

AHS Board and Executive Expense Report

Name Penny Rae
Title Chief Information Officer
Location Calgary

Expenses submitted during the month of June 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)
Jun-17	P-Card	Meetings			160	50	210			
Jun-17	Expense Claim	Meetings		165		371	536			
Jun-17	Direct Billing	Meetings	420				420			
Total			\$ 420	\$ 165	\$ 160	\$ 421	\$ 1,166	\$ -	\$ -	\$ -

Total for the Month \$ 1,166

Maximum daily single meal expense claimed in the month \$ 24
 Maximum daily base hotel rate claimed in the month \$ 149
 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	209.61									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
6/7/2017	Parking while attending CIS Program Senior Leadership Team Session - Day 1 June 7th	AB - Other Zones	Parking - Lot or Parkade	\$ 20.00			Parking while attending CIS Program Senior Leadership Team Session - Day 1 June 7th	1				
6/8/2017	Parking while attending CIS Program Senior Leadership Team Session - Day 2 on June 8th	AB - Other Zones	Parking - Lot or Parkade	\$ 30.00			Parking while attending CIS Program Senior Leadership Team Session - Day 2 on June 8th	1				
6/8/2017	Edmonton Hotel the night of June 7th while attending two day CIS Program Senior Leadership Team Sessions on June 7 and June 8th	AB - Other Zones	Accommodations	\$ 159.61			Edmonton hotel the night of June 7th while attending two day CIS Program Senior Leadership Team Session on June 7th and 8th	1				
Approver(s) for the claim		Approval Status		Approval Date								
RHODES, DEBORAH		Approve		26-Jun-17								

Penelope Rae
Calgary AB T2N 3K9
Canada

Room Number: [REDACTED]
Arrival Date: 06-07-17
Departure Date: 06-08-17
Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No: [REDACTED]

06-08-17

Date	Description	Charges	Credits
06-07-17	Room Revenue	149.00	
06-07-17	Destination Marketing Fee - 3%	4.47	
06-07-17	Tourism Levy - 4%	6.14	
06-08-17	Mastercard [REDACTED]		159.61
Total		159.61	159.61
Balance		0.00	

Signature:

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #105631154 RT 0008

Edmonton hotel the night of June 7th while attending two day CIS Program Senior Leadership Team Session (June 7th and June 8th)

AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total										
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance		
RAE, PENELOPE JANE	Chief Information Officer	Calgary		\$ 535.81									
5/9/2017	Taxi on May 9 from Edm. International Airport to attend SUDP Phase 3 discussion	AB - Other Zones	Taxi	\$ 63.25	Edmonton International Airport	10104 - 103rd Avenue N.W.	Taxi on May 9th from the Edm. International Airport to attend SUDP Phase 3 discussion at Alberta Innovates, #1500, 10104 - 103rd Avenue N.W. (Cy Frank Boardroom, Bell Tower)	1					
6/7/2017	Attendance at all day CIS Program Senior Leadership Team Meeting - Day 1 on June 7	AB - Other Zones	Meals Per Diem	\$ 34.50			Attendance at CIS Program Senior Leadership Team meeting - Day 1 (June 7) Bfast \$10.50 Dinner \$24.00	1					
6/8/2017	Attendance at all day CIS Program Senior Leadership Team meeting - Day 2 June 8th	AB - Other Zones	Meals Per Diem	\$ 24.00			Dinner \$24.00	1					
6/14/2017	Attendance at Domain TRIAD Orientation Workshop on June 14	AB - Other Zones	Meals Per Diem	\$ 34.50			Attendance at Domain TRIAD Orientation Workshop Bfast \$10.50 Dinner \$24.00	1					
6/14/2017	Attendance at Domain TRIAD Orientation Workshop on June 14		Mileage-Other	\$ 154.03	Residence	Edm. Clinic Health Academy, 11405 - 87 Ave N.W., Edmonton	Attendance at Domain TRIAD Orientation Workshop on June 14th	1			305		
6/15/2017	Travel back to Calgary after attending Domain TRIAD Orientation Workshop on June 15th		Mileage-Other	\$ 154.03	Edm. Clinic Health Academy, 11405 - 87th Ave. N.W., Edmonton	Residence	Travel back to Calgary after attending Domain TRIAD Orientation Workshop - June 15th	1			305		

AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
RAE, PENELOPE JANE	Chief Information Officer	Calgary	\$ 535.81									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
6/15/2017	Attendance at Domain TRIAD Orientation Workshop - June 15	AB - Other Zones	Meals Per Diem	\$ 24.00			Attendance at Domain TRIAD Orientation Workshop - June 15 Dinner \$24.00	1				
6/19/2017	Attendance at Provincial CIS meeting with Educators	AB - Other Zones	Meals Per Diem	\$ 47.50			Attendance at Provincial Clinical Information System Session with Educators Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1				
Approver(s) for the claim		Approval Status		Approval Date								
RHODES, DEBORAH		Approve		26-Jun-17								

ALPHADUS BUSINESS RESOUR
16304 65 STREET
EDMONTON, AB. T5Y 3E4
780-200-0630

**Taxi on May 9th from Edmonton
International Airport to Alberta Innovates
to attend SUDP Phase 3 discussion**

SALE

Batch # [REDACTED] REF# [REDACTED]
05/09/17 [REDACTED] 07:24:35
Appr [REDACTED]
Trace [REDACTED] Chip
VISA [REDACTED]

**AMOUNT \$55.00
TIP \$8.25
TOTAL \$63.25**

APPROVED

VISA CREDIT
[REDACTED]

THANK YOU / MERCI
CAPITALTAXI711

CUSTOMER COPY

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

Name : Penny Rae	Reporting Period for the Month of : May 21st to June 20th, 2017
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
5-Jun-2017	Direct Billing	Airline Ticket	Airfare Calgary to Edmonton on June 13th to attend CIS Direct Reports & Leadership meeting (flight was subsequently cancelled on June 7th - credit on file in the amount of \$145.51, less rebooking fee)	Marlin Travel	145.51
5-Jun-2017	Direct Billing	Airline Ticket	Airfare Calgary to Edmonton Return June 19th to June 20th to attend the following meetings: (1) Portfolio Management Committee with GoA (2) Provincial CIS Meeting with Educators (3) all day Provincial Senior Leaders Meeting on June 20th	Marlin Travel	274.96
	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					\$ 420.47



Invoice

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

Trip #: [REDACTED]
Booking Date: 05 Jun 17
Client: [REDACTED]
Agent: [REDACTED]
Agent Phone: [REDACTED]
File Locator: [REDACTED]

PASSENGERS: MRS PENELOPE RAE

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
WESTJET Ticket # [REDACTED]	96.03	0.00	\$0.00	49.48	0.00	145.51 CAD
Total:	96.03	0.00	0.00	49.48	0.00	145.51 CAD

PAYMENTS				Form of Payment	Amount
Invoice #	Payment Date	Card Holder			
[REDACTED]	06/02/2017	[REDACTED]	[REDACTED]	[REDACTED]	145.51 CAD
Total Payment:					145.51 CAD
Balance Due CAD Currency					0.00 CAD

Total GST 0.00 Total HST \$0.00

TRAVEL APPROVED BY DEBORAH.RHODES
CORPORATE UNIT 101
BOOKING METHOD NUTRAVEL
REASON FOR TRAVEL CIS LEADERSHIP & DIRECT REPORTS MTG. ETC.

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

Airfare Calgary to Edmonton on June 13th to attend CIS Direct Reports & Leadership Meeting (flight subsequently cancelled and credit on file in the amount of \$145.51, less rebooking fee)

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

Trip #: [REDACTED]
Booking Date: 05 Jun 17
Client: [REDACTED]
Agent: [REDACTED]
Agent Phone: [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: 06/02/2017
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
WESTJET	03394	CALGARY INTL 06/13/2017 7:00AM		EDMONTON INTL 06/13/2017 7:53AM	P		



Invoice

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

Trip #: [REDACTED]
 Booking Date: 05 Jun 17
 Client: [REDACTED]
 Agent: [REDACTED]
 Agent Phone: [REDACTED]
 File Locator: [REDACTED]

PASSENGERS: MRS PENELOPE RAE

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
AIR CANADA Ticket # [REDACTED]	200.00	0.00	\$0.00	74.96	0.00	274.96 CAD
Total:	200.00	0.00	0.00	74.96	0.00	274.96 CAD

PAYMENTS	Invoice #	Payment Date	Card Holder	Form of Payment	Amount
	[REDACTED]	06/02/2017	[REDACTED]	[REDACTED]	274.96 CAD
Total Payment:					274.96 CAD

Balance Due CAD Currency 0.00 CAD

Total GST 0.00 Total HST \$0.00

TRAVEL APPROVED BY DEBORAH.RHODES
 CORPORATE UNIT 101
 BOOKING METHOD NUTRAVEL
 REASON FOR TRAVEL CIS & PROV. SR. LEADERS MEETING

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 2ECO *****
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Airfare Calgary/Edmonton Return June 19th to 20th to attend the following meetings: (1) Portfolio Management Committee mtg with GoA (2) Provincial CIS meeting with Educators and (3) all day Provincial Senior Leaders meeting on June 20th

GOVERNMENT CENTRE
 MAIN FLOOR, 9929- 108TH ST, EDMONTON, AB T5K1G8
 Tél.: 780 425 8611
 GST REG# 88510191

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

Trip #: [REDACTED]
Booking Date: 05 Jun 17
Client: [REDACTED]
Agent: [REDACTED]
Agent Phone: [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: 06/02/2017
File Locator/Ticket #: [REDACTED]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	08130	CALGARY INTL 06/19/2017 7:00AM		EDMONTON INTL 06/19/2017 7:54AM	T		
AIR CANADA	08169	EDMONTON INTL 06/20/2017 5:05PM		CALGARY INTL 06/20/2017 5:57PM	T		