

## AHS Board and Executive Expense Report

**Name:** Colleen Purdy  
**Title:** VP Corporate Services & Chief Financial 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)
<b>Travel (1)</b>										
	P-Card	Meetings					-			
Oct-23	Expense Claim	Meetings				163	163			
Oct-23	Direct Bill	Meetings	739				739			
<b>Total</b>			<u>\$ 739</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 163</u>	<u>\$ 901</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**Total for  
the Month** \$ 901

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	\$ 162.62								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
10/16/2023	Attended Finance Manager Retreat in Red Deer		Mileage-Other	\$ 81.31	Holiday Inn 33 Petrolia Drive, Red Deer AB.	Calgary (Southport)		1			161
10/16/2023	Attended Finance Manager Retreat in Red Deer		Mileage-Other	\$ 81.31	Calgary Southport	Holiday Inn 33 Petrolia Drive, Red Deer AB.		1			161
Approver(s) for the claim	Approval Status	Approval Date									
CHIES, MAURO A	Approve	18-Oct-23									

## 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> Colleen Purdy	<b>Reporting Period for the Month of :</b> Oct-23
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
31-Aug-23	Direct Billing	Airline Ticket	Attend Gartner Executive Retreat   In-Person Roundtable for CFOs and Finance Leaders in New York City on November 7/23	Vision Travel DT Ontario-West Inc	\$738.80
	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>					\$ 738 80

## Travel Pre-Approval

- All travel expenses must be approved in accordance with the [Alberta Health Services Travel Policy #1122](#) or the rates set out in the applicable collective agreements.
- All staff traveling on AHS-related business are required to plan and book through AHS' contracted travel provider. See Travel Management Program page on insite: <https://insite.albertahealthservices.ca/fin/Page11775.aspx>
- Pre-Approval form **must be attached** to the actual expense claim for all **out of country** travel expenses. *Travel within Canada does not require formal pre-approval, however this form may be used for departmental pre-approval processes for travel within Canada.*

Employee Information			
First Name Colleen	Last Name Purdy	Employee ID (8 digits)	Phone
Reports to Mauro Chies		Department Corporate Services/Finance	Office Location Calgary
Travel Details			
Purpose of Trip Attend Gartner Executive Retreat   In-Person Roundtable for CFOs and Finance Leaders: The New CFO Playbook for Growth   [REDACTED]			
Destination New York City, USA	<input checked="" type="checkbox"/> Outside Canada <input type="checkbox"/> Within Canada	Departure Date 06-Nov-2023	Return Date 08-Nov-2023
Financial/Project Information			
Corp/BU/Org (3 digits)	Location/Site (4 digits)	Functional Centre/Primary (11 digits)	
Project	Task	Expense Type	Expense Org
Expense Estimates (please provide details)			Amount
Accommodation 2 nights @ \$750/night			\$ 1,500.00
Meals Per Diem X 2 days			\$ 123.40
Registration			
Airfare			\$ 900.00
Taxi/Car Rental/Fuel/Parking/Bus/LRT			\$ 175.00
Other			
Other			
Currency <input checked="" type="checkbox"/> Cdn <input type="checkbox"/> USD <input type="checkbox"/> Other (specify)			\$ 2,698.40
<b>Total Estimated Travel Expenses</b>		Exchange Rate Use <a href="#">Currency Converter</a>	Cdn \$ \$ 2,698.40
Approvals (Pre-approvals for travel outside of Canada must be in accordance with the <a href="#">Financial Authorization Matrix</a> )			
Employee Signature [REDACTED]		Date 30-Aug-2023	
Approved by		Title VP Corp. Services & CFO	Phone [REDACTED]
Signature		DOFA Level 2	Date
Approved by Mauro Chies		Title President and CEO	Phone [REDACTED]
Signature [REDACTED]		DOFA Level 1	Date 30-Aug-2023



Vision Travel DT Ontario-West Inc  
 9929 - 108th Street  
 Edmonton AB T5K 1G8  
 833-692-4120

www.dt.ca  
 GST Reg : 723782728 RT 0001

## Invoice/Itinerary

Invoice [REDACTED] Agency Ref. [REDACTED] Customer Number [REDACTED]  
 Issued: 31 August 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.

### Baggage/Check-in Information:

Click [Here](#) for Baggage Information. Click [Here](#) for Check-in Information.

AIR - Sunday, November 5 2023		<a href="#">Add To Calendar</a>
WestJet Flight [REDACTED]	Economy Class - Seat [REDACTED]	(Non smoking, Aisle, Exit Row) Confirmed
Depart	Calgary, Alberta <a href="#">Weather</a>	Arrive New York, New York <a href="#">Weather</a>
	Calgary International Airport	John F Kennedy International
	09:55 AM Sunday, November 5 2023	04:38 PM Sunday, November 5 2023
Duration:	4 hour(s) and 43 minute(s) Non-stop	
Status:	Confirmed - WestJet Booking Reference: [REDACTED]	
FF Number:	[REDACTED] - PURDY/COLLEEN MS - 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	

AIR - Wednesday, November 8 2023		<a href="#">Add To Calendar</a>
WestJet Flight [REDACTED]	Economy Class - Seat [REDACTED]	(Non smoking, Aisle) Confirmed
Depart	New York, New York <a href="#">Weather</a>	Arrive Calgary, Alberta <a href="#">Weather</a>
	John F Kennedy International	Calgary International Airport
	05:35 PM Wednesday, November 8 2023	08:57 PM Wednesday, November 8 2023
Duration:	5 hour(s) and 22 minute(s) Non-stop	
Status:	Confirmed - WestJet Booking Reference: [REDACTED]	
FF Number:	[REDACTED] - PURDY/COLLEEN MS - 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

**Invoice Details**

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	[REDACTED]					
WestJet	[REDACTED]	597.00	141.80	0.00	0.00	738.80
					Billed to [REDACTED]	
<b>Totals:</b>		<b>597.00</b>	<b>141.80</b>	<b>0.00</b>	<b>0.00</b>	<b>738.80</b>
				<b>Total Credit Card Billing:</b>		<b>738.80</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  
 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 30 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  
 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/  
 THIS IS AN ELECTRONIC TICKET VALID ONLY ON ISSUING AIRLINE  
 PASSPORT REQUIRED FOR CHECK IN.  
 BOARDING PASS REQUIRED PRIOR TO ENTERING SECURITY.  
 YOUR AIRLINE FILE NUMBER IS [REDACTED]  
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FOR MORE INFORMATION ON CANADAS CANNABIS ACT EFFECTIVE  
 17 OCTOBER 2018 AND HOW IT RELATES TO TRAVEL PLANS PLEASE VISIT  
 TRAVEL.GC.CA/TRAVELLING/CANNABIS-AND-INTERNATIONAL-TRAVEL  
 FOR TRAVEL TO OR FROM THE USA- 72 HOURS PRIOR TO DEPARTURE-  
 TSA REQUIRES THE FULL NAME AS IT APPEARS ON PASSPORT-  
 DATE OF BIRTH FOR SECURE FLIGHT DATA IS REQUIRE TO TRAVEL.  
 BOOKINGS WITHOUT SECURE FLIGHT DATA MAY BE SUBJECT TO CANCELLATION