

AHS Board and Executive Expense Report

Name: Sandy Edmonstone
Title: AHS Board Member

Location: Calgary

Expenses posted during the month of May 2024

					Travel (1)					
Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
May-24	P-Card Expense Claim Direct Bill	Meetings Meetings Meetings	1,935	167	839	505	- 3,446 -			
		Total by category	\$ 1,935	\$ 167	\$ 839	\$ 505	\$ 3,446	\$ -	\$ -	\$ -

Total posted for

the Month \$ 3,446

Maximum daily single meal expense posted in the month \$ 27

Maximum daily base hotel rate posted in the month \$ 249

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 membership dues, 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 - AP Processing - Internal Use Only					
Voucher#					
Naming Convention:					
Γ4A/NR Applicable? - If yes, indicate line & amt					

BOARD MEMBER EXPENSE CLAIM FORM

SECTION	1: PAYE	E INFORM	IATION							
Name:	Sandy Ed	dmonstone						Expense Month:	Period	Apr-24
Address:			1		(City:				
Province:				Postal Code:			Country:		Canada	
Reason for Expense Attended Board Strategy Session on April 15th, Board Meeting on April 26, 2024 in Edmonton.									on.	
SECTION	1 2: FINA	NCE CODI	NG & TOTAL CL	AIM						
Descr	<u>ription</u>	Corp/BU/Or g	<u>Location</u> (If applicable)	_	unctional ntre/Prima	Y	Exper Seconda		(Note: T	<u>Total</u> his column will auto fill)
										\$167.00
										\$3,278.66
										\$0.00
				TOTAL AMOUN	T PAYAB	E BY ACCOU	INTS PAY	(ABLE		\$3,445.66
SECTION	3: AUTH	IORIZATIO	N - Note: Electro	onic or digital	signatu	res are not a	ccepted	d		
		nd understand th my understandi		rta's Travel, Meal and	d Hospitality	Expenses Policy, a	and confirm	expense	s being clai	imed are in compliance with
I attest the ex	xpenses enclo	sed in this clain		purposes for Alberta	Health Serv	ices Board and tha	at this claim	has not l	been previo	ously claimed by me or on m
I attest that e	expenses subr	nitted in this cla	aim have been incurred	by using a cost effect	tive method	, otherwise ration	ale and sup	porting a	nalysis is pr	rovided below.
Claimant (P	Print Name)		Signature: I, by	signing this form, attest th	hat I am compl	ant to all the above st	atements	Date		Phone#
Sandy Ed	monstone							April 29	, 2024	
	I attest that I have read and understand the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and confirm expenses being claimed are in compliance with such policy to the best of my understanding and belief.									
I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services Board and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization.										
I attest that e	expenses subr	mitted in this cla	aim have been incurred	by using a cost effect	tive method	, otherwise ration	ale and sup	porting a	nalysis is pr	rovided below.
Approved by (Print Name) Position Title/Program										
Dr. Lyle O	berg				Board Chair					
Signature:	I, by signing this	form, attest that I	am compliant with all the abo	ove statements					Date	
									May 08,	2024

Health and Personal information on this form is collected by AHS under the authority of section 20(b) of the Health Information Act (HIA) and sections 33(c) and 34(2) of the Freedom of Information and Protection of Privacy (FOIP) Act, respectively, for the purpose of administering AHS Procure to Pay program.

For payment please submit to:

-		
14th Floor, North Tower, Seventh Street Plaza,	10030 - 107 St, Edmonton AB T5J 3E4, Att	ention:

April 30, 2024

Rev 15 eff December 08, 2023

Carry forv	ward from Section 1		
Name:	Sandy Edmonstone	Expense Period Month:	Apr-24

Completion of the "cost effective method used" Column is required. If you select "No" in this column, Further Explanation is Required in the "Rationale is Required" section below

Rationale is Required for expenses that are not Cost Effective: (supporting analysis and documentation must be attached to this form)

ECTION 4A: BOARD MEMBER - TRAVEL EXPENSE CLAIM

The Board Members follow the

COVERNMENT OF AIDERTA (COA) Travel, Mical and Hospitality

Expenses Policy

Note: For meal allowances outside Canada, the GOA policy redirects to the National Joint Council (NJC) travel directive for rates

(Appendix C for USA, Appendix D for International).

			Meal (A	llowanc	e OR Red	ceipt)(A)				
<u>Date</u>	<u>Description: (include purpose</u> <u>of trip, mode of travel, starting</u> point, details of expenditure)	Cost Effective method	Allowance Within Canada		With Receipt <u>or</u> Allowance Outside Canada		Accom- modation (B)	<u>Transportation</u> (Flight, Car Rental, Fuel, Parking, Taxi)	Other (Itemize)	Mileage km
		used?	Meal Type	Allow- ance	Meal Type	<u>Amount</u>	1=1	(C)	(3)	
14-Apr-2024	Taxi from residence to Calgary Airport.	Yes						\$ 63.00		
14-Apr-2024	Flight from Calgary to Edmonton and return.	Yes						\$1,014.56		
14-Apr-2024	Taxi from YEG to JW Marriott Hotel.	Yes						\$68.00		
14-Apr-2024	2 nights accommodation at JW Marriott Edmonton Ice District hotel and breakfast and dinner per diem.	Yes	BD-\$40.00	\$40.00			\$559.10			
15-Apr-2024	Breakfast and dinner per diem.	Yes	BD-\$40.00	\$40.00						
15-Apr-2024	Taxi from JW Marriott to SSP.	Yes						\$7.50		
15-Apr-2024	Taxi from SSP to JW Marriott.	Yes						\$9.50		
16-Apr-2024	Breakfast per diem and taxi from JW Marriott to YEG.	Yes	B-\$13.00	\$13.00				\$70.00		
16-Apr-2024	Taxi from Calgary Airport to residence.	Yes						\$70.00		
25-Apr-2024	Taxi from residence to Calgary Airport.	Yes						\$60.00		
	Total: (amount auto fills to	page 1)		\$93.00		\$0.00	\$559.10	\$1,362.56	\$0.00	0.00

BOARD MEMBER Mileage Rate 0.55 Total Mileage \$ -

Carry forward from Section 1					
Name:	Sandy Edmonstone	Expense Period Month:	Apr-24		

Completion of the "cost effective method used" Column is required. If you select "No" in this column, Further Explanation is Required in the "Rationale is Required" section below

Rationale is Required for expenses that are not Cost Effective: (supporting analysis and documentation must be attached to this form)

SECTION 4B: BOARD MEMBER - TRAVEL EXPENSE CLAIM

The Board Members follow the Government of Alberta (GOA) Travel, Meal and Hospitality Expenses Policy

Note: For meal allowances outside Canada, the GOA policy redirects to the National Joint Council (NJC) travel directive for rates

(Appendix C for USA, Appendix D for International).

			llowanc	e OR Red	ceipt)(A)					
<u>Date</u>	Description: (include purpose of trip, mode of travel, starting point, details of expenditure)	Cost Effective method	Allowance Within Canada		With Receipt <u>or</u> Allowance Outside Canada		Accom- modation	<u>Transportation</u> (Flight, Car Rental, Fuel, Parking, Taxi)	Other (Itemize)	Mileage km (E)
	ponit, acture of experiences	used?	Meal Type	Allow- ance	Meal Type	<u>Amount</u>	(3)	(C)	(5)	
25-Apr-2024	Flight from Calgary to Edmonton to attend Board Meeting on April 26, 2024 and lunch and dinner per diems.	Yes	LD-\$44.00	\$44.00				\$920.06		
25-Apr-2024	Taxi from YEG to JW Marriott	Yes						\$49.62		
25-Apr-2024	1 night accommodation at JW Marriott.	Yes					\$279.55			
26-Apr-2024	Taxi from JW Marriott to SSP.	Yes						\$8.68		
26-Apr-2024	Taxi from SSP to JW Marriott and breakfast and lunch per diems.	Yes	BL-\$30.00	\$30.00				\$12.28		
26-Apr-2024	Taxi from JW Marriott to YEG.	Yes						\$39.21		
26-Apr-2024	Taxi from Calgary Airport to residence.	Yes						\$47.60		
Total: (amount auto fills to page 1)				\$74.00		\$0.00	\$279.55	\$1,077.45	\$0.00	0.00

BOARD MEMBER Mileage Rate

0.55

Total Mileage

3



eTicket Receipt

Prepared For EDMONSTONE/SANDY L MR

RESERVATION CODE

ISSUE DATE

TICKET NUMBER

ISSUING AIRLINE

ISSUING AGENT

FREQUENT FLYER NUMBER



WESTJET WestJet/SDX

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
14 Apr 24	WESTJET WS Operated by: WESTJET ENCORE	CALGARY INTL AB, CANADA Time 2:25pm	EDMONTON INTL AB, CANADA Time 3:19pm	Cabin ECONOMY Seat Number Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis Not Valid Before 14 APR 24 Not Valid After 14 APR 25
16 Apr 24	WESTJET WS Operated by: WESTJET ENCORE	EDMONTON INTL AB, CANADA Time 9:35am	CALGARY INTL AB, CANADA Time 10:33am	Cabin ECONOMY Seat Number Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis Not Valid Before 16 APR 24 Not Valid After 14 APR 25

Payment/Fare Details

Form of Payment	CREDIT CARD - VISA : XXXXXXXXXXXXX
Fare Calculation Line	YYC WS YEA480.00WS YYC370.00CAD850.00END
Exchanged Ticket	
Fare	CAD 850.00
Change Fee	CAD 0.00
Tax on change fee	CAD 0
Taxes/Fees/Carrier-Imposed Charges	CAD 32.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 70.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 44.81 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 3.50 XG9 (GOODS AND SERVICES TAX (GST))

Total CAD 1014.56

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

for more information.

Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that the provisions of an international treaty (the Warsaw Convention, the 1999 Montreal Convention, or other treaty), as well as a carrier's own contract of carriage or tariff provisions, may be applicable to their entire journey, including any portion entirely within the countries of departure and destination. The applicable treaty governs and may limit the liability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.

Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under an international treaty. For further information please consult your airline or insurance company representative.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at http://www.iatatravelcenter.com/privacy or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage)

Important Legal Notices



DOWNLOAD **OUR APP**

associatedcab.ca April 14/24 Driver_ \$ 63.00 Car# GST included #_ Pick up Residence Drop off Calgary Airport

•	*
	ASSOCIATED
	CAB

DOWNLOAD OUR APP

associatedçab.ca April 16 Driver. Date_ Car#_ Amount GST included # Residence Pick up Calgary Airport Drop off_

YELLOW CAS	780.462.3456 edmtaxi.com
GST#	4.0.
GST# Date: <u>Apr.114/24</u>	Amount: 468.00
Driver:	Car#:
From: Airport	
To: JW Marintt	
10135-31 Avenue, Edmonton, AB T6N1C2	5

CO-OP ALRER	TA CO-OP TA	XI LINE LTD.
DATE - April 16	124 _ AMO	UNT (\$): <u>\$70.00</u>
PICK UP: JW	Marriott	
TO: Y66 1	firport	
TO:		
DRIVER ID #:	CA	R#:
780-425-2525	780-425-8310	WWW.CO-OPTAX1.COM



Total

\$ 7.50

\$ 7.50

Hotel to SSP

Approved
Signature Not Required Important:Retain this copy for your record Cardholder copy

TRANSACTION RECORD -CO-OP TAXI LINE 10538 114 ST NW EDMONTON AB

Purchase

16:16:51 Apr 15,2024 VISA Entry: Tap EMV (H) TID: Sequence: Auth#: Response: Clerk: Batch: 001 \$ 9.50 Amount

Total

\$ 9.50

SSP to Hotel

VISA CREDIT

Approved

Signature Not Required

Important:Retain this copy for your record

Cardholder copy

Page: 1 of 1



Mr Sandy Edmonstone

Room:

Folio:

Cashier: Arrival:

04-14-24 04-16-24

Departure: Reference:

Folio No.:



Date	Description	Additional Information	Charges	Credits
04-14-24	Room Charge		249.00	
04-14-24	DMF		7.47	
04-14-24	Tourism Levy		10.26	
04-14-24	GST		12.82	
04-15-24	Room Charge		249.00	
04-15-24	DMF		7.47	
04-15-24	Tourism Levy		10.26	
04-15-24	GST		12.82	
GST Sum	marv	Total	559.10	0.00
	73961 5284 RT0002 25.64	Balance Due	559.10 CD	N
F&B	0.00			
Other	0.00			
Total	25.64			

Guest Signature:	

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



DOWNLOAD OUR APP

	associatedcab.ca
Driver	_ Date_ Apri/ 25/24
Car #	_Amount _ \$60.00
GST Included #	<u> </u>
Pick up <u>listedence</u>	_Drop off YYC Acpost



eTicket Receipt

Prepared For

EDMONSTONE/SANDY L MR

RESERVATION CODE

ISSUE DATE

TICKET NUMBER

ISSUING AIRLINE

ISSUING AGENT

FREQUENT FLYER NUMBER

24 Apr 24

WESTJET

WestJet/SDX

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
25 Apr 24	WESTJET WS	CALGARY INTL AB, CANADA Time 2:30pm	EDMONTON INTL AB, CANADA Time 3:25pm	Cabin ECONOMY Seat Number Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis Not Valid After 25 APR 25
26 Apr 24	WESTJET WS Operated by: WESTJET ENCORE	EDMONTON INTL AB, CANADA Time 1:30pm	CALGARY INTL AB, CANADA Time 2:24pm	Cabin ECONOMY Seat Number Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis Not Valid After 25 APR 25

Allowances

Baggage Allowance

YYC to YEG - 1 Piece WESTJET

Prices of additional baggage pieces:

1. 75.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters**

YEG to YYC - 1 Piece WESTJET

Prices of additional baggage pieces:

1. 75.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters****bag fees apply at each check in location

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARDFORM OF PAYMENT/EARLY PURCHASE OVER INTERNET, ETC

Carry On Allowances

YYC to YEG, YEG to YYC - 1 Piece (WS - WESTJET) carry on hand baggage

Carry On Charges

YYC to YEG, YEG to YYC - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment	CREDIT CARD - VISA : XXXXXXXXXXXXXX
Fare Calculation Line	YYC WS YEA380.00WS YYC380.00CAD760.00END
Fare	CAD 760.00
Taxes/Fees/Carrier-Imposed Charges	CAD 32.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 40.31 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 70.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 3.50 XG9 (GOODS AND SERVICES TAX (GST))
Total	CAD 920.06

Positive identification required for airport check in

QST # 1202807956TQ0001 GST # 866112535

for more information.

Notice:

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Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under an international treaty. For further information please consult your airline or insurance company representative.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at http://www.iatatravelcenter.com/privacy or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage)

Important Legal Notices

10:32 **→** ...| LTE **81**

Receipt

Receipt including tip

tipping, Greatest



Total

CA\$49.62

Trip fare CA\$39.72

Subtotal CA\$39.72

Airport drop-off fee / Airport pick- CA\$3.25 up fee

Tip CA\$4.50

GST CA\$2.15

10:52 **→** ... LTE **7**4



Receipt

Receipt including tip

رو . . . حا حا..

Greatest



Total

CA\$8.68

Trip fare	CA\$6.12
1116 1416	0, 140.12

Subtotal	CA\$6.12
	Englishment Very Variable

Booking Fee CA\$0.87

Wait Time CA\$0.02

Per-Trip Fee CA\$0.30

Tip CA\$1.00

GST CA\$0.37

10:36





Receipt

Receipt including tip



tipping, Greatest



Total

CA\$39.21

Trip fare CA\$27.53

Subtotal	CA\$27.53	3

TNC fee recovery surcharge CA\$0.45

Airport Recovery Surcharge CA\$4.50

Tip CA\$5.11

GST CA\$1.62

10:35 **→** ... LTE **79**



Receipt

Receipt including tip





Total

CA\$47.60

Trip fare CA\$37.69

Subtotal CA\$37.69

Airport drop-off fee / Airport pick- CA\$3.25 up fee

Per-Trip Fee CA\$0.30

Tip CA\$4.30

GST CA\$2.06

10:32 **→** LTE **81**

X

Receipt

Receipt including tip

April 26, 2024

Thanks for tipping,
Greatest



Total

CA\$12.28

Subtotal	CA\$9.57
Booking Fee ?	CA\$0.87
Per-Trip Fee	CA\$0.30
Tin	CA\$1 00

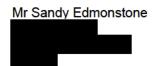
CA\$9.57

Trip fare

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Page: 1 of 1





Room: Folio: Cashier:

Arrival: Departure:

04-25-24

Reference:

Folio No.:



Date	Description	Additional Information	Charges	Credits
04-25-24	Room Charge		249.00	
04-25-24	DMF		7.47	
04-25-24	Tourism Levy		10.26	
04-25-24	GST		12.82	
04-26-24	Visa Card	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	X	279.55
		T-4-1		

GST Summary	
Reg. No: 73961	5284 RT0002
Room	12.82
F&B	0.00
Other	0.00
Total	12.82

OOT O

Total	279.55	279.55
Balance Due	0.00 CDN	

Guest Signature:

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