota
Invoice Number: WestJet		155.20	49.48	0.00	0.00 Billed to:	204.68
	Totals:	155.20	49.48	0.00	0.00	204.6
				Ва	lance Due:	0.0

There 4

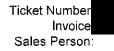


Vision Travel DT Ontario-West Inc

, , Canada

www.visiontravel.ca GST Reg : 723782728 RT 0001

### **E-Ticket Receipt**



Issuing Airline: AC Agency Ref.: IATA Number: Issued: 08Jan19 Customer Number: Customer Ref.: N/A

Passenger(s):

RAE/PENELOPEMRS

		lary 17 2019		
Air Canada	Flight AC8	3153 Economy Class - Seat Assign	ed at Check	<-in
Depart Edmonto		, Alberta	Arrive	Calgary, Alberta
	Edmonton	International Airport		Calgary International Airport
	03:40 PM	Thursday, January 17 2019		04:35 PM Thursday, January 17 2019
Duration:		0 hour(s) and 55 minute(s) Non-	stop	
Status:		Confirmed - Air Canada Booking	Reference	
Operated By: <u>AIR CAN</u>		AIR CANADA EXPRESS - JAZZ		
FF Number: - RA		- RAE/PENELOPE	MRS - pleas	se reconfirm at check-in
Online Check In: Available 24 hours prior		Available 24 hours prior		
Baggage Al	lowance:	0 Piece(s)		·
Remarks:		PLEASE CHECK IN WITH AIR (	CANADA EX	XPRESS - JAZZ
Fare Basis:		V7ZLATG		
Not Valid Be	efore:	17Jan		
Not Valid After: 17Jan				

Fare	
Form of payment:	Credit Card
Endorsements / restrictions:	NONE
Fare calculation:	AC ONLY-NONREF-CHGFEE 17JAN YEA AC YYC Q9.00Q3.00 170.00CAD182.00END
Fare:	CAD 219.48
Equivalent amount pa	aid:

### Positive identification required for airport check in

### Notice:

Transportation and other services provided by the carrier are subject to conditions of contract and other important notices. Please ensure that you have received these notices, and if not, contact the travel agent or issuing carrier to obtain a copy prior to the commencement of your trip.

If the passenger journey involves an ultimate destination or stop in a country other than the country of departure, the Warsaw Convention may be applicable. This convention governs and on most cases limits the liability of carriers for death or personal injury and in respect of loss of, or damage to baggage.