

## AHS Board and Executive Expense Report

**Name:** Athana Mentzelopoulos  
**Title:** Official Administrator Advisor and EMS Provisional Lead  
**Location:** Edmonton  
 Expenses approved during the month of May 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)
	P-Card	Meetings					-			
	Expense Claim	Meetings					-			
May-23	Direct Bill	Meetings			1,065		1,065			
<b>Total</b>			\$ -	\$ -	\$ 1,065	\$ -	\$ 1,065	\$ -	\$ -	\$ -

**Total for  
the Month** \$ 1,065

Maximum daily single meal expense claimed in the month \$ -  
 Maximum daily base hotel rate claimed in the month \$ 209  
 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**

<b>Name :</b> Athana Mentzelopoulos	<b>Reporting Period for the Month of :</b> May-23
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
1-Mar-23	Direct Billing	Hotel	Meetings with Dr. John Cowell (Official Administrator), Alberta Medical Association, and AHS Mar 1-23	Holiday Inn & Suites Calgary Airport North	\$131.89
2-Apr-23	Direct Billing	Hotel	Meetings with Dr. John Cowell April 3 (Official Administrator)	Delta Calgary South	\$185.24
4-Apr-23	Direct Billing	Hotel	Meeting with EMS Senior Leadership; meeting with Dr. Cowell on EMS Updates Apr 4	Holiday Inn & Suites Calgary Airport North	\$150.13
13-Apr-23	Direct Billing	Hotel	EMS Senior Leadership meeting in Cochrane and Calgary re EMS (April 13 - 14, 2023)	Holiday Inn & Suites Calgary Airport North	\$150.34
25-Apr-23	Direct Billing	Hotel	AHS Official Administrator Advisory Committee meetings April 25-26 (2 days). Booking was done thru Travel Provider and was only available room rate at the time.	Delta Calgary South	\$447.76
<b>Total Paid in the Month</b>					\$ 1,065.36



# Holiday Inn & Suites

46

03-31-23

<b>Alberta Health Services</b>	Folio No. :	Room No. :
<b>P O Box 1600</b>	A/R Number :	Arrival : <b>03-01-23</b>
<b>Edmonton AB T5A 0A3</b>	Group Code :	Departure : <b>03-02-23</b>
<b>Canada</b>	Company :	Conf. No. :
	Membership No. :	Rate Code :
Mentzelopoulos, Athana M	Invoice No. :	Page No. : <b>1 of 1</b>
	Ref.No. :	

Date	Description	Charges	Credits
03-01-23	*Room Charge	121.00	
03-01-23	CTR 2%	2.42	
03-01-23	DMF 3%	3.63	
03-01-23	Tourism Levy and Hotel Fees	4.84	

<b>Total</b>	<b>131.89</b>	<b>0.00</b>
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<b>Balance</b>	<b>131.89</b>	
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**Tax Summary**

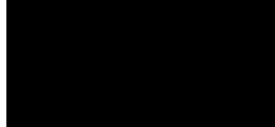
0.00
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**Guest Signature:** \_\_\_\_\_  
 I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.




135 Southland Drive S.E Calgary, Alberta, T2J 5X5  
Telephone: 403-278-5050 Fax: 403-225-5834

Alberta Health Services  
Po Box 1600  
Edmonton AB T5J2N9  
Canada

Room:   
Folio:  
Cashier:  
Arrival: 04-02-23  
Departure: 04-03-23

Mentzelopoulos, Athana

Date	Description	Additional Information	Charges	Credits
04-02-23	Package Wrapper		165.00	
04-02-23	DMF		4.95	
04-02-23	Tourism Levy		6.79	
04-02-23	Rooms - GST		8.50	
04-03-23	Master Card		XX/XX	185.24

GST Summary

Registration No: **895126332**  
Room 8.50  
F&B 0.00  
Other 11.74  
**Total 20.24**

Total	185.24	185.24
Balance Due	0.00	CDN

Guest Signature: \_\_\_\_\_

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.



# Holiday Inn & Suites

49

05-03-23

<b>Alberta Health Services</b>	Folio No. :		Room No. :	
<b>P O Box 1600</b>	A/R Number :		Arrival :	<b>04-04-23</b>
<b>Edmonton AB T5A 0A3</b>	Group Code :		Departure :	<b>04-05-23</b>
<b>Canada</b>	Company :		Conf. No. :	
	Membership No. :		Rate Code :	
Mentzelopoulos, Athana M	Invoice No. :		Page No. :	<b>1 of 1</b>
	Ref.No. :			

Date	Description	Charges	Credits
04-04-23	*Room Charge	137.74	
04-04-23	CTR 2%	2.75	
04-04-23	DMF 3%	4.13	
04-04-23	Tourism Levy and Hotel Fees	5.51	
<b>Total</b>		<b>150.13</b>	<b>0.00</b>
<b>Balance</b>		<b>150.13</b>	
<b>Tax Summary</b>			<b>0.00</b>
			<b>0.00</b>
			<b>0.00</b>
			<b>0.00</b>

**Guest Signature:** \_\_\_\_\_  
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# Holiday Inn & Suites

49

05-02-23

<b>Alberta Health Services</b> <b>P O Box 1600</b> <b>Edmonton AB T5A 0A3</b> <b>Canada</b>	Folio No. A/R Number Group Code Company Membership No. Invoice No. Ref.No.	[REDACTED]	Room No. : [REDACTED] Arrival : <b>04-13-23</b> Departure : <b>04-14-23</b> Conf. No. : [REDACTED] Rate Code : [REDACTED] Page No. : <b>1 of 1</b>
Mentzelopoulos, Athana M			

Date	Description	Charges	Credits
04-13-23	Package Rate	139.99	
04-13-23	DMF 3%	5.75	
04-13-23	Tourism Levy and Hotel Fees	4.60	
<b>Total</b>		<b>150.34</b>	<b>0.00</b>
<b>Balance</b>		<b>150.34</b>	

<b>Tax Summary</b>	
	<b>0.00</b>
	<b>0.00</b>
	<b>0.00</b>
	<b>0.00</b>

**Guest Signature:** \_\_\_\_\_  
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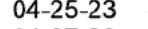
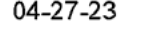


# DELTA

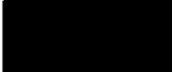

## CALGARY SOUTH

135 Southland Drive S.E Calgary, Alberta, T2J 5X5  
 Telephone: 403-278-5050 Fax: 403-225-5834

Alberta Health Services  
 Alberta Health Services  
 PO BOX 1600  
 EDMONTON AB T5J 2N9  
 Canada

Room:   
 Folio:   
 Cashier:   
 Arrival: 04-25-23  
 Departure: 04-27-23

Menrtzelopoulos, Athanasia

A/R Invoice:   
 A/R Account: 

Date	Description	Additional Information	Charges	Credits
04-25-23	Room Charge		209.00	
04-25-23	DMF		6.27	
04-25-23	Tourism Levy		8.61	
04-25-23	Rooms - GST		10.76	
04-26-23	Room Charge		209.00	
04-26-23	DMF		6.27	
04-26-23	Tourism Levy		8.61	
04-26-23	Rooms - GST		10.76	
04-28-23	GST Exempt- 120903		-21.52	

GST Summary	
Registration No:	<b>895126332</b>
Room	21.52
F&B	0.00
Other	29.76
<b>Total</b>	<b>51.28</b>

Total	447.76	0.00
Balance Due	447.76	CDN

Guest Signature: \_\_\_\_\_

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.