

## AHS Board and Executive Expense Report

**Name** Penny Rae  
**Title** Chief Information Officer  
**Location** Calgary

Expenses submitted during the month of January 2017

Travel (1)										
MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Jan-17	P-Card	Meetings					-			30
Jan-17	Direct Billing	Meetings	320				320			
<b>Total</b>			\$ 320	\$ -	\$ -	\$ -	\$ 320	\$ -	\$ -	\$ 30

**Total for the Month** \$ 350

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.

### 5) Remuneration, Allowances Reported in the Financial Statements

Car allowance, honoraria, meeting fees, and any other employment benefits reported in the annual financial statements are excluded from this report.

## AHS PUBLIC DISCLOSURE P-CARD

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total
RAE, PENELOPE JANE	Chief Information Officer	Calgary	\$ 30.27

  

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
1/17/2017	Ordered the following book "Polarity Management: Identifying and Managing Unsolvable Problems" for reading by direct reports and other staff	AB - Local	Miscellaneous	\$ 30.27				1			

  

Approver(s) for the claim	Approval Status	Approval Date
RHODES, DEBORAH	Approve	27-Jan-17

**From:** Amazon.ca <ship-confirm@amazon.ca>  
**Sent:** Tuesday, January 17, 2017 4:41 PM  
**To:** [REDACTED]  
**Subject:** Your Amazon.ca order of "Polarity Management..." has shipped!



[Your Orders](#) [Your Account](#) [Amazon.ca](#)

## Shipping Confirmation

Order # [REDACTED]

Hello Dawn Rand,

Thank you for shopping with us. We thought you'd like to know that your item has shipped, and that this completes your order. Your order is on its way, and can no longer be changed. If you need to return an item from this shipment or manage other orders, please visit [Your Orders](#) on Amazon.ca.

Your estimated delivery date is:

**Friday, February 10 -  
Thursday, February 23**

[Why tracking information may not be available?](#)

Your order was sent to:

**Penny Rae  
Alberta Health Services (IT)  
10101 Southport Road S.W.  
Calgary, Alberta T2W 3N2  
Canada**

This shipment does not have an associated tracking or delivery confirmation number.

## Shipment Details



Polarity Management: Identifying  
and Managing Unsolvable  
Problems by Johnson Ph.D., Barry  
(2014) Paperback  
Sold by MayaBooksCA  
Condition: Used - Good

**CDN\$ 23.78**

Item Subtotal:	CDN\$ 23.78
Shipping and handling:	CDN\$ 6.49
Tax Calculated (GST/HST):	CDN\$ 0.00
Tax Calculated (PST/QST):	CDN\$ 0.00

**Total: CDN\$ 30.27**

Paid by Mastercard: CDN\$ 30.27

## 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.
- 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

<b>Name :</b> Penny Rae	<b>Reporting Period for the Month of :</b> December 21st to January 20th, 2017
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
17-Jan-2017	Direct Billing	Airline Ticket	Airfare Calgary/Edmonton return January 23rd to 24th to attend (1) AHS Executive Education Program - 2017 Cohort #4; (2) Analytics Executive Committee (3) Follow-up to Net CIS Budget Review (4) IT Executive Meeting (5) Mtg with Dr. Rob Hayward (6) CIS Identity Approach meeting (7) Executive Hosted Discussion - AHS Executive Education Program Cohort #5	Marlin Travel	320.12
	Direct Billing	Choose from Drop-down List			
	Direct Billing	Choose from Drop-down List			
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	-
<b>Total Paid in the Month</b>					<b>\$ 320.12</b>



**Invoice**

ALBERTA HEALTH SERVICES  
 ALBERTA HEALTH SERVICES  
 10030 - 107 STREET  
 EDMONTON AB  
 T5J 3E4

Trip #: [REDACTED]  
 Booking Date: 17 Jan 17  
 Client: [REDACTED]  
 Agent: [REDACTED]

File Locator: [REDACTED]

**PASSENGERS:** MRS PENELOPE RAE

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
WESTJET Ticket # [REDACTED]	221.16	0.00	\$0.00	98.96	0.00	320.12 CAD
<b>Total:</b>	<b>221.16</b>	<b>0.00</b>	<b>0.00</b>	<b>98.96</b>	<b>0.00</b>	<b>320.12 CAD</b>

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	01/13/2017	[REDACTED]	[REDACTED]	320.12 CAD
<b>Total Payment:</b>					<b>320.12 CAD</b>

**Balance Due CAD Currency 0.00 CAD**

Total GST 0.00 Total HST \$0.00

TRAVEL APPROVED BY DEBORAH.RHODES  
 CORPORATE UNIT 101  
 REASON FOR TRAVEL EXECUTIVE EDUCATION PROGRAM

AIR FLIGHT ACCIDENT INSURANCE IS PROVIDED AT NO COST TO OUR CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL  
 \*\*\*\*\* AFTER HOURS EMERGENCY HELP DESK WITHIN CANADA OR UNITED STATES CALL ...1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT...303 801 2147 PLEASE QUOTE ACCESS CODE 2EC0 \*\*\*\*\*  
 \*\*\*\*\* PLEASE REVIEW YOUR ITINERARY FOR ACCURACY\*\*\*\*\*  
 PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS MAY BE YOUR RESPONSIBILITY -----  
 -----WESTJET AIRLINE RULES----- TICKET IS NON REFUNDABLE CHANGES PERMITTED UP TO 2 HOURS PRIOR TO FLIGHT TIME CHANGE FEES PLUS ANY FARE INCREASE WILL APPLY TICKET MUST BE CANCELLED AT LEAST 2 HOURS PRIOR OR NO CREDIT WILL APPLY 24 HOURS IN ADVANCE GO TO WWW.WESTJET.COM TO CHECK IN AND PRINT YOUR BOARDING PASS.

ALBERTA HEALTH SERVICES  
ALBERTA HEALTH SERVICES  
10030 - 107 STREET  
EDMONTON AB  
T5J 3E4

Trip #: [REDACTED]  
Booking Date: 17 Jan 17  
Client: [REDACTED]  
Agent: [REDACTED]

File Locator: [REDACTED]

### MY ITINERARY

Passengers	Citizenship	Required Travel Documents
PENELOPE RAE	Not Specified	Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada



AIR

Passengers: PENELOPE RAE		Booking Date:	13 Jan 17			
		File Locator/Ticket #:	[REDACTED]			
Airline	Flight	From	Terminal	To	Class/Seat	Stops
WESTJET	03394	CALGARY INTL 23 Jan 17 7:00AM		EDMONTON INTL 23 Jan 17 8:01AM	M/	
WESTJET	03148	EDMONTON INTL 24 Jan 17 6:25PM		CALGARY INTL 24 Jan 17 7:26PM	M/	