

AHS Board and Executive Expense Report

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

Expenses approved during the month of December 2022

			Travel (1)					Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel			
Dec-22	P-Card	Meetings			362	23	384			
Dec-22	Expense Claim	Meetings		156		785	940			
Dec-22	Direct Bill	Meetings			110		110			
Total			\$ -	\$ 156	\$ 472	\$ 808	\$ 1,435	\$ -	\$ -	\$ -

Total for the Month \$ 1,435

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

Maximum daily base hotel rate claimed in the month \$ 167

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

AHS Executive Expenses Report P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
RAE, PENELOPE JANE	Chief Information Officer	Calgary	\$ 384.49								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
10/26/2022	Oct 26, 2022 overnight stay in Edmonton for face-to-face meetings with direct reports.	AB - Other Zones	Accommodations	\$ 174.02				1			
11/8/2022	Nov 9, 2022 parking at Red Deer Regional Hospital for Connect Care Launch 5 site tour.	AB - Other Zones	Parking - Lot or Parkade	\$ 8.50				1			
11/9/2022	Nov 9, 2022 over night stay in Edmonton for Connect Care Launch 5 site tour of Cross Cancer Institute.	AB - Other Zones	Accommodations	\$ 187.72				1			
11/9/2022	Nov 9, 2022 parking at Cross Cancer Institute for Connect Care Launch 5 site tour.	AB - Other Zones	Parking - Lot or Parkade	\$ 14.25				1			
Approver(s) for the claim	Approval Status	Approval Date									
CHILTON, SEAN A	Approve	15-Dec-22									

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Penelope Rae.

INFORMATION INVOICE

Room No. : [REDACTED]
 Arrival : 10-26-22
 Departure : 10-27-22
 Page No. : 1 of 1
 Folio No. :
 Conf. No. : [REDACTED]
 Cashier No. :
 Custom Ref. :

Company Name :
 Group Name :
 Guest Name :

Date	Description	Charges	Credits
10-26-22	Room Revenue	155.00	
10-26-22	Destination Marketing Fee	4.65	
10-26-22	Room GST	7.98	
10-26-22	Tourism Levy	6.39	
10-26-22	Mastercard		174.02
Total Charges		174.02	
Total Credits			174.02
Balance			0.00

I agree that I am personally liable for payment of this account, and if this person, company or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company or association.

Matrix Hotel | 10640 100 Ave NW | Edmonton, AB T5J 3N8
 Reservations: (866) 465-8150 | Telephone: (780) 429-2861 | Fax: (780) 420-4962
 Email: info@matrixedmonton.com
 www.matrixedmonton.com

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RECEIPT
Red Deer
Regional Hospital

License Plate Number



Expiration Date/Time

12:04 PM
NOV 09, 2022

Purchase Date/Time: 12:04pm Nov 08, 2022

Total Due: \$8.50 Rate: \$8.50 ~ 24 Hours

Total Paid: \$8.50 Pmt Type: EC (Sales)



Do Not Place On Dash!

Parking at Red Deer Regional
Hospital for Connect Care
Launch 5 Site Tour.
\$8.50

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Penelope Mrs Rae

INFORMATION INVOICE

Room No. : [redacted]
Arrival : 11-09-22
Departure : 11-10-22
Page No. : 1 of 1
Folio No. :
Conf. No. : [redacted]
Cashier No. : [redacted]
Custom Ref. :

Company Name :
Group Name :
Guest Name :

Table with 4 columns: Date, Description, Charges, Credits. Rows include Room Revenue (167.20), Destination Marketing Fee (5.02), Room GST (8.61), Tourism Levy (6.89), and Mastercard (187.72). Totals: Total Charges 187.72, Total Credits 187.72, Balance 0.00.

I agree that I am personally liable for payment of this account, and if this person, company or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company or association.

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Email: info@matrixedmonton.com
www.matrixedmonton.com

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RECEIPT
CCI Parking
Edmonton, Alberta
For assistance call
1-855-535-1100

License Plate Number



Expiration Date/Time

12:55 PM
NOV 10, 2022

Purchase Date/Time: 12:55pm Nov 09, 2022

Total Due: \$14.25 Rate: 24 hrs for \$14.25
Total Paid: \$14.25 Pmt Type: CC (Swipe)



Parking Rates are
GST Exempt

NO REFUNDS

Parking at Cross Cancer Institute
for Connect Care Launch 5 site
tour.

\$14.25

AHS Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
RAE, PENELOPE JANE	Chief Information Officer	Calgary	\$ 940.40								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
10/26/2022	Oct 26 & 27, 2022 round trip from Calgary to Edmonton for face-to-face meetings with direct reports.	AB - Other Zones	Meals Per Diem	\$ 34.50				2			
10/26/2022	Oct 26 & 27, 2022 return trip Calgary to Edmonton for face-to-face meetings with direct reports.		Mileage-Other	\$ 296.10	Home	10004 104 Ave NW, Edmonton, AB		2			630
11/8/2022	Nov 8, 2022 Calgary to Red Deer for Connect Care Launch 5 site tour of Red Deer Regional Hospital.		Mileage-Other	\$ 71.91	Home	3942 50A Avenue, Red Deer, AB		1			153
11/8/2022	Nov 8 & 9, 2022 round trip from Calgary to Red Deer then to Edmonton for Connect Care Launch 5 site tours.	AB - Other Zones	Meals Per Diem	\$ 60.50				2			
11/9/2022	Nov 9, 2022 Red Deer to Edmonton for Connect Care Launch 5 site tours of Lacombe Hospital and Cross Cancer Institute.		Mileage-Other	\$ 72.38	3942 50A Avenue, Red Deer, AB	11560 University Ave, Edmonton, AB		2			154
11/10/2022	Nov 10, 2022 return trip to Calgary from Edmonton following Connect Care Launch 5 site tour of Cross Cancer Institute.		Mileage-Other	\$ 148.05	11560 University Ave, Edmonton, AB	Home		2			315
11/14/2022	Home base to Foothills Medical Centre and return for department site tours for Connect Care Launch 5.		Mileage-Local-Home Zone	\$ 3.29	Home	1403 29 Street NW, Calgary, AB		1			7
11/14/2022	Nov 14, 2022 site tour of Foothills Medical Centre and Calgary Cancer Centre for Connect Care Launch 5.	AB - Local	Meals Per Diem	\$ 13.00				1			
11/16/2022	Nov 16 & 17, 2022 round trip Calgary to Red Deer then Ponoka for site tours for Connect Care Launch 5 and dinner with Leadership.	AB - Other Zones	Meals Per Diem	\$ 47.50				2			
11/16/2022	Nov 16, 2022 home base to Red Deer for meeting with Red Deer Regional Hospital leadership and central zone medical leadership teams.		Mileage-Other	\$ 71.91	Home	3942 50A Avenue, Red Deer, AB		2			153

AHS Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
RAE, PENELOPE JANE	Chief Information Officer	Calgary	\$ 940.40								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
11/17/2022	Nov 17, 2022 Red Deer to Ponoka for site tour of Centennial Centre for mental Health and Brain Injury for Connect Care launch 5.		Mileage-Other	\$ 25.85	3942 50A Avenue, Red Deer, AB	46 Street South, Ponoka, AB		2			55
11/17/2022	Nov 17, 2022 return to home base following tour of Centennial Centre for Mental Health and Brain Injury in Ponoka.		Mileage-Other	\$ 95.41	46 Street South, Ponoka, AB	Home		2			203
Approver(s) for the claim	Approval Status	Approval Date									
CHILTON, SEAN A	Approve	15-Dec-22									

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

Name : Penny Rae	Reporting Period for the Month of : Dec-22
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
8-Nov-22	Direct Billing	Hotel	Connect Care Launch 5 s te tour of Red Deer Regional Hospital Nov 8	Radisson	\$110.24
	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	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
Total Paid in the Month					\$ 110.24



Alberta Health Services



Rac, Penelope

INVOICE

Membership No. :

A/R Number :

Group Code :

Company Name : Alberta Health Services

Room No. :

Arrival : 11-08-22

Departure : 11-09-22

Page No. : 1 of 1

Folio No. :

Conf. No. :

Cashier No. :

Invoice No. :

11-10-22 09:04:48 AM EST

Date	Text	Charges	Credits
11-08-22	Room	104.00	
11-08-22	GST Tax	5.20	
11-08-22	Tourism Levy	4.16	
11-08-22	Destination Marketing Fee	2.08	
11-10-22	GST Tax	-5.20	
	GST exempt		
Total		110.24	0.00
Balance			110.24

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Thank You For Staying With Us

I agree that my liability for this bill is not waived and agree to be held personally responsible in the event that the indicated person, company or association fails to pay for any portion or the full amount of these charges.

Guest Signature _____

Radisson Hotel Red Deer
 6500 67 Street
 Red Deer, AB T4P 1A2
 Telephone: (403) 342-6567 Fax: (403) 343-3600
 GST #R121526081