

## AHS Board and Executive Expense Report

**Name:** Carol Anderson  
**Title:** Chief Zone Officer Edmonton Zone  
**Location:** Edmonton  
 Expenses approved during the month of March 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)
<b>Travel (1)</b>										
	P-Card	Meetings					-			
	Expense Claim	Meetings					-			
Mar-23	Direct Bill	Working Session					-		797	
<b>Total</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 797	\$ -

**Total for  
the Month** \$ 797

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> Carol Anderson	<b>Reporting Period for the Month of :</b> Feb-23
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
28-Feb-23	<b>Direct Billing</b>	<b>Working Session</b>	Edmonton Zone held a meeting where we acknowledged those within the Zone that were being award the Queen Elizabeth II's Platinum Jubilee Metal. This is a very prestigious award that these individuals will be receiving for all their hard work in health care within Alberta.	<b>BRIDGES CATERING</b>	\$797.15
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Choose from Drop-down List</b>	
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Choose from Drop-down List</b>	
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Choose from Drop-down List</b>	
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Choose from Drop-down List</b>	
<b>Total Paid in the Month</b>					\$ 797.15



724167 Alberta Ltd. o/a  
 Bridges Catering  
 9203 111 Avenue NW  
 Edmonton, Alberta T5G 0A2  
 780-425-0173  
 www.bridgescatering.ca

Invoice Number: [REDACTED]  
 Invoice Date: 02/28/2023  
 Salesperson: [REDACTED]

**INVOICE TO:**

Alberta Health Services Office of the Chief Zone Officer – Edmonton Zone

[REDACTED]

Primary Contact	Address	Email Address	Telephone
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

**Delivery Location:** Seventh Street Plaza North Tower - 10030 107 Street

Tuesday, February 28, 2023 - 5:00pm-7:00pm - Reception			
Description	Qty	Price	Total
Charcuterie Appetizer Box ~ Chef's selection of sliced meats and cheeses, Italian olives, marinated and pickled vegetables, fresh grapes, dried fruit, spiced nuts, fruit compote, a variety of crackers and baguette	23	\$21.95	\$504.85
No Nuts Charcuterie Appetizer Box ~ Chef's selection of sliced meats and cheeses, Italian olives, marinated and pickled vegetables, fresh grapes, dried fruit, spiced nuts, fruit compote, a variety of crackers and baguette	1	\$24.95	\$24.95
No Nuts Charcuterie Appetizer Box ~ Chef's selection of sliced meats and cheeses, Italian olives, marinated and pickled vegetables, fresh grapes, dried fruit, spiced nuts, fruit compote, a variety of crackers and baguette	1	\$24.95	\$24.95
Vegetarian Antipasto Appetizer Box ~ Chef's selection of cheeses, Italian olives, marinated and pickled vegetables, fresh grapes, dried fruit, spiced nuts, a variety of crackers and baguette.	1	\$24.95	\$24.95
Vegetarian Antipasto Appetizer Box ~ Chef's selection of cheeses, Italian olives, marinated and pickled vegetables, fresh grapes, dried fruit, spiced nuts, a variety of crackers and baguette.	1	\$24.95	\$24.95
Regular Coffee (per cup)	24	\$2.25	\$54.00
Assorted Herbal and Black Teas (per cup)	12	\$2.25	\$27.00
Bottled Water	25	\$2.00	\$50.00
Eco-Friendly Cutlery Roll-Up	27	\$0.50	\$13.50
Eco-Friendly Products ~ Coffee Supplies	36	\$0.50	\$18.00
Delivery	1	\$30.00	\$30.00

Charges	\$797.15
Subtotal	\$797.15
GST	\$39.86
Balance Due	\$837.01

GST was short  
paid as AHS is  
exempt.

**Billing Notes:**  
Bridges Catering GST 5% #890805997RT0001

### Working Session Pre-Approval Request

In accordance with the Travel, Hospitality & Working Session Expenses Policy #1122 this form must be pre-approved for working sessions estimated to cost \$500.00 or more, in accordance with the Delegation of Authority for Financial Commitments "Financial Authorization" Matrix.

Select healthy food and drink choices for working sessions to align with the Healthy Eating Environment policy (#1138). Refer to Eat Smart Meet Smart for planning.

<b>Details of Working Session Request</b>
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Describe the purpose of the working session
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We will be celebrating and acknowledging those within Edmonton Zone that are being award the Queen Elizabeth II's Platinum Jubilee Medal. This is a very prestigious award that these individuals will be receiving for all their hard work in health care within Alberta. Invited to the event will be the recipient, nominator and 1 guest (listing attached)
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Name of Event	Date of Request (dd-mmm-yyyy)
Queen's Jubilee Medal celebration	21-Feb-2023

Event Lead (Name, Position, Department)
Carol Anderson, Chief Zone Officer & Dr. Kirsite McLelland, Zone Medical Director

Location of Venue	Event Date(s)	Number of Attendees
[REDACTED]	28-Feb-23	approx. 26

Guest Speaker(s) /Facilitators	Title/Role	Organization

<b>Proposed Budget</b>
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Venue cost	\$0.00
Meals	\$650.00
Non- Alcoholic Beverages	\$155.00
Other	
GST (if applicable)	\$39.47
<b>Total Planned Event Budget</b>	<b>\$844.47</b>



<b>Authorization</b>
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Name	Position/Title	DOA Level
Deb Gordon	VP & COO, Clinical Operations	2
Signature		Date (dd-mmm-yyyy)
		Feb 23, 2023

**February 28, 2023 Queen Jubilee II medal ceremony**

**Attendees:**

- Dr. Carolyn O'Hara
- Dr. Uma Chandran and Guest
- Karin Fluet
- Dr. Michael Mengel
- Tammy Hofer
- Dr. Mark Joffe
- Dr. Hasumukhlal Rajani and Guest
- Donna Daniec and 2 guests
- Dr. Shelley Duggan and guest
- Teddie Tanguay and guest
- Donalda Dyjur
- Stephanie T. Donaldson and guest
- Laura Manz
- Selene Tash and guest
- Leslie Gwozdez
- Dr. Kirstie McLelland
- Carol Anderson
- Jorn Starko
- Jodi Yerex
- DeAnne Piche

**Total Guests 27**