

AHS Board and Executive Expense Report

Name: Sandy Edmonstone
Title: AHS Board Member
Location: Calgary
 Expenses posted during the month of June 2024

Approved MMM-YY	Source Document	Purpose	Travel (1)				Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
			Airfare	Meals	Accommodation	Other Travel				
Jun-24	P-Card Expense Claim Direct Bill	Meetings Meetings Meetings	1,124	101	305	188	1,719			
							-			
							-			
Total by category			\$ 1,124	\$ 101	\$ 305	\$ 188	\$ 1,719	\$ -	\$ -	\$ -

**Total
posted for
the Month** \$ 1,719

Maximum daily single meal expense posted in the month \$ 27
 Maximum daily base hotel rate posted in the month \$ 272
 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:	
T4A/NR Applicable? - If yes, indicate line & amt	

BOARD MEMBER EXPENSE CLAIM FORM

SECTION 1: PAYEE INFORMATION			
Name:	Sandy Edmonstone	Expense Period Month:	May-24
Address:	██████████	City:	██████████
Province:	████	Postal Code:	██████
		Country:	Canada
Reason for Expense	Attendance at Board Meeting on May 23, 2024 in Edmonton.		

SECTION 2: FINANCE CODING & TOTAL CLAIM					
Description	Corp/BU/Org	Location (if applicable)	Functional Centre/Primary	Expense/ Secondary Acct	Total (Note: This column will auto fill)
					\$101.00
					\$1,617.85
					\$0.00
TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE					\$1,718.85

SECTION 3: AUTHORIZATION - Note: Electronic or digital signatures are not accepted			
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 me or on my behalf from Alberta Health Services or any other Organization.			
I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided below.			
Claimant (Print Name)	Signature: I, by signing this form, attest that I am compliant to all the above statements	Date	Phone#
Sandy Edmonstone	Please see attached email for approval.	May 28, 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 expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided below.	
Approved by (Print Name)	Position Title/Program Group
Dr. Lyle Oberg	Board Chair
Signature: I, by signing this form, attest that I am compliant with all the above statements	Date
Please see attached email for approval.	May 31, 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, Attention: ██████████

Please see attached email for approval. May 29, 2024

Michael Lam, Interim VP Corporate Services & CFO

Date
Created: November 01, 2013
Rev 15 eff December 08, 2023

Carry forward from Section 1			
Name:	Sandy Edmonstone	Expense Period Month:	May-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 4A: 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](#)).

Date	Description: (include purpose of trip, mode of travel, starting point, details of expenditure)	Cost Effective method used?	Meal (Allowance OR Receipt)(A)				Accommodation (B)	Transportation (Flight, Car Rental, Fuel, Parking, Taxi) (C)	Other (Itemize) (D)	Mileage km (E)
			Allowance Within Canada		With Receipt or Allowance Outside Canada					
			Meal Type	Allowance	Meal Type	Amount				
May 22 2024	Taxi from residence to Calgary Airport (2 receipts).	Yes					\$50.17			
May 22 2024	Flight from Calgary to Edmonton and return.	Yes					\$1,124.47			
May 22 2024	Taxi from Edmonton Airport to hotel.	Yes					\$44.70			
May 22 2024	1 night accommodation in Edmonton.	Yes				\$305.38				
May 22 2024	Lunch and dinner per diems.	Yes	LD-\$44.00	\$44.00						
May 22 2024	Taxi from hotel to meeting and return (2 receipts).	Yes					\$13.44			
May 23 2024	Daily per diems.	Yes	BLD-\$57.00	\$57.00						
May 23 2024	Taxi from hotel to SSP.	Yes					\$6.77			
May 23 2024	Taxi from SSP to Edmonton Airport.	Yes					\$44.63			
May 23 2024	Taxi from Calgary Airport to residence.	Yes					\$28.29			
Total: (amount auto fills to page 1)				\$101.00		\$0.00	\$305.38	\$1,312.47	\$0.00	0.00

BOARD MEMBER Mileage Rate	0.55	Total Mileage	\$ -
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From: [Redacted]
To: [Redacted]
Subject: [Sandy Canada] Your Wednesday morning trip with Uber
Date: Wednesday, May 22, 2024 10:04:40 AM



Total CA\$9.26
May 22, 2024

Thanks for tipping, Greatest

Here's your updated Wednesday
morning ride receipt.



Total CA\$9.26

Trip fare	CA\$6.49
-----------	----------

Subtotal	CA\$6.49
----------	----------

Booking Fee <input type="checkbox"/>	CA\$2.24
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TNC fee recovery surcharge	CA\$0.45
----------------------------	----------

Tip	CA\$1.00
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Promotion	-CA\$1.38
-----------	-----------

GST	CA\$0.46
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Payments

Sandy Canada [Redacted]	CA\$9.26
5/22/24 10:04 AM	

[Visit the trip page](#) for more information, including invoices (where available)

[Switch Payment Method](#)

[Download PDF](#)

You rode with 

4.95 Rating

Has passed a multi-step safety screen

TNDL License Number:

Please call 3-1-1 with any Compliments/Concerns



Every rideshare trip in Calgary is insured for a covered auto accident by Economical Insurance.

[Learn more](#)

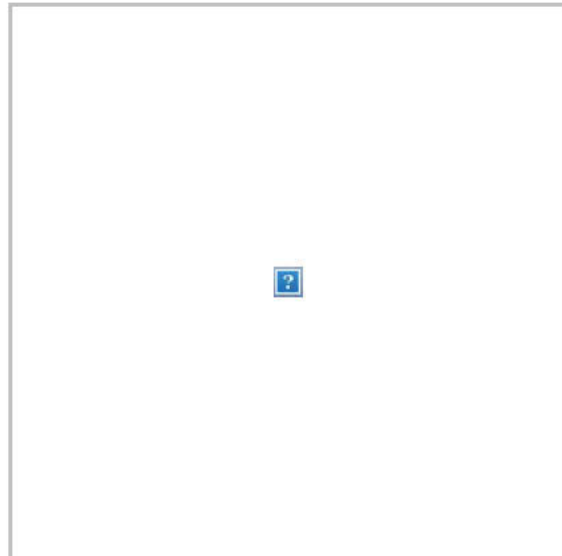
UberX 2.01 kilometers | 9 min



9:38 AM



9:47 AM



From: [Redacted]
To: [Redacted]
Subject: [Sandy Canada] Your Wednesday morning trip with Uber
Date: Thursday, May 23, 2024 9:15:20 PM



Total CA\$40.91
May 22, 2024

Thanks for tipping, Greatest

Here's your updated Wednesday
morning ride receipt.



Total CA\$40.91

Trip fare	CA\$24.70
-----------	-----------

Subtotal	CA\$24.70
----------	-----------

Reservation Fee	CA\$6.00
-----------------	----------

TNC fee recovery surcharge	CA\$0.45
----------------------------	----------

Airport Recovery Surcharge	CA\$4.00
----------------------------	----------

Tip	CA\$4.00
-----	----------

GST	CA\$1.76
-----	----------

Payments



Sandy Canada [Redacted]
5/22/24 9:50 PM

CA\$36.91



Sandy Canada [Redacted]
5/23/24 9:15 PM

CA\$4.00

[Visit the trip page](#) for more information, including invoices (where available)

[Switch Payment Method](#)

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You rode with [Redacted]

4.94 Rating

Has passed a multi-step safety screen

TNDL License Number:

Please call 3-1-1 with any Compliments/Concerns



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UberX

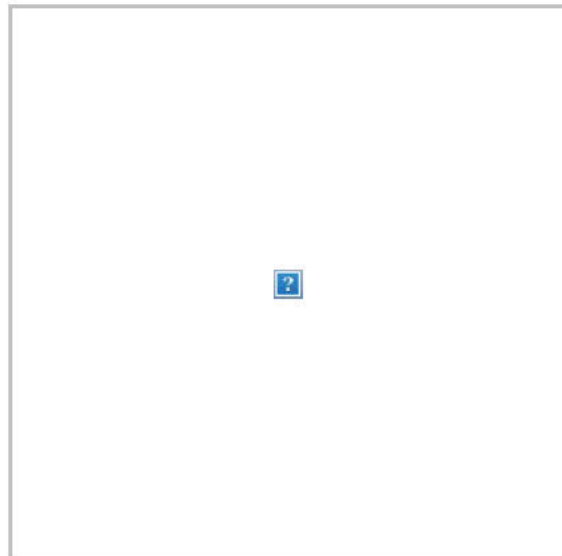
19.78 kilometers | 21 min



10:52 AM



11:14 AM





Booking Confirmation

Booking Reference [REDACTED]

Date of issue: 21 May, 2024

This is your official itinerary/receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the **general conditions of carriage and applicable tariffs** that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

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 the [IATA Travel Centre website](#) 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. We also invite you to view [Air Canada's Privacy Policy](#) directly.

Ensure you are in compliance with the entry requirements of your destination. For the latest information on entry requirements, our flexible booking policy, or our health and safety measures visit our [Travel Ready hub](#).



Depart

Economy - Flex

Wednesday
22 May, 2024

12:10
Calgary
Calgary Int. (YYC),
Alberta



13:03
Edmonton
Edmonton Int. (YEG),
Alberta



0hr53
Cabin : Economy Class (U)
Operated by: Air Canada Express -
Jazz [REDACTED]



Return

Economy - Flex

Thursday
23 May, 2024

17:00
Edmonton
Edmonton Int. (YEG),
Alberta



17:54
Calgary
Calgary Int. (YYC),
Alberta



0hr54
Cabin : Economy Class (B)
Operated by: Air Canada Express -
Jazz [REDACTED]

Passengers

Sandy Edmonstone

Seats

Ticket number

Air Canada - Aeroplan

Purchase summary

Visa

Amount paid: \$1124.47

1 adult



Air transportation charges

Base fare - Depart Economy - Flex 400.00

Base fare - Return Economy - Flex 550.00

Carrier surcharges 32.00

Fees, taxes and charges

Air Travellers Security Charge - Canada 18.92

Goods and Services Tax - Canada - 100092287 RT0001 53.55

Airport Improvement Fee - Canada 70.00

Total before options (per passenger) **\$1124⁴⁷**

GRAND TOTAL (Canadian dollars) \$1124⁴⁷



Check-in and boarding gate deadlines

Within Canada

240
minutes

Check-in and baggage drop-off opens

Get a head start and drop your bags off as early as four hours before departure.

45
minutes¹

Check-in and baggage drop-off closes

Make sure you've checked in, have your boarding pass and have dropped off your bags before the end of the check-in period for your flight.

30
minutes

Boarding gate deadline

This is the latest you should be at the departure gate, ready to board.

15
minutes

Boarding gate closes

Arriving after this time will result in reassignment of reserved seats, cancellation of your reservations, or disqualification from denied boarding compensation.

¹From Toronto Billy Bishop Airport (YTZ) – Check-in and baggage drop-off closes 30 minutes prior.

From: [Redacted]
To: [Redacted]
Subject: [Sandy Canada] Your Wednesday afternoon trip with Uber
Date: Thursday, May 23, 2024 9:16:30 PM



Total CA\$44.70
May 22, 2024

Thanks for tipping, Greatest

Here's your updated Wednesday
afternoon ride receipt.



Total CA\$44.70

Trip fare	CA\$39.59
Subtotal	CA\$39.59
Airport drop-off fee / Airport pick-up fee	CA\$3.25
Tip	CA\$4.00
Promotion	-CA\$4.28
GST	CA\$2.14

Payments

	Sandy Canada [Redacted] CA\$40.70 5/23/24 12:13 AM
	Sandy Canada [Redacted] CA\$4.00



5/23/24 9:16 PM

[Visit the trip page](#) for more information, including invoices (where available)

[Switch Payment Method](#)

[Download PDF](#)

You rode with 

4.98 Rating

Has passed a multi-step safety screen



Every rideshare trip in Edmonton is insured for a covered auto accident by Economical Insurance.

[Learn more](#)

UberX

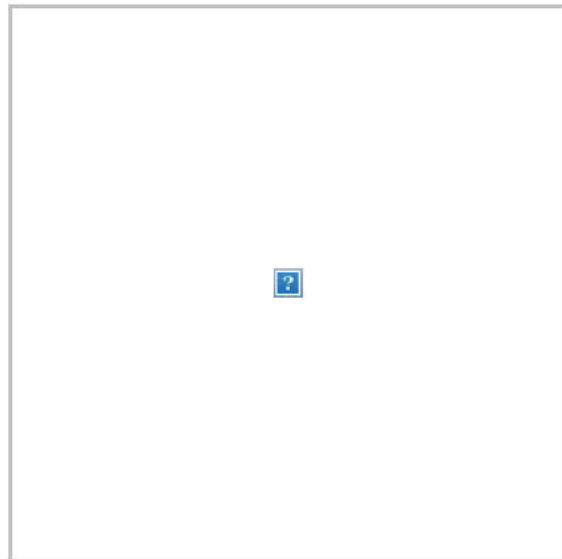
31.62 kilometers | 38 min



1:18 PM



1:56 PM



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JW MARRIOTT
EDMONTON ICE DISTRICT

Mr Sandy Edmonstone
[Redacted]
Canada

Room: [Redacted]
Folio: [Redacted]
Cashier: [Redacted]
Arrival: 05-22-24
Departure: 05-23-24
Reference:

Folio No.: [Redacted]

Date	Description	Additional Information	Charges	Credits
05-22-24	Room Charge		272.00	
05-22-24	DMF		8.16	
05-22-24	Tourism Levy		11.21	
05-22-24	GST		14.01	
05-23-24	Visa Card	XXXXXXXXXXXX [Redacted] XX/XX		305.38

GST Summary	
Reg. No: 73961 5284 RT0002	
Room	14.01
F&B	0.00
Other	0.00
Total	14.01

Total	305.38	305.38
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.

From: [Redacted]
To: [Redacted]
Subject: [Sandy Canada] Your Wednesday evening trip with Uber
Date: Wednesday, May 22, 2024 10:31:10 PM



Total CA\$6.86
May 22, 2024

Thanks for riding, Greatest

We hope you enjoyed your ride
this evening.



Total CA\$6.86

Trip fare	CA\$6.05
-----------	----------

Subtotal	CA\$6.05
----------	----------

Booking Fee <input type="checkbox"/>	CA\$0.87
--------------------------------------	----------

Per-Trip Fee	CA\$0.30
--------------	----------

Promotion	-CA\$0.72
-----------	-----------

GST	CA\$0.36
-----	----------

[Visit the trip page](#) for more information, including invoices (where available)

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This is not a payment receipt. It is a trip summary to acknowledge the completion of the trip. You will receive a trip receipt when the payment is processed with payment information.

You rode with [REDACTED]

4.98 Rating

Has passed a multi-step safety screen

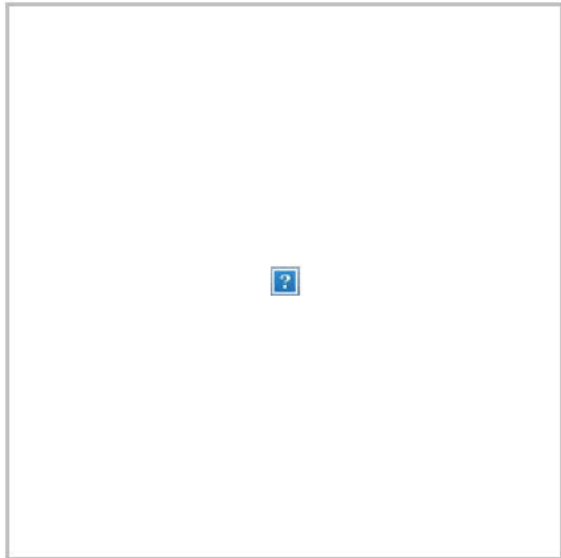
Rate or tip



Every rideshare trip in Edmonton is insured for a covered auto accident by Economical Insurance.

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UberX 1.49 kilometers | 4 min



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From: [Redacted]
To: [Redacted]
Subject: [Sandy Canada] Your Thursday morning trip with Uber
Date: Thursday, May 23, 2024 12:08:14 AM



Total CA\$6.58
May 22, 2024

Thanks for riding, Greatest

We hope you enjoyed your ride
this morning.



Total CA\$6.58

Trip fare	CA\$5.58
-----------	----------

Subtotal	CA\$5.58
----------	----------

Booking Fee <input type="checkbox"/>	CA\$0.87
--------------------------------------	----------

Wait Time <input type="checkbox"/>	CA\$0.17
------------------------------------	----------

Per-Trip Fee	CA\$0.30
--------------	----------

Promotion	-CA\$0.69
-----------	-----------

GST	CA\$0.35
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This is not a payment receipt. It is a trip summary to acknowledge the completion of the trip. You will receive a trip receipt when the payment is processed with payment information.

You rode with [REDACTED]

4.97 Rating

Has passed a multi-step safety screen

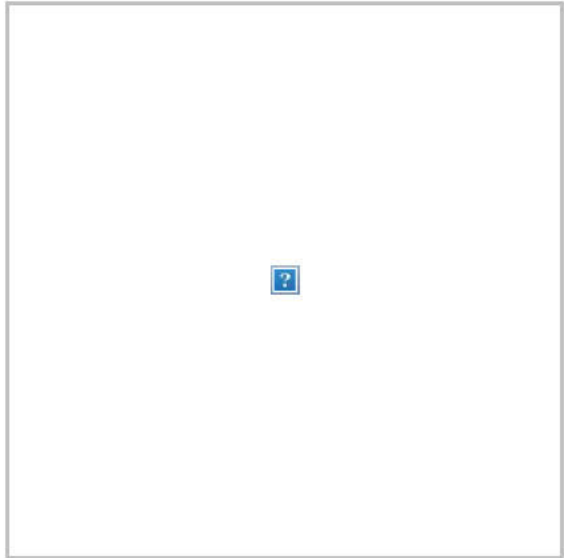
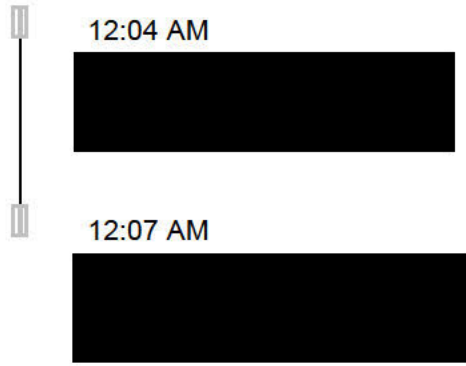
Rate or tip



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[Learn more](#)

UberX 0.98 kilometers | 3 min



Report lost item

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My trips



From: [Redacted]
To: [Redacted]
Subject: [Sandy Canada] Your Thursday morning trip with Uber
Date: Thursday, May 23, 2024 11:36:54 AM



Total CA\$6.77
May 23, 2024

Thanks for riding, Greatest

We hope you enjoyed your ride
this morning.



Total CA\$6.77

Trip fare	CA\$5.95
-----------	----------

Subtotal	CA\$5.95
----------	----------

Booking Fee <input type="checkbox"/>	CA\$0.87
--------------------------------------	----------

Per-Trip Fee	CA\$0.30
--------------	----------

Promotion	-CA\$0.71
-----------	-----------

GST	CA\$0.36
-----	----------

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You rode with [REDACTED]

4.93 Rating

Has passed a multi-step safety screen

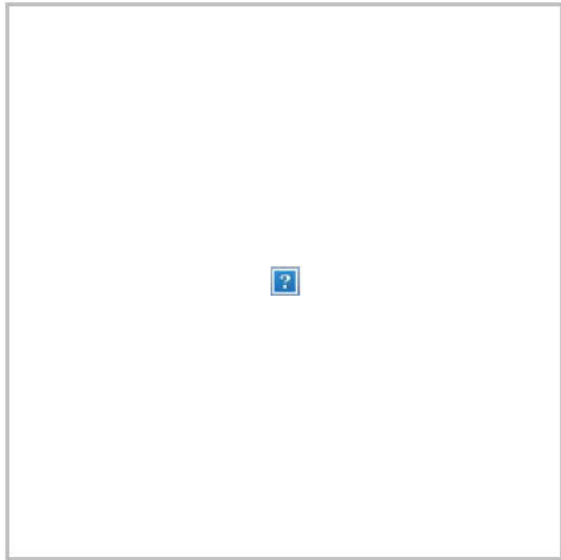
Rate or tip



Every rideshare trip in Edmonton is insured for a covered auto accident by Economical Insurance.

[Learn more](#)

UberX 1.27 kilometers | 4 min



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From: [Redacted]
To: [Redacted]
Subject: [Sandy Canada] Your Thursday afternoon trip with Uber
Date: Thursday, May 23, 2024 7:40:35 PM



Total CA\$44.63
May 23, 2024

Thanks for tipping, Greatest

Here's your updated Thursday
afternoon ride receipt.



Total CA\$44.63

Trip fare	CA\$39.22
-----------	-----------

Subtotal	CA\$39.22
----------	-----------

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

Per-Trip Fee	CA\$0.30
--------------	----------

Tip	CA\$4.00
-----	----------

Promotion	-CA\$4.28
-----------	-----------

GST	CA\$2.14
-----	----------

Payments



Sandy Canada [Redacted]
5/23/24 7:40 PM

CA\$44.63

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You rode with 

4.97 Rating

Has passed a multi-step safety screen



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UberX

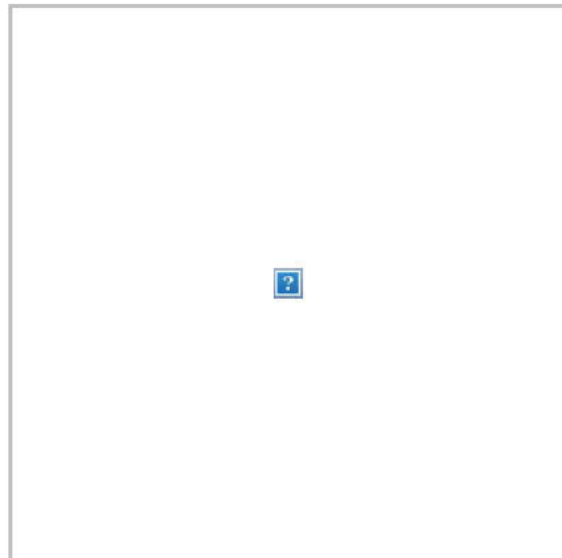
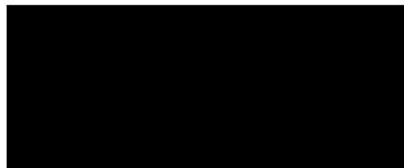
30.11 kilometers | 39 min



3:27 PM



4:06 PM



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From: [Redacted]
To: [Redacted]
Subject: [Sandy Canada] Your Thursday evening trip with Uber
Date: Thursday, May 23, 2024 8:01:06 PM



Total CA\$28.29
May 23, 2024

Thanks for riding, Greatest

We hope you enjoyed your ride
this evening.



Total CA\$28.29

Trip fare	CA\$26.48
<hr/>	
Subtotal	CA\$26.48
TNC fee recovery surcharge	CA\$0.45
Airport Recovery Surcharge	CA\$4.50
Promotion	-CA\$4.71
GST	CA\$1.57

[Visit the trip page](#) for more information, including invoices (where available)

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This is not a payment receipt. It is a trip summary to acknowledge the completion of the trip. You will receive a trip receipt when the payment is processed with payment information.

You rode with [REDACTED]

4.99 Rating

Has passed a multi-step safety screen

Rate or tip

TNDL License Number:

Please call 3-1-1 with any Compliments/Concerns



Every rideshare trip in Calgary is insured for a covered auto accident by Economical Insurance.

[Learn more](#)

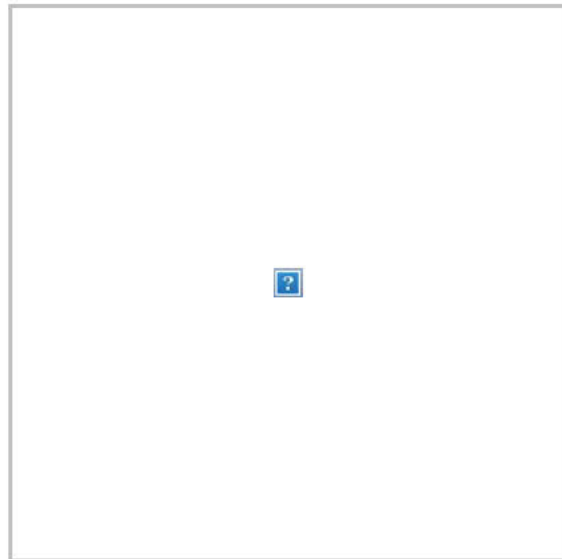
UberX 21.19 kilometers | 24 min



7:36 PM



8:00 PM



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