

AHS Board and Executive Expense Report

Name Penny Rae
Title Chief Information Officer
Location Calgary

Expenses submitted during the month of March 2019

Travel (1)										
MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Mar-19	P-Card	Meetings			170	121	291		(715)	
Mar-19	Expense Claim	Meetings		59			59			
Mar-19	Direct Billing	Meetings	463				463			
Total			\$ 463	\$ 59	\$ 170	\$ 121	\$ 813	\$ -	\$ (715)	\$ -

Total for the Month \$ 98

Maximum daily single meal expense claimed in the month \$ 24
 Maximum daily base hotel rate claimed in the month \$ 159
 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 Public Disclosure P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
RAE, PENELOPE JANE	Chief Information Officer	Calgary	\$ (423.98)								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
2/25/2019	Refund to card as invoice was processed via Markview.	AB - Local	Working Session	\$ (715.00)			Refund to card as invoice was processed via Markview. For the CIO Managers meeting held on Feb 4/19.	1			
2/25/2019	Overnight stay in Edmonton for various meetings.	AB - Local	Accommodations	\$ 170.32			Overnight stay in Edmonton for various meetings.	1			
2/25/2019	Transportation from Edm. airport to Seventh Street Plaza for meetings.	AB - Local	Taxi	\$ 62.00	Edmonton Int'l Airport	Seventh Street Plaza, Edmonton	Transportation from Edm. airport to Seventh Street Plaza for meetings. Please see Attestation for missing receipt.	1			
2/26/2019	Parking at YYC while overnight in Edmonton for meetings.	AB - Local	Parking - Lot or Parkade	\$ 58.70			Parking at YYC while overnight in Edmonton for meetings.	1			
Approver(s) for the claim		Approval Status		Approval Date							
RHODES, DEBORAH		Approve		5-Apr-19							

Press'd SANDWICH SHOP

Dine #1

Invoice No. [REDACTED]
 Invoice Date: **Mon, Feb 04, 2019**
 Store Code: **MN**
 Store: **Mission**

Catering - INVOICE

Billing/Client Information

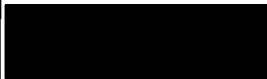
Alberta Health Services
 4448 Front Street SE - South
 Calgary, AB



Delivery Information

Delivery: **02/04/2019 (11:30 - 11:45 AM)**

Alberta Health Services
 4448 Front Street SE - South Health Campus Hosp
 Auditorium Room 280020B
 Calgary, AB T3M 1M4



Number of Guests: 75

Order Note: Please call me or text me if you need me to meet you at the main doors of the hospital, I can guide you up to the room. I will not have a trolley to load the food on.
 Karen's cell # 403-990-9892

Alberta Health Services is GST exempt.

Order entered by: Online

Printed: 02/25/2019 10:40 AM MST

Price Amount

Sandwiches & Wraps - Assorted Sandwiches & Wraps

67 Assorted Sandwiches & Wraps 9.99 669.33

Note: Uma Kutty: Vegetarian Syed Tirmizi: Vegetarian Randy White: no bell peppers Niyati Mehta: no fish, meat, eggs or mayo Donna Barnard: vegetarian

Gluten Free Sandwiches - Gluten Free Sandwiches

3 Assorted Sandwiches (Gluten Free) 11.89 35.67

Note: Penny Rae: no gluten, no dairy, no fresh tomatoes Lenore Delday: gluten free Carol Sorenson: gluten free

House Account Remit Address:
 Press'd The Sandwich Company
 PO BOX 487 Edmonton Main
 Edmonton, AB T5J 2K1

If you have any questions or would like to provide credit card information please contact (780) 782 8177

Thank you for ordering from Press'd!

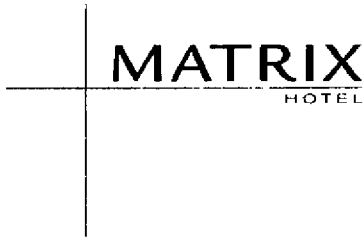
Subtotal:	705.00
Delivery Fee:	10.00
Tax:	0.00
Total:	715.00
Payment:	715.00
	(Master Card)
Refund:	715.00
Balance Due:	0.00

*Tax Exempt (123456789)

Your order provided by Press'd Mission | 1820 4 Street SW | Calgary, AB
 (Legal Name: Bhagawati Foods Inc. GST# 2020686388) (If paying by cheque please refer to 'House Account Remit Address' information above)

Powered by MonkeyMedia Software

Line #2



Penelope Rae

Room No. [REDACTED]
Arrival : 02-25-19
Departure Date : 02-26-19
Folio No. [REDACTED]
Conf. No. [REDACTED]
P.O. No. [REDACTED]

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

INFORMATION INVOICE

Date	Description	Charges	Credits
02-25-19	Room Revenue	159.00	
02-25-19	Destination Marketing Fee	4.77	
02-25-19	Tourism Levy	6.55	
02-25-19	Mastercard		170.32
Total Charges		170.32	
Total Credits			170.32
Balance			0.00



Date: March 21, 2019
Expense Report: [REDACTED]
Re: iExpense Attestation for missing/lost receipt

Date of purchase: February 25, 2019
Amount: \$62.00
Vendor: Airport Taxi Service

I Penny Rae attest to the accuracy of the above noted expense and for the receipt which was lost in transit.

Penny Rae, CIO
Alberta Health Services



line #4



RECEIPT
GST NO. R122556194

TKT NO: [REDACTED]
EXIT No. A5
IN: 02/25/19 05:45
OUT: 02/26/19 19:48
DURATION: 1 14: 03
PAID: \$ 58.70
(GST INCLUDED)
MASTERCARD

[REDACTED]
AUTH. CODE
REF.
THANK YOU FOR

Overnight parking @ YYC for
trip to Edmonton for meetings.
\$58.70.



AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
RAE, PENELOPE	Chief Information Officer	Calgary	\$ 58.50									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
2/25/2019	Meals while in Edmonton for various meetings.	AB - Local	Meals Per Diem	\$ 24.00			Meals while in Edmonton for various meetings.	1				
2/26/2019	Meals while in Edmonton for various meetings.	AB - Local	Meals Per Diem	\$ 34.50			Meals while in Edmonton for various meetings.	1				
Approver(s) for the claim		Approval Status	Approval Date									
RHODES, DEBORAH		Approve	5-Apr-19									

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**

Name : Penelope Rae, CIO	Reporting Period for the Month of : February 21 - March 20, 2019
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
25-Feb-19	Direct Billing	Airline Ticket	Flight to Edmonton for various meetings.	Vision Travel	\$230.90
26-Feb-19	Direct Billing	Airline Ticket	Return flight to Calgary following Edmonton meetings	Vision Travel	\$232.48
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
Total Paid in the Month					\$ 463.38



A DIRECT TRAVEL[®] COMPANY

Vision Travel DT Ontario-West Inc

, , Canada

www.visiontravel.ca

GST Reg : 723782728 RT 0001

E-Ticket Receipt

Ticket Number: [REDACTED]
Invoice: [REDACTED]
Sales Person:

Issuing Airline: [REDACTED]
Agency Ref.: [REDACTED]
IATA Number: [REDACTED]

Issued: 19Feb19
Customer Number: [REDACTED]
Customer Ref.: N/A

Passenger(s): RAE/PENELOPE MRS

AIR - Monday, February 25 2019			
WestJet Flight WS3395 Economy Class - Seat Assigned at Check-in			
Depart	Calgary, Alberta	Arrive	Edmonton, Alberta
	Calgary International Airport		Edmonton International Airport
	07:00 AM Monday, February 25 2019		08:05 AM Monday, February 25 2019
Duration:	1 hour(s) and 5 minute(s) Non-stop		
Status:	Confirmed - WestJet Booking Reference [REDACTED]		
Operated By:	WESTJET ENCORE		
FF Number:	[REDACTED] RAE/PENELOPE MRS - please reconfirm at check-in		
Online Check In:	Available 24 hours prior		
Baggage Allowance:	0 Piece(s)		
Remarks:	PLEASE CHECK IN WITH WESTJET ENCORE		
Fare Basis:	QA3D0ELS		
Not Valid Before:	25Feb		
Not Valid After:	25Feb		

Fare	
Form of payment:	Credit Card [REDACTED]
Endorsements / restrictions:	NONE
Fare calculation:	
Fare:	CAD 230.90
Equivalent amount paid:	

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.



A DIRECT TRAVEL® COMPANY

Vision Travel DT Ontario-West Inc

, , Canada

www.visiontravel.ca

GST Reg : 723782728 RT 0001

E-Ticket Receipt

Ticket Number: [REDACTED]
Invoice: [REDACTED]
Sales Person:

Issuing Airline: [REDACTED]
Agency Ref.: [REDACTED]
IATA Number: [REDACTED]

Issued: 20Feb19
Customer Number: [REDACTED]
Customer Ref.: N/A

Passenger(s): RAE/PENELOPEMRS

AIR - Tuesday, February 26 2019	
Air Canada Flight AC8157 Economy Class - Seat Assigned at Check-in	
Depart	Edmonton, Alberta Edmonton International Airport 06:25 PM Tuesday, February 26 2019
Arrive	Calgary, Alberta Calgary International Airport 07:26 PM Tuesday, February 26 2019
Duration:	1 hour(s) and 1 minute(s) Non-stop
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]
Operated By:	AIR CANADA EXPRESS - JAZZ
FF Number:	[REDACTED] RAE/PENELOPE MRS - please reconfirm at check-in
Online Check In:	Available 24 hours prior
Baggage Allowance:	0 Piece(s)
Remarks:	PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ
Fare Basis:	Q3WLATG
Not Valid Before:	26Feb
Not Valid After:	26Feb

Fare	
Form of payment:	Credit Card [REDACTED]
Endorsements / restrictions:	NONE
Fare calculation:	AC ONLY-NONREF-CHGFEE AB HEAL TH SERVICES COF 26FEB YEA AC YYC Q9.00Q3.00 183.00CAD195.00END
Fare:	CAD 232.48
Equivalent amount paid:	

Positive identification required for airport check in

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