

## AHS Board and Executive Expense Report

**Name:** Dr Brian Muir  
**Title:** Zone Medical Director North Zone  
**Location:** Edmonton  
 Expenses approved during the month of June 2023

### Travel (1)

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					-			
Jun-23	Direct Bill	Meetings	604				604			
<b>Total</b>			\$ 604	\$ -	\$ -	\$ -	\$ 604	\$ -	\$ -	\$ -

**Total for  
the Month** \$ 604

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

<b>Name :</b> Dr. Brian Muir	<b>Reporting Period for the Month of :</b> Jun-23
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
13-Jun-23	Direct Billing	Airline Ticket	Senior Physician Leader meeting in Calgary June 13-15 - limited flight schedule available to get Dr. Muir there on time.	Vision Travel DT Ontario-West Inc	\$604.09
	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	
<b>Total Paid in the Month</b>					\$ 604.09

# Invoice/Itinerary

Invoice [REDACTED]  
Issued: 03 May 2023  
ALBERTA HEALTH SERVICES  
10030 107 STREET  
EDMONTON AB  
T5J 3E4

Agency Ref. [REDACTED]  
Sales Person [REDACTED]

Customer Number: [REDACTED]  
Customer Ref.: N/A  
Passenger(s): MUIR/BRIAN P DR

**Disclaimer:** It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

**Important Information Related To Your Travels:**

For complete Canadian Government details for returning to or travelling to Canada – click [here](#)  
Please [click here](#) upon receipt of your itinerary for valuable information that may be critical to the success of your travels. We strongly recommend you continue to come back to this information regularly in advance of and during travel as requirements and restrictions could change.

**AIR - Tuesday, June 13 2023**

[Add To Calendar](#)

WestJet Flight	[REDACTED]	Economy Class - Seat	[REDACTED]	(Non smoking, Aisle) Confirmed
Depart	Grande Prairie, Alberta	<a href="#">Weather</a>	Arrive	Calgary, Alberta <a href="#">Weather</a>
	Grande Prairie Municipal Airport			Calgary International Airport
	05:05 PM Tuesday, June 13 2023			06:28 PM Tuesday, June 13 2023
Duration:	1 hour(s) and 23 minute(s) Non-stop			
Status:	Confirmed - WestJet Booking Reference: [REDACTED]			
Operated By:	WESTJET ENCORE			
FF Number:	[REDACTED] - MUIR/BRIAN P DR - please reconfirm at check-in			
Online Check In:	Available 24 hours prior - <a href="#">click here</a>			
Baggage Allowance:	1 Piece(s)			
Remarks:	PLEASE CHECK IN WITH WESTJET ENCORE			

**AIR - Thursday, June 15 2023**

[Add To Calendar](#)

WestJet Flight	[REDACTED]	Economy Class - Seat	[REDACTED]	(Non smoking, Aisle) Confirmed
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<b>Depart</b>	Calgary, Alberta <a href="#">Weather</a> Calgary International Airport 10:00 AM Thursday, June 15 2023	<b>Arrive</b>	Grande Prairie, Alberta <a href="#">Weather</a> Grande Prairie Municipal Airport 11:27 AM Thursday, June 15 2023
<b>Duration:</b>	1 hour(s) and 27 minute(s) Non-stop		
<b>Status:</b>	Confirmed - WestJet Booking Reference: [REDACTED]		
<b>Operated By:</b>	WESTJET ENCORE		
<b>FF Number:</b>	[REDACTED] - MUIR/BRIAN P DR - please reconfirm at check-in		
<b>Online Check In:</b>	Available 24 hours prior - <a href="#">click here</a>		
<b>Baggage Allowance:</b>	1 Piece(s)		
<b>Remarks:</b>	PLEASE CHECK IN WITH WESTJET ENCORE		

**Invoice Details**

Transaction Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number: [REDACTED]					
WestJet [REDACTED]	497.84	106.25	0.00	0.00	604.09
				Billed to [REDACTED]	
<b>Totals:</b>	<b>497.84</b>	<b>106.25</b>	<b>0.00</b>	<b>0.00</b>	<b>604.09</b>
			<b>Total Credit Card Billing:</b>		<b>604.09</b>
			<b>Balance Due:</b>		<b>0.00</b>

**Remarks**

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24 HOUR EMERGENCY TRAVEL ASSISTANCE  
OUTSIDE REGULAR BUSINESS HOURS - MONDAY TO FRIDAY  
A SERVICE FEE MAY APPLY FOR CALLS TO THIS SERVICE  
WITHIN NORTH AMERICA - CALL 1-888-700-6063  
OUTSIDE NORTH AMERICA - CALL COLLECT 1-514-855-4263  
EMAIL D24CAN AT DT.COM  
PLEASE QUOTE ACCESS CODE [REDACTED]  
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RECOMMENDED CHECK-IN TIME IS AT LEAST 120 MINUTES  
PRIOR TO DEPARTURE. AFTER CHECK-IN YOU MUST BE  
AVAILABLE AT THE BOARDING GATE AT LEAST 60 MINUTES  
PRIOR TO DEPARTURE OR YOU MAY BE DENIED BOARDING.  
PLEASE ENSURE THAT YOU HAVE VALID GOVERNMENT ISSUED  
PHOTO I.D. GATE ASSIGNMENTS AND DEPARTURE  
ARRIVAL INFORMATION ARE SUBJECT TO CHANGE.  
PLEASE CHECK MONITORS AT THE AIRPORT.  
PLEASE RECONFIRM ALL FLIGHTS  
IT IS YOUR RESPONSIBILITY TO VERIFY FLIGHT TIMES WITH  
THE AIRLINE PRIOR TO YOUR DEPARTURE. SCHEDULE CHANGE  
MAY OCCUR AT ANY TIME WITHOUT NOTICE BY THE AIRLINE.  
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ENSURE ALL TRAVELLERS HAVE PROPER TRAVEL DOCUMENTS  
CHECK THIS WEBSITE FOR AIRPORT SECURITY INFO  
WWW.CATSA.GC.CA

---AIRPORT SECURITY REVISIONS---

BAGGAGE ALLOWANCE-SPECIFIC SIZE AND WEIGHT  
RESTRICTIONS VARY BETWEEN AIRLINES. EXCESS CHARGES  
MAY APPLY. VISIT THE AIRLINES WEBSITE TO SEE THE  
EXACT BAGGAGE RESTRICTIONS AND FEES.  
MOST AIRLINE BAGGAGE LINKS ARE AVAILABLE BY VISITING  
WWW.DT.CA/BAGGAGE/

--- WS AIRPORT ARRIVAL TIMES ---

SEVERAL AIRPORTS ACROSS WESTJETS NETWORK ARE EXPERIENCING  
AN INCREASE IN PROCESSING TIMES RESULTING IN LONG LINEUPS  
THROUGH CHECK-IN AND SECURITY.