

## AHS Board and Executive Expense Report

**Name** Penny Rae  
**Title** Chief Information Officer  
**Location** Calgary

Expenses submitted during the month of May 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)
May-19	P-Card	Meetings				174	174		1,281	
May-19	Expense Claim	Meetings		109		459	568			
May-19	Direct Billing	Meetings	520				520			
<b>Total</b>			\$ 520	\$ 109	\$ -	\$ 633	\$ 1,262	\$ -	\$ 1,281	\$ -

**Total for the Month** \$ 2,543

Maximum daily single meal expense claimed in the month \$ 24  
 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.

## AHS Public Disclosure P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
RAE, PENELOPE JANE	Chief Information Officer	Calgary	\$ 1,455.44									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
4/17/2019	Transportation to Calgary Airport for WestJet 3395 to Edmonton for Future State meeting.	AB - Other Zones	Taxi	\$ 41.30	Home	Calgary International		1				
4/26/2019	Parking at Red Deer Regional Hospital for all-day CIO and Managers meeting.	AB - Other Zones	Parking - Lot or Parkade	\$ 8.50				1				
5/6/2019	Transportation from Edmonton Airport to Seventh Street Plaza for presentation to APL Board and to Future State meeting.	AB - Other Zones	Taxi	\$ 61.00	Edmonton Airport	Seventh Street Plaza		1				
5/6/2019	Transportation to Calgary Airport for WestJet 3395 to Edmonton for APL Board presentation and Future State meeting.	AB - Other Zones	Taxi	\$ 48.99	Home	Calgary International Airport		1				
5/10/2019	Parking at CN Tower, Edmonton for all-day CIO and Managers meeting.	AB - Other Zones	Parking - Lot or Parkade	\$ 13.91				1				
5/11/2019	Invoice meeting expense for CIO and Managers meeting at CN Tower in Edmonton.	AB - Other Zones	Working Session	\$ 537.38				1	40	List of attendees is kept on file		
5/14/2019	Invoice meeting expense for CIO and Managers meeting at SPTT in Calgary.	AB - Other Zones	Working Session	\$ 744.36				1	55	List of attendees is kept on file		
<b>Approver(s) for the claim</b>		<b>Approval Status</b>		<b>Approval Date</b>								
RHODES, DEBORAH		Approve		13-Jun-19								

Line #1

Driver # Checker Cabs Car # \_\_\_\_\_  
 To: Airport  
 From: Home  
 Date: 17/4/19 Amount: 41.30  
 GST# \_\_\_\_\_

Transportation to Calgary  
 Airport for WestJet 33915  
 to Edmonton for Future State  
 Meeting.  
 \$41.30

**RECEIPT**

RED DEER  
REGIONAL HOSPITAL  
PARKING

License Plate No.



Expiration Date/Time

**08:21 AM**  
**APR 27, 2019**

Purchase Date/Time: 08:22am Apr 26, 2019  
 Total Due: \$8.50 Rate: PAY PER 24HRS-\$8.50  
 Total Paid: \$8.50 Pmt Type: CC (Swipe)  
 Tic: \_\_\_\_\_  
 SIN: \_\_\_\_\_  
 Setting: Red Deer  
 Mach Name: CE-RDRH-023

MasterCard

THANK YOU  
DRIVE SAFELY

Line #2  
 Parking for all-day CIO + Managers mtg.  
 @ RDRH.  
 \$850

GREATER EDMONTON TAX  
SERVICE  
10135 31 AVE NW  
EDMONTON AB

*Dine #3*

*Transportation from Edm. Airport to SSP for  
ppt. to APL Board & Future State mtg. \$61<sup>00</sup>*

CARD [REDACTED]  
CARD TYPE MASTER  
EXPIRE DATE 2019/03  
EXPIRE DATE 1324 08/2  
VOICE # [REDACTED]  
RECEIPT NUMBER [REDACTED]

PURCHASE  
AMOUNT \$5.  
TAX \$.  
TOTAL  
**\$61.00**

316 MERIDIAN ROAD SE  
CALGARY, AB T2A 1X2

TERMINAL ID: [REDACTED]  
MERCHANT ID: [REDACTED]  
TABLE ID: [REDACTED]  
ORDER ID: [REDACTED]  
ACCOUNT ID: [REDACTED]  
CARD NUMBER: [REDACTED]  
DIGITS: [REDACTED]  
2019  
05:32  
PRICE: 229.00  
END: RATE:  
AMOUNT: \$  
AMOUNT: \$  
AMOUNT: \$  
TOTAL : \$ 48.5

*Dine #4*

*Transportation to  
YYC for WestJet 33%  
to Edm. for ppt. to  
APL Board + Future  
State mtg.  
\$48<sup>99</sup>*

Mastercard  
[REDACTED]

APPROVED

[REDACTED]

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

CARD SALE : [REDACTED]  
SERIAL NUMBER : [REDACTED]

<PASSENGER COPY>

THANK YOU  
1-800-299-9999  
WWW.THECHECKERGROUP.COM



Line #5

*"Receipts Provided to Customers"*

# RECEIPT

License Plate Number



Expiration Date/Time

*"Receipts Provided to Customers"*

**05:59 PM**

**MAY 10, 2019**

Purchase Date/Time: 08:11am May 10, 2019

Total Parking: \$13.25

Total GST: \$0.66

Total Due: \$13.91 Rate: \$13.25 UNTIL 6PM

Total Paid: \$13.91 *Received* Pmt Type: CC (Swipe)

Ticket

S/N #

Setting: C2300

Mach Name: C236B

MasterCard

Auth #



GST #818703089

*"Receipts Provided to Customers"*

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PARKING RECEIPT

PAR

Parking @ CN Tower Edmonton for all-day  
CIO and Managers mtg.

\$13.91

Line #6

# Press'd SANDWICH SHOP

Invoice No: [REDACTED]  
Invoice Date: **Fri, May 10, 2019**  
Store Code: **CC**  
Store: **City Center**

## Catering - INVOICE

<b>Billing/Client Information</b> Alberta Health Services 109 Quarry Park Blvd., SE Calgary, AB T2C 5E7  Billing Phone: [REDACTED] Credit Card: MASTERCARD [REDACTED] Pre-Auth # [REDACTED]  Client: [REDACTED] Client Phone: [REDACTED]	<b>Delivery Information</b> Delivery: <b>05/10/2019 (11:30 - 11:45 AM)</b>  Alberta Health Services - CN Tower 10004 104 Avenue NW 27th Floor Edmonton, AB T5J 0K1 [REDACTED]  Number of Guests: 40
--	--

Order Note: \*\*AHS is GST Exempt

Order entered by: Online

Printed: 05/09/2019 02:50 PM MDT

	Price	Amount
<b>Sandwiches &amp; Wraps - Assorted Sandwiches &amp; Wraps</b>		
<b>37 Assorted Sandwiches &amp; Wraps</b>	9.99	369.63
<i>Note: Tracey DesRoches - 1 No Dairy, No Mustard</i>		
<b>Gluten Free Sandwiches - Gluten Free Sandwiches</b>		
<b>1 Assorted Sandwiches (Gluten Free)</b>	11.89	11.89
<i>Note: Karen Bulmer Walker.</i>		
<b>1 GF The Bird (Large)</b>	11.89	11.89
<i>Note: Penny Rae - No cream cheese (GF, Dairy Free, No fresh tomatoes)</i>		
<b>Fruit &amp; Veggie Platters - Fruit &amp; Veggie Platters</b>		
<b>3 Seasonal Fruit Platter</b>	39.99	119.97
<b>Disposables - Disposables</b>		
<b>40 Disposables (plates, napkins, utensils)</b>	0.35	14.00
<i>Note: plates &amp; napkins, forks to serve fruit</i>		

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!

Cancellation Policy: 24-hour notice required for cancellation. If cancelling/adjusting a weekend order, and it's after 5pm on Friday or it's the weekend, our office is closed so please contact the store directly.

<b>Subtotal:</b>	527.38
<b>Delivery Fee:</b>	10.00
<b>Tax:</b>	0.00
<b>Total:</b>	537.38

\*Tax Exempt (R1.23456789)

Your order provided by Press'd City Centre | Unit #304 1 Edmonton City Centre NW | Edmonton, AB T5J 4H5  
(Legal Name: 1678591 Alberta Inc. GST# 810490680) (If paying by cheque please refer to 'House Account Remit Address' information above)

Ann#1

# Press'd SANDWICH SHOP

Invoice No: [REDACTED]  
Invoice Date: **Mon, May 13, 2019**  
Store Code: **MN**  
Store: **Mission**

## Catering - INVOICE

**Billing/Client Information**

Alberta Health Services  
109 Quarry Park Blvd., SE  
Calgary, AB T2C 5E7

Billing Phone: [REDACTED]  
Credit Card: MASTERCARD [REDACTED]  
Pre-Auth #: [REDACTED]

Client: [REDACTED]  
Client Phone: [REDACTED]

**Delivery Information**

Delivery: **05/13/2019 (11:30 - 11:45 AM)**

Alberta Health Services  
10101 Southport Lane SW,  
Southport Atrium, Room 1103  
Calgary, AB T2W 3N2

[REDACTED]

Number of Guests: 55

Order Note: \*AHS is GST Exempt

Order entered by: Online

Printed: 05/09/2019 02:52 PM MDT

	Price	Amount
<b>Sandwiches &amp; Wraps - Assorted Sandwiches &amp; Wraps</b>		
<b>52 Assorted Sandwiches &amp; Wraps</b>	9.99	519.48
<i>Note: Note: Uma Kutty &amp; Donna Barnard: (2) Vegetarian; Niyati Mehta - (1) No fish, meat, eggs (mayo)</i>		
<b>Gluten Free Sandwiches - Gluten Free Sandwiches</b>		
<b>3 Assorted Sandwiches (Gluten Free)</b>	11.89	35.67
<i>Note: Note: Penny Rae - GF, Dairy Free, No Fresh Tomatoes; Carol Sorenson - GF (no other restrictions). 1 for Lenore Delday. Label all and keep separate.</i>		
<b>Fruit &amp; Veggie Platters - Fruit &amp; Veggie Platters</b>		
<b>4 Seasonal Fruit Platter</b>	39.99	159.96
<b>Disposables - Disposables</b>		
<b>55 Disposables (plates, napkins, utensils)</b>	0.35	19.25
<i>Note: Plates, napkins, forks for serving fruit</i>		

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!

Cancellation Policy: 24-hour notice required for cancellation. If cancelling/adjusting a weekend order, and it's after 5pm on Friday or it's the weekend, our office is closed so please contact the store directly.

<b>Subtotal:</b>	734.36
<b>Delivery Fee:</b>	10.00
<b>Tax:</b>	0.00
<b>Total:</b>	744.36

\*Tax Exempt (R123456789)

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)

## AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
RAE, PENELOPE JANE	Chief Information Officer	Calgary	\$ 568.00								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
4/26/2019	Round trip to Red Deer Regional Hospital for all-day IT Leadership meeting.		Mileage-Other	\$ 148.47	Home	Red Deer Regional Hospital, Red Deer		1			294
4/29/2019	Overnight stay in Edmonton following St. Albert CC meeting, Apr 30 all-day in Edmonton for G5 in-person meeting.	AB - Other Zones	Meals Per Diem	\$ 24.00				1			
4/30/2019	Overnight stay in Edmonton following St. Albert CC meeting, Apr 30 all-day in Edmonton for G5 in-person meeting.	AB - Other Zones	Meals Per Diem	\$ 23.50				1			
5/6/2019	Overnight stay in Edmonton to attend IBM JEC and Future State meetings. May 7 G5 in-person meeting.	AB - Other Zones	Meals Per Diem	\$ 37.00				1			
5/7/2019	Overnight stay in Edmonton to attend IBM JEC and Future State meetings. May 7 G5 in-person meeting.	AB - Other Zones	Meals Per Diem	\$ 24.00				1			
5/10/2019	Round trip to Edmonton for CIO and Managers all-day meeting.		Mileage-Other	\$ 311.03	Home	CN Tower, Edmonton		1			615.9
<b>Approver(s) for the claim</b>		<b>Approval Status</b>		<b>Approval Date</b>							
RHODES, DEBORAH		Approve		13-Jun-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**

<b>Name :</b> Penelope Rae, CIO		<b>Reporting Period for the Month of :</b> April 21 - May 20, 2019			
DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
29-Apr-19	Direct Billing	Airline Ticket	One-way flight to Edmonton for Connect Care Leaders meeting and in-person G5 meeting.	Vision Travel	\$255.34
6-May-19	Direct Billing	Airline Ticket	One-way flight to Edmonton for Future State meeting and in-person G5 meeting.	Vision Travel	\$264.74
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
<b>Total Paid in the Month</b>					<b>\$ 520.08</b>



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: [REDACTED]

Issuing Airline: [REDACTED]

Agency Ref.: [REDACTED]

IATA Number: [REDACTED]

Issued: 25Apr19

Customer Number: [REDACTED]

Customer Ref.: N/A

Passenger(s):

RAE/PENELOPE MRS

**AIR - Monday, April 29 2019 (Flown)**

### Fare

Form of payment:	Credit Card [REDACTED]
Endorsements / restrictions:	NONE
Fare calculation:	NONREF - FEE FOR CHG-CXL/AB H EALTH SERVICES COF 29APR YYC WS YEA 205.86CAD205.86END XT 30.00SQ 12.00YQ
Fare:	CAD 255.34
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.

**WestJet Flight WS3395 Economy Class**

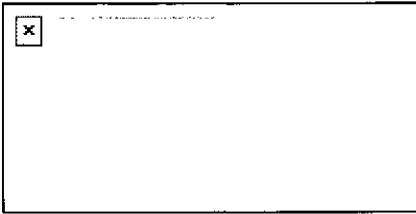
<b>Depart</b>	Calgary, Alberta <a href="#">Weather</a> Calgary International Airport 07:00 AM Monday, April 29 2019	<b>Arrive</b>	Edmonton, Alberta <a href="#">Weather</a> Edmonton International Airport 07:53 AM Monday, April 29 2019
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**Duration:** 0 hour(s) and 53 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 - [click here](#)  
**Baggage Allowance:** 0 Piece(s)

**Remarks:** PLEASE CHECK IN WITH WESTJET ENCORE

**From:** [REDACTED]@visiontravel.ca>  
**Sent:** Thursday, May 30, 2019 12:55 PM  
**To:** [REDACTED]  
**Subject:** FW: Invoice and Itinerary for RAE/PENELOPE MRS - 06May19 - Vision Travel Locator:  
[REDACTED]

Caution - This email came from an external address and may contain unsafe content. Ensure you trust this sender before opening attachments or clicking any links in this message.



Vision Travel DT Ontario-West Inc  
VisionTravel  
9929 - 108th Street NW  
Edmonton AB T5K 1G8  
780-459-6661 800-459-6634  
[www.visiontravel.ca](http://www.visiontravel.ca)  
GST Reg : 723782728 RT 0001

## Invoice/Itinerary

Invoice: [REDACTED]  
Issued: 02 May 2019

Agency Ref.: [REDACTED]  
Sales Person: [REDACTED]

Customer Number: [REDACTED]  
Customer Ref.: [REDACTED]

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.

**AIR - Monday, May 6 2019 (Flown)**

[Add To Calendar](#)

**WestJet Flight WS3395 Economy Class**

<b>Depart</b>	Calgary, Alberta <a href="#">Weather</a>	<b>Arrive</b>	Edmonton, Alberta <a href="#">Weather</a>
	Calgary International Airport		Edmonton International Airport
	07:00 AM Monday, May 6 2019		07:53 AM Monday, May 6 2019

**Duration:** 0 hour(s) and 53 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 - [click here](#)  
**Baggage Allowance:** 0 Piece(s)

**Remarks:** PLEASE CHECK IN WITH WESTJET ENCORE

Invoice Details						
Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number WestJet	[REDACTED]	215.26	49.48	0.00	0.00	264.74
					Billed to: [REDACTED]	
	<b>Totals:</b>	<b>215.26</b>	<b>49.48</b>	<b>0.00</b>	<b>0.00</b>	<b>264.74</b>
					<b>Balance Due:</b>	<b>0.00</b>