

AHS Board and Executive Expense Report

Name: Andrea Beckwith-Ferraton
Title: Chief Ethics & Compliance Officer
Location: Calgary
 Expenses approved during the month of October 2023

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					-			
Oct-23	Direct Bill	Meetings					-	453		
Total			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 453	\$ -	\$ -

**Total for
the Month** \$ 453

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

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-23
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
16-Oct-23	Direct Billing	Conference	WCG MAGI Clinical Research Conference October 16-20, 2023	WCG Conference LLC	\$452.92
	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					\$ 452.92



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MAGI@home

Monday, 16 October 2023, 10:00 - Friday, 20 October 2023, 15:15

Billed To

Invoice

Company	Alberta Health Services	Reference Number	[REDACTED]
Full Name	[REDACTED]	Registered At	21/09/2023 12:00
Line 1	[REDACTED]	Balance Due	\$2,345.00
City	[REDACTED]		
State/Province/County	[REDACTED]		
Zip/Postal Code	[REDACTED]		
Country	[REDACTED]		
Email Address	[REDACTED]		

Registrant Details

Full Name	Email Address	Registrant Type	Price
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Andrea Beckwith-Ferraton	[REDACTED]	Virtual All Access Pass (7-9 attendees)	\$335.00
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Selections

Selection	Quantity	Unit Price	Total
Virtual All Access Pass (7-9 attendees)	7	\$335.00	\$2,345.00
		Total	\$2,345.00

Terms

Payment terms are net 30

If paying by check please send to:

WCG Conferences, LLC

PO Box 23899

New York, NY 10087-3899

If paying by wire please send to:

If paying by credit card please login to your account/registration and click on Submit payment.

Thank you for your business.

CANCELLATION AND SUBSTITUTION

Written cancellations received by email at least 21 calendar days prior to the start date of the event will receive a refund — less a non-refundable \$250 administration fee. No cancellations will be accepted — nor refunds issued — within 21 calendar days from the start date of the event. A credit for the amount paid may be transferred to any future MAGI Conference. Substitutions (names of attendees) may be made at any time. No-shows will be charged the full amount. In the event that MAGI cancels the conference, MAGI is not responsible for any airfare, hotel, other costs or losses incurred by registrants. Some topics and speakers may be subject to change without notice.