

AHS Board and Executive Expense Report

Name: Sandy Edmonstone
Title: AHS Board Member
Location: Calgary
 Expenses posted during the month of July 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)
	P-Card	Meetings					-			
Jul-24	Expense Claim	Meetings	1,044	57	280		1,381			
	Direct Bill	Meetings					-			
Total by category			\$ 1,044	\$ 57	\$ 280	\$ -	\$ 1,381	\$ -	\$ -	\$ -

**Total
posted for
the Month** \$ 1,381

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:	
T4A/NR Applicable? - If yes, indicate line & amt	

BOARD MEMBER EXPENSE CLAIM FORM

SECTION 1: PAYEE INFORMATION			
Name:	Sandy Edmonstone	Expense Period Month:	Jun-24
Address:		City:	
Province:		Postal Code:	
		Country:	
Reason for Expense	Attendance at Board Meeting on June 27, 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)
					\$57.00
					\$1,323.72
					\$0.00
TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE					\$1,380.72

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	Approval kept on file	17-Jul-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
Approval kept on file	July 18, 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:

Approval kept on file

July 17, 2024

Michael Lam, Interim VP Corporate Services & CFO

Date

Carry forward from Section 1

Name:	Sandy Edmonstone	Expense Period Month:	Jun-24
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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				
26-Jun-2024	Transportation to Edmonton and return to attend Board Meeting on June 27, 2024.	Yes					\$1,044.17			
26-Jun-2024	1 night accommodation in Edmonton.	Yes				\$279.55				
26-Jun-2024	Dinner per diem.	Yes	D-\$27.00	\$27.00						
27-Jun-2024	Breakfast and lunch per diems.	Yes	BL-\$30.00	\$30.00						
Total: (amount auto fills to page 1)				\$57.00		\$0.00	\$279.55	\$1,044.17	\$0.00	0.00

BOARD MEMBER Mileage Rate	0.55	Total Mileage	\$ -
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Booking Confirmation

 Booking Reference: [REDACTED]

Date of issue: 16 Jun, 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 26 Jun, 2024	17:10 Los Angeles Los Angeles Int.(LAX), Terminal 6		20:09 Vancouver Vancouver Int. (YVR), Terminal M		2hr59 Cabin : Economy Class (K) Operated by: Air Canada 737 MAX 8 Food for purchase on board
Wednesday 26 Jun, 2024	21:45 Vancouver Vancouver Int. (YVR), Terminal M		00:18 + 1 day Edmonton Edmonton Int. (YEG), Alberta		1hr33 Cabin : Economy Class (K) Operated by: Air Canada 737 MAX 8



Return

Economy - Flex

Thursday 27 Jun, 2024	15:00 Edmonton Edmonton Int. (YEG), Alberta		15:38 Vancouver Vancouver Int. (YVR), Terminal M		1hr38 Cabin : Economy Class (W) Operated by: Air Canada 737 MAX 8
Thursday 27 Jun, 2024	21:15 Vancouver Vancouver Int. (YVR), Terminal M		00:20 + 1 day Los Angeles Los Angeles Int. (LAX), Terminal 6		3hr05 Cabin : Economy Class (W) Operated by: Air Canada 737 MAX 8 Food for purchase on board

Passengers

Sandy Edmonstone	Seats [REDACTED]
Ticket number [REDACTED] Air Canada - Aeroplan [REDACTED]	[REDACTED]



Purchase summary

Visa

Amount paid: \$1044.17

1 adult



Air transportation charges

Base fare - Depart Economy - Flex	360.09
Base fare - Return Economy - Flex	487.91

Taxes, fees and charges

Air Travellers Security Charge - Canada	33.77
Goods and Services Tax - Canada - 100092287 RT0001	3.00
Airport Improvement Fee - Canada	60.00
September 11th Security Fee - United States	7.70
Transportation International/Domestic Tax - United States	61.00
Animal and Plant Health Inspection Service (APHIS) User Fee - United States	5.30
Immigration User Fee - United States	9.60
Customs User Fee - United States	9.60
Passenger Facility Charge - United States	6.20
Total before options (per passenger)	\$1044¹⁷

GRAND TOTAL (Canadian dollars) \$1044¹⁷



Check-in and boarding gate deadlines

Within Canada To/From the U.S.¹

240
minutes

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
minutes²

60
minutes³

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

30
minutes

Boarding gate deadline

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

15
minutes

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.

¹If you are travelling to the U.S., you must clear U.S. Customs and Border Protection (CBP) prior to departure in Canada. Note the following for early morning departures:

- Pre-board security screening opens at 3:15 at Toronto-Pearson (YYZ) and at 4:15 at Montreal-Trudeau (YUL)
- U.S Customs and Border Protection (CBP) is open 3:30 - 21:00 at Toronto-Pearson (YYZ), and 4:30 - 19:45 at Montreal-Trudeau (YUL)

²From Toronto Billy Bishop Airport (YTZ) - Check-in and baggage drop-off closes 30 minutes prior.

³From Toronto-Pearson Airport (YYZ) to the U.S. - Check-in and baggage drop-off closes 90 minutes prior.



JW MARRIOTT
EDMONTON ICE DISTRICT

Mr Sandy Edmonstone
[Redacted]

Room: [Redacted]
Folio: [Redacted]
Cashier: [Redacted]
Arrival: 06-26-24
Departure: 06-27-24
Reference:

Folio No.: [Redacted]

Date	Description	Additional Information	Charges	Credits
06-26-24	Room Charge		249.00	
06-26-24	DMF		7.47	
06-26-24	Tourism Levy		10.26	
06-26-24	GST		12.82	
06-27-24	Visa Card	XXXXXXXXXXXX [Redacted] XX/XX		279.55

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

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.