

AHS Board and Executive Expense Report

Name: Colleen Purdy
Title: VP Corporate Services & Chief Financial Officer
Location: Calgary
 Expenses approved during the month of May 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					-			
May-23	Expense Claim	Meetings				154	154			
	Direct Bill	Meetings	533				533			
Total			\$ 533	\$ -	\$ -	\$ 154	\$ 687	\$ -	\$ -	\$ -

**Total for
the Month** \$ 687

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								
PURDY, COLLEEN ANNE	VP Corporate Services & Chief Financial Officer	Calgary	\$	153.74							
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
4/11/2023	Travel to Edmonton to attend NAIT tour & ELT Meeting	AB - Local	Taxi	\$ 38.11	Home Address in Calgary	Calgary Airport		1			
4/12/2023	Travel to Edmonton to attend NAIT tour & ELT Meeting	AB - Other Zones	Taxi	\$ 50.08	Calgary International Airport	Home in Calgary		1			
4/12/2023	Travel to Edmonton to attend NAIT tour & ELT Meeting	AB - Other Zones	Taxi	\$ 65.55	Edmonton SSP	Edmonton International Airport		1			
Approver(s) for the claim	Approval Status	Approval Date									
CHIES, MAURO A	Approve	28-Apr-23									

CHECKER

CHECKER CABS
316 MERIDIAN RD SE
CALGARY, AB T2A 1X2
4032999999

<https://www.thecheckergroup.com>

Checker Cabs Calgary

Cashier: [REDACTED]

Transaction [REDACTED]

Total	\$43.55
Tip	\$6.53
CREDIT CARD SALE	\$50.08
VISA [REDACTED]	

Retain this copy for statement
validation

Station: 1786

12-Apr-2023 7:35:12p m

[REDACTED]

----- TRANSACTION RECORD -----
AIRPORT TAXI SERVICE
4608 101 ST NW
EDMONTON AB

Download our convenient app

Purchase

Apr 12, 2023 16:06:36

Entry: Tap EMV (H)

Ref#:

Auth#:

Order:

Username:

Amount

Tip

Total

\$57.00

\$8.56

\$65.56

Approved

Signature Not Required

For GST# see \Username\ above

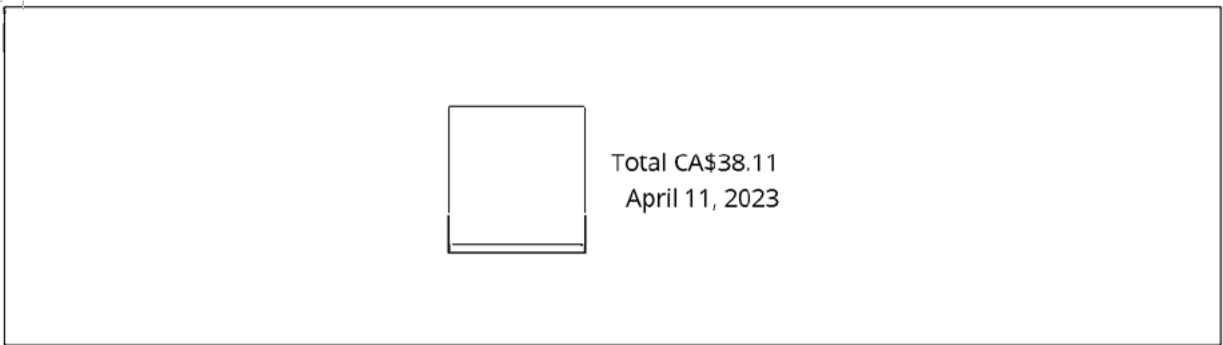
Important: Retain this copy for your record

----- Forwarded message -----

From: **Uber Receipts** <noreply@uber.com>

Date: Tue, Apr 11, 2023 at 7:49 AM

Subject: Your Tuesday morning trip with Uber



Thanks for tipping, Colleen

Here's your updated Tuesday morning ride receipt.

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Total CA\$38.11

Trip fare CA\$22.11

Subtotal CA\$22.11

Booking Fee CA\$3.00

TNC fee recovery surcharge CA\$0.45

Pickup/Dropoff Surcharge CA\$2.00

Airport Recovery Surcharge CA\$4.00

Tips CA\$4.97

GST CA\$1.58

Payments

 CA\$38.11

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 : Colleen Purdy	Reporting Period for the Month of : May-23
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
23-Mar-23	Direct Billing	Airline Ticket	Flight from Calgary to Edmonton April 11, 2023 to attend the NAIT Tour & meeting with Executive Leadership Team, return on April 12, 2023	Vision Travel DT Ontario-West Inc	\$533.05
	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					\$ 533.05

Invoice/Itinerary

Invoice [REDACTED] Agency Ref. [REDACTED] Customer Number [REDACTED]
Issued: 23 March 2023 Sales Person [REDACTED] Customer Ref.: N/A
ALBERTA HEALTH SERVICES Passenger(s): PURDY/COLLEEN MS

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, April 11 2023		Add To Calendar	
Air Canada Flight [REDACTED] Economy Class - Seat [REDACTED] (Non smoking, Aisle, Chargeable) Confirmed			
Depart	Calgary, Alberta Weather Calgary International Airport 09:35 AM Tuesday, April 11 2023	Arrive	Edmonton, Alberta Weather Edmonton International Airport 10:25 AM Tuesday, April 11 2023
Duration:	0 hour(s) and 50 minute(s) Non-stop		
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]		
Operated By:	AIR CANADA EXPRESS - JAZZ		
FF Number:	[REDACTED] - PURDY/COLLEEN MS - please reconfirm at check-in		
Online Check In:	Available 24 hours prior - click here		
E Upgrade:	For Eligible Flight - Aeroplan Members click here		
Baggage Allowance:	0 Piece(s)		
Remarks:	PLEASE CHECK IN WITH AIR CANADA EXPRESS JAZZ		

AIR - Wednesday, April 12 2023		Add To Calendar	
Air Canada Flight [REDACTED] Economy Class - Seat [REDACTED] (Non smoking, Aisle, Chargeable) Confirmed			
Depart	Edmonton, Alberta Weather Edmonton International Airport 06:15 PM Wednesday, April 12 2023	Arrive	Calgary, Alberta Weather Calgary International Airport 07:07 PM Wednesday, April 12 2023
Duration:	0 hour(s) and 52 minute(s) Non-stop		
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]		
Operated By:	AIR CANADA EXPRESS - JAZZ		
FF Number:	[REDACTED] - PURDY/COLLEEN MS - please reconfirm at check-in		
Online Check In:	Available 24 hours prior - click here		

E Upgrade:	For Eligible Flight - Aeroplan Members click here
Baggage Allowance:	0 Piece(s)
Remarks:	PLEASE CHECK IN WITH AIR CANADA EXPRESS JAZZ

Invoice Details						
Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	██████████					
Air Canada	██████████	419.00	84.25	0.00	0.00	503.25
					Billed to: CA	██████████
Vendor AC	██████████	14.90	0.00	0.00	0.00	14.90
AIR						
CANADA					Billed to: CA	██████████
Vendor AC	██████████	14.90	0.00	0.00	0.00	14.90
AIR						
CANADA					Billed to: CA	██████████
Totals:		448.80	84.25	0.00	0.00	533.05
					Total Credit Card Billing:	533.05
					Balance Due:	0.00

Remarks

 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 ██████████

 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.

 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/
 --- AIRPORT ARRIVAL TIMES FOR DOMESTIC FLIGHTS ---
 DUE TO COVID 19-RELATED TRAVEL REQUIREMENTS
 AIRPORTS ARE MUCH BUSIER THAN USUAL