

## AHS Board and Executive Expense Report

**Name:** Todd Gilchrist

**Title:** VP People

**Location:** Edmonton

Expenses approved during the month of October 2020

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)
Oct-20	P-Card Expense Claim	Meetings		26		592	618			
	Direct Bill	Meetings					-			
<b>Total</b>			\$ -	\$ 26	\$ -	\$ 592	\$ 618	\$ -	\$ -	\$ -

**Total for  
the Month** \$ 618

Maximum daily single meal expense claimed in the month \$ 13

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

## AHS Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
GILCHRIST, TODD	VP People	Edmonton	\$ 617.86								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
7/15/2020	July 15-2020 - Town Hall Meeting in Drumheller - Jul 15 - Return Same Day		Mileage-Other	\$ 278.76	Edmonton, AB	Drumheller, AB		1			552
7/15/2020	Attended Town Hall meetings in Drumheller, AB	AB - Other Zones	Other-USER TO ASSIGN CODING	\$ 13.00				1			
7/29/2020	Attended staff appreciation event in Calgary	AB - Other Zones	Other-USER TO ASSIGN CODING	\$ 13.00				1			
7/29/2020	July 29-2020 - Staff Appreciation Event in Calgary - Jul 29 - Return Same Day		Mileage-Other	\$ 313.10	Edmonton, AB	Calgary, AB		1			620
Approver(s) for the claim	Approval Status	Approval Date									
YIU, VERNA	Approve	13-Oct-20									