

AHS Board and Executive Expense Report

Name: Andrea Beckwith-Ferraton
Title: Chief Ethics & Compliance Officer
Location: Calgary
 Expenses approved during the month of October 2022

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					-			
Oct-22	Expense Claim	Meetings				168	168			
Oct-22	Direct Bill	Meetings					-	4,995		
Total			\$ -	\$ -	\$ -	\$ 168	\$ 168	\$ 4,995	\$ -	\$ -

**Total for
the Month** \$ 5,163

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

AHS Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
BECKWITH-FERRATON, ANDREA	Chief Ethics & Compliance Officer	Calgary	\$ 167.66								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
9/7/2022	Executive Education in Red Deer-roundtrip		Mileage-Other	\$ 167.66	Southport-10301 Southport Lane SW Calgary	Johnstone Crossing Community-300 Jordan Pkwy, Red Deer, AB		1			332
Approver(s) for the claim	Approval Status	Approval Date									
GIESBRECHT, TINA	Approve	25-Oct-22									

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 : Andrea Beckwith-Ferraton	Reporting Period for the Month of : Oct-22
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
9/27/2022	Direct Billing	Conference	Conference Board of Canada-Corporate Ethics Management Council(CEMC) yearly membership fee. Effective October 1,2022 to September 30, 2023	The Conference Board of Canada	\$4,995.00
	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					\$ 4,995.00

The Conference Board of Canada **Le Conference Board du Canada**




135 Laurier Ave W, Ottawa ON K1P 5J2
 Tel./Tél. 613.526.3280 Fax/Télé. 613.526.4857
 conferenceboard.ca



HST #: 118778091


Council/Centre



Sold To: Miss Andrea E. Beckwith-Ferraton


Ship To: Miss Andrea E. Beckwith-Ferraton


Account No.	Purchase Order No.	Order Date	Order Number	Terms	Invoice Date
		9/27/2022		Due on Receipt	9/27/2022

Qty Ordered	Item Description	Unit Price	Extended Price
1	CEM Participation in the Corporate Ethics Management Council from October 1, 2022 to September 30, 2023 (one-time discount of \$1K off full membership fee of \$5,995) 	4,995.00	4,995.00

Line Item Total	Freight	Handling	Restocking/ Cancellation Fee	Tax	Subtotal	Amount	Amount Due
4,995.00					4,995.00		4,995.00

Please contact accounting@conferenceboard.ca if you want to pay by credit card.
 Send wire payments to AERIC Inc. c/o The Conference Board of Canada, Royal Bank of Canada,
 90 Sparks St., Ottawa, ON, K1P 5T6, Account #1152545, Bank #003, Transit #00006, Swift #ROYCCAT2

For details, please contact
accounting@conferenceboard.ca