

AHS Board and Executive Expense Report

Name: Tina Giesbrecht
Title: Corporate Secretary & Legal Counsel
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			
	P-Card	Meetings					-			
	Expense Claim	Meetings					-			
Dec-22	Direct Bill	Meetings	705				705			
Total			\$ 705	\$ -	\$ -	\$ -	\$ 705	\$ -	\$ -	\$ -

Total for the Month \$ 705

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

Car allowance and any other employment benefits reported in the annual financial statements are excluded from this report

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 : Tina Giesbrecht	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
14-Oct-22	Direct Billing	Airline Ticket	Return Flight Cal-Edm to attend an In-Person Board Meeting scheduled in Edmonton on Oct 21, 2022. Ms.Giesbrecht's attendance is a must as part of her job. Cost effective method used in selecting the flights.	Vision Travel DT Ontario-West Inc	\$705.25
	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					\$ 705.25

From: [REDACTED]
Subject: Invoice and Itinerary for GIESBRECHT/KATHARINA MS - 20October22 - Direct Travel Locator: [REDACTED]
Date: Tuesday, December 20, 2022 10:05:56 AM
Attachments: [REDACTED]

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.



Vision Travel DT Ontario-West Inc
9929 - 108th Street
Edmonton AB T5K 1G8
833-692-4120

www.dt.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: [REDACTED]
Issued: 14 October 2022

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

Customer Number: [REDACTED]
Customer Ref.:N/A

ALBERTA HEALTH SERVICES
[REDACTED]

Passenger(s): GIESBRECHT/KATHARINA MS

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

Important COVID Information Related To Your Travels:

Starting 20Jun22, vaccination will no longer be required to board a plane or train in Canada. .
For complete details click [here](#)

For complete Canadian Government details on COVID-19 vaccinated travellers entering Canada – click [here](#)

Please [click here](#) upon receipt of your itinerary for important COVID-related traveller information including COVID vaccination/test/quarantine requirements, transit restrictions, etc. We strongly recommend you continue to come back to this information regularly in advance of and during travel as requirements could change.

Protective face coverings may be required at various stages of travel. Travellers are responsible to familiarize themselves with requirements for their airlines, airports and destination cities.

AIR - Thursday, October 20 2022 (Flown)				Add To Calendar	
Air Canada Flight	[REDACTED]	Economy Class			
Depart	Calgary, Alberta	Weather	Arrive	Edmonton, Alberta	Weather
	Calgary International Airport			Edmonton International Airport	
	02:30 PM Thursday, October 20 2022			03:21 PM Thursday, October 20 2022	

Duration: 0 hour(s) and 51 minute(s) Non-stop
Status: Confirmed - Air Canada Booking Reference: [REDACTED]
FF Number: XXXXXX[REDACTED] - GIESBRECHT/KATHARINA MS - please reconfirm at check-in
Online Check In: Available 24 hours prior - [click here](#)
E Upgrade: For Eligible Flight - Aeroplan Members [click here](#)
Baggage Allowance: 0 Piece(s)
Remarks: PLEASE CHECK IN WITH AIR CANADA EXPRESS JAZZ

HOTEL - Thursday, October 20 2022 Add To Calendar

Matrix Hotel - [Map/Driving directions](#)
Address 10640 100 Avenue NW Tel +1 (780) 429-2861
 Edmonton, AB T5J 3N8 Fax +1 (780) 426-7225
Check In/Check Out: Thursday, October 20 2022 - Friday, October 21 2022
Status: Confirmed - Confirmation [REDACTED]
Est. Total Rate: CAD 174.02
Number of Rooms: 1
Cancellation Policy: RESERVATIONS MUST BE CANCELLED 24 HOURS PRIOR
Additional Information: CD-ALBERTA HEALTH
Remarks: [REDACTED] 20OCT CXL:RESERVATIONS MUST BE CANCELLED 24 HOURS PRIOR

AIR - Friday, October 21 2022 (Flown) Add To Calendar

Air Canada Flight [REDACTED] Economy Class
Depart Edmonton, Alberta [Weather](#) **Arrive** Calgary, Alberta [Weather](#)
 Edmonton International Airport Calgary International Airport
 04:00 PM Friday, October 21 2022 04:53 PM Friday, October 21 2022
Duration: 0 hour(s) and 53 minute(s) Non-stop
Status: Confirmed - Air Canada Booking Reference: [REDACTED]
FF Number: XXXXXX[REDACTED] - GIESBRECHT/KATHARINA MS - please reconfirm at check-in
Online Check In: Available 24 hours prior - [click here](#)
E Upgrade: For Eligible Flight - Aeroplan Members [click here](#)
Baggage Allowance: 0 Piece(s)
Remarks: PLEASE CHECK IN WITH AIR CANADA EXPRESS JAZZ

Invoice Details

Transaction Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number: [REDACTED]					
Air Canada [REDACTED]	621.00	84.25	0.00	0.00	705.25
				Billed to: CA552824XxXxXx [REDACTED]	
Totals:	621.00	84.25	0.00	0.00	705.25
				Total Credit Card Billing:	705.25
				Balance Due:	0.00

Remarks

 24 HOUR EMERGENCY TRAVEL ASSISTANCE
 OUTSIDE REGULAR BUSINESS HOURS - MONDAY TO FRIDAY
 A SERVICE FEE MAY APPLY FOR CALLS TO THIS SERVICE
 WITHIN NORTH AMERICA - CALL 1-888-700-6063
 OUTSIDE NORTH AMERICA - CALL COLLECT 1-514-855-4263
 EMAIL D24CAN AT DT.COM
 PLEASE QUOTE ACCESS CODE [REDACTED]

 RECOMMENDED CHECK-IN TIME IS AT LEAST 120 MINUTES
 PRIOR TO DEPARTURE. AFTER CHECK-IN YOU MUST BE