

AHS Board and Executive Expense Report

Name: Sandy Edmonstone
Title: AHS Board Member
Location: Calgary

Expenses approved during the month of February 2024

Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Travel (1)										
	P-Card	Meetings					-			
	Expense Claim	Meetings					-			
Feb-24	Direct Bill	Meetings			213		213			
Total			\$ -	\$ -	\$ 213	\$ -	\$ 213	\$ -	\$ -	\$ -

**Total for
the Month** \$ 213

Maximum daily single meal expense claimed in the month \$ -
Maximum daily base hotel rate claimed in the month \$ 199
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 : Sandy Edmonstone	Reporting Period for the Month of : Feb-24
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
10-Jan-24	Direct Billing	Hotel	1 night accommodation to attend Board Orientation on Janaury 11, 2024 in Edmonton.	Fairmont Hotel Macdonald	\$213.17
	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					\$ 213.17

Fairmont

HOTEL MACDONALD

10065 100 Street NW
 Edmonton, AB, T5J 0N6
 Tel: 780-424-5181
 Fax: 780-429-6481
 G.S.T. Registration # 846543619

Alberta Health Services
 P.O.Box 1600
 Edmonton AB T5J 2N9
 Canada

Guest Name : Sandy Edmonstone
 Group Name :

Room : [REDACTED]
 Folio # : [REDACTED]
 Cashier # : [REDACTED]
 Reference # : [REDACTED]
 A/R # : [REDACTED]
 Invoice # : [REDACTED]

Arrival : 01-10-24
 Departure : 01-11-24
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Date	Description	Additional Information	Charges	Credits
01-10-24	Package Charge		199.00	
01-10-24	Room - Destination Marketing Fee		5.97	
01-10-24	Room - GST		10.25	
01-10-24	Room - AB Tourism Levy		8.20	
02-01-24	GST Exempt		-10.25	
GST Summary			Total Charges	213.17
Room	10.25		Total Credits	0.00
F&B	0.00			
Other	0.00			
Total	10.25		Balance	213.17

Thank you for choosing Fairmont Hotel Macdonald

To provide feedback about your stay, please contact [REDACTED]
 We also invite you to share memories of your experience on our community forum - visit fairmontmoments.com

For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414

Pour information et réservations visitez notre web au www.fairmont.com ou téléphoner au Hôtels Fairmont de: États-Unis ou Canada 1 800 441 1414

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. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.) I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année) J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du lundi au vendredi) et de 2.00\$ le samedi. (Dans les hôtels participants.)

Thank you for choosing to stay at Fairmont Hotel Macdonald