

## **AHS Board and Executive Expense Report**

NameColleen TurnerTitleVP Community Engagement & CommunicationsLocationEdmontonExpenses submitted during the month of November 2018

							Travel (1)					
МММ-ҮҮ	Source Document	Purpose	A	irfare	P	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Nov-18 Nov-18 Nov-18	P-Card Expense Claim Direct Billing	Meetings Meetings Meetings		330 2,085		118	930	624 167	1,884 285 2,085			
Total			\$	2,415	\$	118	\$ 930	\$ 791	\$ 4,254	\$-	\$-	\$ -
Total for the Month	\$ 4,254											

Maximum daily single meal expense claimed in the month	\$ 24
Maximum daily base hotel rate claimed in the month	\$ 174
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.

#### 5) Remuneration, Allowances Reported in the Financial Statements

Car allowance, honoraria, meeting fees, and any other employment benefits reported in the annual financial statements are excluded from this report.

# **AHS Public Disclosure P-Card**

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
TURNER, COLLEEN	VP Community Engagement & Communications	Calgary	\$ 1,883.94									
Expense Date	Business reason		Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
10/21/2018	ELT Meetings Oct 23 (Edmontor	n)	MB	Airfare	\$ 11.55	AB - Local	AB - Local	Seat fees from YYC to YEG (Oct 22) - ELT meeting on Oct 23.	1			
10/21/2018	ELT Meeting Oct 23 - Edmontor	1	МВ	Airfare	\$ 318.28	AB - Local	AB - Local	Flight from YYC to YEG re ELT Oct 23 (Edmonton). Booking made outside of Vision travel due to short notice.	1			
10/22/2018	ELT Meeting on Oct 23 - Edmon	iton	AB - Local	Accommodations	\$ 186.39			ELT Meeting on Oct 23 (Edmonton) check-in Oct 22 / check-out Oct 23	1			
10/23/2018	ELT Meeting on Oct 23 - Edmon	iton	AB - Local	Parking - Lot or Parkade	\$ 50.35			ELT Meeting on Oct 23 (Edmonton). Parking at YYC Oct 22/23.	1			
10/26/2018	2018 Advisory Councils' Fall For 26/27) - Edmonton	um (Oct	AB - Local	Accommodations	\$ 184.13			2018 Advisory Councils' Fall Forum (Oct 26/27 - Edmonton). Check-in Oct 26 / Check-out Oct 27.	: 1			
10/27/2018	2018 Advisory Councils' Fall For 26/27)	um (Oct	AB - Local	Parking - Lot or Parkade	\$ 58.70			2018 Advisory Councils' Fall Forum (Oct 26/27 - Edmonton). Parking at YYC Oct 26/27.	: 1			
10/27/2018	2018 Advisory Councils' Fall For 26/27) - YEG	um (Oct	AB - Local	Fuel-Travel and Car Rental	\$ 8.25			2018 Advisory Councils' Fall Forum (Oct 26/27) - Gas for car rental in Edmonton. Missing receipt. Attestation Form Attached.				
10/27/2018	2018 Advisory Councils' Fall For 26/27)	um (Oct	AB - Local	Car Rental	\$ 105.72			2018 Advisory Councils' Fall Forum (Oct 26/27). Car rental while in Edmonton.	: 1			
10/28/2018	ELT Meetings Oct 16 / Oct 23 -	Edmonton	AB - Local	Taxi	\$ 115.00	Edmonton	Edmonton	Oct 16 ELT mtg office to YEG (Edmonton) Oct 23 ELT mtg airport to hotel (Edmonton)	1			
10/30/2018	APL Board Meeting - Oct 31 - Eo	dmonton	AB - Local	Accommodations	\$ 186.39			APL Board Meeting - Oct 31 (Edmonton). check-in Oct 30 / check-out Oct 31	1			
10/31/2018	APL Board Meetings - Oct 31 - E	dmonton	AB - Local	Parking - Lot or Parkade	\$ 58.70			APL Board Meetings - Oct 31 (Edmonton). Parking at YYC (Oct 30/31)	1			

# **AHS Public Disclosure P-Card**

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
TURNER, COLLEEN	VP Community Engagement & Communications	Calgary	\$ 1,883.94									
Expense Date	Business reason		Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
11/1/2018	APL Board Meetings - Oct 31 - E	dmonton	AB - Local	Taxi	\$ 60.00	Office	Airport	APL Board Meetings - Oct 31 (Edmonton). Office to airport.	1			
11/5/2018	ELT Meetings - Nov 6 - Edmonto	on	AB - Local	Accommodations	\$ 186.39			ELT Meetings - Nov 6 (Edmonton). Check in Nov 5 / check out Nov 6.	1			
11/6/2018	ELT Meetings - Nov 6 - Edmonto	on	AB - Local	Parking - Lot or Parkade	\$ 50.35			ELT Meetings - Nov 6 (Edmonton) Parking at YYC (Nov 5/6).	1			
11/13/2018	ELT Meetings - Nov 14 - Edmon	ton	AB - Local	Taxi	\$ 67.00	Airport	Hotel	ELT Meetings - Nov 14 (Edmonton) Taxi from airport to hotel.	1			
11/13/2018	ELT Meetings - Nov 14 - Edmon	ton	AB - Local	Accommodations	\$ 186.39			ELT Meetings - Nov 14 (Edmonton). Check in Nov 13 / Check out Nov 14	1			
11/14/2018	ELT Meetings - Nov 14 - Edmon	ton	AB - Local	Parking - Lot or Parkade	\$ 50.35			ELT Meetings - Nov 14 (Edmonton) Parking at YYC (Nov 13/14).	1			
Approver(s) for	r the claim	Approval S	status	Approval Date								·
YIU, VERNA		Approve		8-Jan-19								

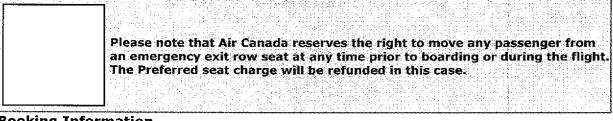
From: Sent: To: Subject:	Monday, October 22, 2018 8:34 AM FW: Air Canada - MS COLLEEN A TURNER - 22-Oct/YY Seat selection confirmation	C-YEG (booking ref
From: Colleen Turner Sent: October-21-18 12 To: Colleen Turner Subject: Fwd: Air Canad	:40 PM a - MS COLLEEN A TURNER - 22-Oct/YYC-YEG (booking ref	Seat selection confirmation
To: "colturner" Sent: Sunday, October Subject: Air Canada - N	onfirmation@aircanada.ca> 21, 2018 12:38:57 PM IS COLLEEN A TURNER - 22-Oct/YYC-YEG (booking ref ***** PLEASE DO NOT REPLY TO THIS E-MAIL ******	Seat selection confirmation



#### Your Seat Selection is confirmed

Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes). Thank you for choosing Air Canada and we look forward to welcoming you on board.

#### Booking Date: Oct 21, 2018 Passengers MS COLLEEN A TURNER



### **Booking Information**

Booking Reference	Customer Care
	Air Canada
	1-888-247-2262*

Electronic Ticketing confirmed. This is your official Flight Arrivals and itinerary/receipt. Departures Main Contact 1-888-422-7533 **COLLEEN A TURNER** \*For use from phones in Online Services Canada, the continental USA, Select Seats get more seating options for my flight. Hawaii and Alaska. Manage My Booking (change, cancel, upgrade). Alert me of flight status changes directly to my mobile phone or email. Flight Arrivals & Departures check online if my flight is on time. Check-in online and print my boarding pass. \* Can my booking be changed online?

#### **Flight Itinerary**

Elight.	From The second se			Stops	-Duration).	Airceaft	Tarej Type
	Calgary Calgary Intl. ( AB Mon 22-Oct 201 16:40	លក្តសាទទេស	Edmonton Edmonton Intl. (YEG), AB Mon 22-Oct 2018 17:30	- <b>0</b>	Ohr50	<u>DH4</u>	<u>Standarı</u> M
AC8152		in can	ht AC8152 is operated I directly at the Air Canac riers conduct airport opera nes.	la Express	- Jazz coun	ter. Certair	smaller
		ain	ines.				

Operated by <sup>1</sup> Air Canada Express - Jazz

#### Passenger Information

1 MS COLLEEN A TURNER Adult (	CONTRACT MULTINGERS	White Press of the Minter States
T RECORDERING AND AND A CONTRACT AND A CONTRACT	STURINCLANDIDCD	
Frequent Flver Pgm :	Meal Prefe	erence Fruit platter
Payment Card :	Special N	eeds ;
Seat Selection : AC 8152 ()	YC-YEG) - <b>10C</b>	

### **Additional Charges**

Purchase Summary Passenger Type	Adult
Departing Flight - <u>Standard</u>	
	11.00
Standard Seat -: Aisle (	Segment 1)
Canada Goods and Services Tax (GST/H	ST #10009-2287 RT0001) 0.55
Total additional charges and taxes (per p	assenger) <b>11.55</b>
Number Of Passengers	1

From: Sent: To: Subject:	Monday, October 22, 2018 8:35 A Carolyn Deniger FW: Air Canada - MS COLLEEN A Itinerary-Receipt	M TURNER - 22-Oct/YYC-YEG (booking ref
From: Colleen Turner Sent: October-21-18 To: Colleen Turner Subject: Fwd: Air Car		G (booking ref
To: "colturner Sent: Sunday, Octob Subject: Air Canada	<pre><confirmation@aircanada.ca> er 21, 2018 12:37:32 PM - MS COLLEEN A TURNER - 22-Oct/YYC-YEC </confirmation@aircanada.ca></pre>	
Itinerary-F	Receipt	
Your booking is cor financial records (for reconciliation purpose look forward to welco	<b>firmed.</b> Please print/retain this page for your taxation, expense claim or credit card es). We thank you for choosing Air Canada and	Scan this barcode to check in at any Air Canada check in kiosk.

### **Booking Information**



Select Seats Manage My Booking (change) cancel, upgrade). <u>Alert me</u> of flight status changes directly to my mobile phone or email. <u>Flight Arrivals & Departures</u> check online if my flight is on time. <u>Check-in</u> online and print my boarding pass.

\*For use from phones in Canada, the continental USA, Hawaii and Alaska.

### **Flight Itinerary**

Flight	Prom.	$\frac{1}{10}$	or Stops Margania	Duration-	Amerafit	Eare Type
	Calgary Calgary Intl. (YYC), AB Mon 22-Oct 2018 16:40 - 1	Edmonton Edmonton Intl. (YEG), AB Mon 22-Oct 2018 17:30	0.	0hr50	<u>DH4</u>	<u>Standard</u> M
AC8152		light AC8152 is operated to directly at the Air Canad arriers conduct airport opera Irlines.	a Express	- Jazz count	er. Certai	ı smaller

\* Can my booking be changed online?

Operated by <sup>1</sup> Air Canada Express - Jazz

#### **Passenger Information**

	and the second	
1: MS COLLEEN A TURNER Adult (18+		
的复数 网络银行 计多定 "我们就是你说,我们就是你们的,你们,我们就能说了,你们不是你们,你们就是你们,我们是我们的你,我们们不能能说,我们不知道。""我们就是	は 2006年7月間に、1957年7月間に通知時間の目的である。 しょうしょう	
Construction Conversion and Construction Statistics and Construction Construction Conversion Construction Constructio Construction Construction C	sector and a	"통하다
		reference Fruit platter
이는 다운데 제품은 이 방법에 들어서 운영하는 것이 다섯 만에 다가 있는 것이 있었다. 것이 있는 것이 같이 있는 것이 같이 있는 것이 없는 것이 없는 것이 없는 것이 없는 것이 없다. 것이 없는 것이 에 없는 것이 않이 않는 것이 없 않이 않이 않는 것이 없는 것이 않이 않이 않이 않이 않는 것이 않이 않는 것이 않이 않는 것이 않이 않는 것이 않이		eference <b>Fruit platter</b>
Frequent Flyer Pgm :		
이 가장 지수가 있는 것은 것을 하는 것을 수가 있는 것을 가지 않는 것을 가지 않는 것을 수가 있는 것을 수가 있는 것을 위해 있는 것을 위해 있는 것을 위해 있는 것을 하는 것을 수가 있는 것을 수가 있다. 이 가지 않는 것을 수가 있는 것을 수가 있다. 이 가지 않는 것을 수가 있는 것을		
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Payment Card		Needs None
		이 특히 <b>있는 것은 것이 있는 것은 것이 있는 것이 있는 것이 같이 많이 많이 많이 있었</b> 다. 것이라는 것은 것이라는 것이라. 이 것이 있는 것이라.
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Seat Selection : None		이 이렇지? 그렇는 것 같은 것은 것은 것 같은 것 같은 것 같은 것 같이 있는 것 같이 가지 않는 것 같이 가지 않는 것 같이 있는 것 같이 없다. 것 같이 있는 것 같이 있는 것 같이 있는 것 같이 있는 것 같이 없는 것 같이 있는 것 같이 없는 것 같이 없는 것 같이 없는 것 같이 없는 것 같이 없다. 것 같이 있는 것 같이 없는 것 않는 것 같이 없는 것 같이 없는 것 같이 없는 것 같이 없는 것 않는 것 같이 없는 것 같이 않는 것 같이 없는 것 같이 않는 것 같이 없는 것 같이 없는 것 같이 없는 것 같이 없는 것 않는 것 같이 없는 것 같이 않는 것 같이 없는 것 같이 않는 것 같이 않는 것 않는 것 같이 않는 것 않는 것 않는 것 않는 것 같이 않는 것 않는 것 않는 것 않는 것 않는 것 않는 않는 것 같이 않는 것 않는 않는 것 않는 않는 것 않는 것 같이 않는 것 같이 않는 것 않는 것 않는 것 같이 않는 것 않는 것 않는 것 같이 않는 것 않는 것 같이 않는 것 않는
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### Purchase Summary

Fare Summary	
Passenger Type	Adult
Departing Flight - <u>Standard</u>	254.00
Surcharges	12.00
Sub Total	266.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	30.00
Air Travellers Security Charge (ATSC)	7.12
Canada Goods and Services Tax (GST/HST a	#10009-2287 RT0001) 15.16
Total airfare and taxes (per passenger)	318.28
Number Of Passengers	1
Total	318.28
Grand Total - Canadian Dollar (CAD)	\$318.28

Payment Information	
MasterCard Credit/Debit Card	
	Amount paid: \$318.28
The following amount (tax inclusive) will appear on y	
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Room No.	
Arrival	: 10-22-18
Departure Date	: 10-23-18
Folio No.	
Conf. No.	
P.O. No.	:

Company Name: Govt of AB Group Name:

Ms. Colleen Turner

### INVOICE

Date	Description	Charges	Credits
10-22-18	Room Revenue	174.00	
10-22 <b>-</b> 18	Destination Marketing Fee	5.22	
10-22-18	Tourism Levy	7.17	
10-23-18	Mastercard		186.39

	Total Charges Total Credits	186.39	186.39
	Balance		0.00
Merchant ID Transaction ID	Credit Card #		-

Approval Code Approval Amount 186.39 Capture MethodManualTransaction Amount186.39

Page No. 1 of 1

#4

# RECEIPT GST NO. R122556194

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### Ms. Colleen Turner

Room No. Arrival Departure Date Folio No.	: 10-26-18 : 10-27-18 :
Conf. No. P.O. No.	

P.O. No.

Company Name: Group Name:

### INVOICE

Date	Description	Charges	Credits
10-26-18	Room Revenue	164.00	
10-26-18	Destination Marketing Fee	4.92	
10-26-18	Room GST	8.45	
10-26-18	Tourism Levy	6.76	
10-27-18	Mastercard		184.13

Total Charges	184.13	
Total Credits		184.13

Balance

0.00

Merchant ID Transaction ID **Approval Code** Approval Amount



Credit Card # **Capture Method** Transaction Amount

Swiped 184.13

Page No. 1 of 1

# RECEIPT GST NO. R122556194

.

TKT NO EXIT NO. A1 IN: 10/26/18 09:39 OUT: 10/27/18 16:39 DURATION: 1 07: 00 PAID: \$ 58.70 (GST INCLUDED) MASTERCARD
AUTH. CODE REF.
THANK YOU FOR





# **Missing Receipt Attestation**

Date of Expense:	10/27/2018

Vendor Name: Esso

Vendor Address: Edmonton, AB

Expense Amount: \$8.75

**Expense Details:** Gas for car rental.

### Circumstances as to why the receipt is missing:

Inadventently misplaced.

I confirm that I have taken reasonable steps to obtain a copy of the original receipt.

I attest that this expense was incurred and relates to AHS business

I attest that this expense has not been claimed previously

Site / Location
Southport Tower - Calgary
Date 12/11/2018

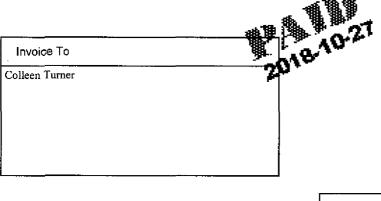
北

**Enterprise Plus Emerald Club** enterprise Rental Receipt - Thank you for your business ALBERTA HEALTH SERVICES Contract Number: Receipt Date: Oct 27, 2018 **COLLEEN TURNER** Driver: COLLEEN TURNER Enterprise Location: 1, 1000 AIRPORT ROAD LEDUC, AB T9E8B7 CA Tel.: 7809802338 Start Date: End Date: Make/Model Start km End km km Driven Oct 26, 2018 @ 11:18 am Oct 27, 2018 @ 2:31 pm FORD ECOSPORT 9,842 9,928 86 86 Total km **Charge Description** Total Quantity Per Rate Rate 3 Hour 13.20 39.60 Day Rate 1 40.00 40.00 Subtotal: CAD 79.60 and urcharges CUSTOMER FACILITY CHARGE 5.50/D 11.00 CONCESSION RECOVERY FEE 15.60 PCT 12.78 VLF REC 1.17/DAY 2,34 Subtotal: CAD 105.72 CAD 105.72 **Total Charges: Payment Information** CREDIT CARD MĊ 105.72 Subtotal: CAD 105.72 **Total Payment Amount:** CAD 105.72 If you have any questions about this receipt please contact our support staff at 7809802338 or Email us.

# **Diamond Executive Car Service**

2628 43 Street Edmonton, Alberta T6L 5G1

	Invoice
Date	Invoice #
2018-10-27	



P.O. No.	Terms	Project

Item	Date	Nar	ne		Description	Amount
Sedan Sedan	2018-10-16 2018-10-22	Colleen Turner Colleen Turner		Office to Air Airport to	2	60.00 55.00
		() OCT 16 (2) OCT 6	ELT M 92 ELT	s mts	(00+23)	
					Total	\$115.00
Phon	e#	E-mail	Web Sit	e	Balance Due	\$0.00
(780) 91	4 4002	heera@shaw.ca	www.diamondcar	service.ca	Delance Duc	φ <b>υ.</b> ψυ



Ms. Colleen Turner	Room No. Arrival Departure Date Folio No.	: 10-30-18 : 10-31-18
Company Name: Govt of AB	Conf. No. P.O. No.	:

Group Name:

### INVOICE

Date	Description	Charges	Credits
10-3 <b>0-1</b> 8	Room Revenue	174.00	
10-30-18	Destination Marketing Fee	5.22	
10-30-18	Tourism Levy	7.17	
10-31-18	Mastercard		186.39

Total Charges	186.39	
Total Credits		186.39
Balance		0.00

Merchant ID		-
Transaction ID		
Approval Code		
Approval Amount	186.39	-

Credit Card #

Capture Method I Transaction Amount

Manual 186.39

Page No. 1 of 1

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APLBoard Mtgas Oct 3155

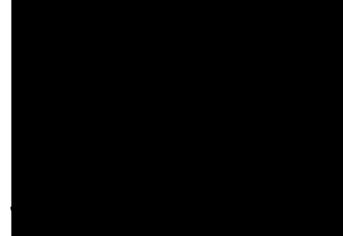
# 12

# RECEIPT GST NO. R122556194

TKT NO
EXIT NO. A1
IN: 10/30/18 08:42
OUT: 10/31/18 16:49
DURATION: 1 08: 07
PAID: \$ 58.70
(GST INCLUDED)
MASTERCARD
AUTH. CODE
REF.
THANK YOU FOR

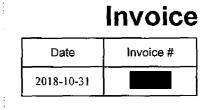
O Fiyvyc YYC CALGARY INTERNATIONAL

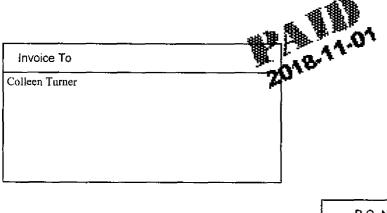
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# **Diamond Executive Car Service**

2628 43 Street Edmonton, Alberta T6L 5G1





P.O. No.	Terms	Project

÷

ltem	Date	N	ame	Description	Amount
Sedan	2018-10-31	Colleen Turner	Office to Ai	rpor() L Board Mt	60.00
				Total	\$60.00
Phone	#	E-mail	Web Site	Balance Due	
					\$0.00

		#13.
Ms. Colleen Turner	Room No.	
	Arrival Departure Date Folio No.	: 11-05-18 : 11-06-18
	Conf. No.	
Company Name: Government of Alberta Group Name:	P.O. No.	

### INVOICE

11-05-18 Room Reve		
	enue	174.00
11-05-18 Destination	Marketing Fee	5.22
11-05-18 Tourism Le	vy	7.17
11-06-18 Mastercard	·	186.3

		Total Charges Total Credits	186.39	186.39
		Balance		0.00
Merchant ID	<u> </u>	Credit Card #		
Transaction ID Approval Code Approval Amount	186.39	Capture Method Transaction Amount	Manual 186.39	

Page No. 1 of 1

# RECEIPT GST NO. R122556194

TKT NO	
EXIT N <mark>o.</mark>	<b>A</b> 1
IN: 11/05/18	17:38
OUT: 11/06/18	19:16
	01: 38
	50.35
(GST INCLUDED)	
MASTERCARD	

AUTH. CODE Ref. Thank you for

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4

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ATS GROUP 4608 101 ST NW 7809897099 Edmonton AB

CARD
CARD TYPE MASTERCARD
DATE 2018/11/13.
TIME 0075 19:41:25
INVOICE #
RECEIPT NUMBER

PURCHASE	
AMOUNT	\$62.00
TIP	\$5.00
TOTAL	

\$67.00



APPROVED

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

GST#801566050

Taxi from YEG to Hotel.

#17



#### .... 0.11

Ms. Colleen Turner	Room No.
	Arrival : 11-13-18
	Departure Date <u>: 11-14-18</u>
	Folio No.
	Conf. No.
Company Name: Govt of AB	P.O. No. :

Company Name: Govt of AB Group Name:

#### INVOICE

11-13-18 Ro	oom Revenue	174.00
11-13-18 De	estination Marketing Fee	5.22
	purism Levy	7.17
	astercard	186.39

Total Charges Total Credits	186.39	186.39
Balance		0.00

Merchant ID Transaction ID **Approval Code** Approval Amount



Credit Card #

**Capture Method** 

Manual 186.39 Transaction Amount

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<u>2</u>#

# AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total										
TURNER, COLLEEN	VP Community Engagement & Communications	Calgary	\$ 285.20							_			
Expense Date	Business reason	-	Expense Location	Expense Type	Am	ount	From Location	To Location	Justification		# of Attendees	Attendee Name(s)	Trip Distance
10/22/2018	Travel from home to YYC Airpor	rt		Mileage-Local- Home Zone	\$	16.67	Home	Airport	ELT Meeting Oct 23 (Edmonton)	1			33
10/22/2018	Oct 23 ELT Meeting (Edmonton	)	AB - Other Zones	Meals Per Diem	\$	24.00			Oct 23 ELT Meeting (Edmonton)	1			
10/23/2018	Oct 23 ELT Meeting (Edmonton	)	AB - Other Zones	Meals Per Diem	\$	23.50			Oct 23 ELT Meeting (Edmonton)	1			
10/23/2018	Travel from YYC Airport to hom	e		Mileage-Local- Home Zone	\$	16.67	Airport	Home	ELT Meeting Oct 23 (Edmonton)	1			33
10/26/2018	Travel from home to YYC airpor	ť		Mileage-Local- Home Zone	\$	16.67	Home	Airport	2018 Advisory Councils' Fall Forum (Oct 26/27 - Edmonton)	1			33
10/27/2018	Travel from YYC airport to hom	e		Mileage-Local- Home Zone	\$	16.67	Airport	Home	2018 Advisory Councils' Fall Forum (Oct 26/27 - Edmonton)	1			33
10/30/2018	Travel from home to YYC Airpor (Marriott)	rt		Mileage-Local- Home Zone	\$	16.67	Home	Airport (Marriott)	Senior Leaders Meeting Oct 30	1			33
10/31/2018	APL Board Meetings Oct 31 - Ec	imonton	AB - Other Zones	Meals Per Diem	\$	23.50			APL Board Meetings Oct 31 (Edmonton)	2			
10/31/2018	Travel from YYC Airport to hom	e		Mileage-Local- Home Zone	\$	16.67	Airport	Home	APL Board Meeting Oct 31 (Edmonton)	1			33
11/5/2018	Travel from home to YYC Airpor	rt		Mileage-Local- Home Zone	\$	16.67	Home	Airport	ELT Meetings Nov 6 (Edmonton)	1			33
11/6/2018	Travel from YYC Airport to Hom	ie		Mileage-Local- Home Zone	\$	16.67	Airport	Home	ELT Meetings Nov 6 (Edmonton)	1			33
11/13/2018	ELT Meetings - Nov 14 - Edmon	ton	AB - Other Zones	Meals Per Diem	\$	24.00			ELT Meetings - Nov 14 - Edmonton	1			
11/14/2018	ELT Meetings - Nov 14 - Edmon	ton	AB - Other Zones	Meals Per Diem	\$	23.50			ELT Meetings - Nov 14 - Edmonton	1			
11/13/2018	Travel from home to airport			Mileage-Local- Home Zone	\$	16.67	Home	Airport	ELT Meetings Nov 14 (Edmonton)	1			33
11/14/2018	Travel from YYC airport to hom	e		Mileage-Local- Home Zone	\$	16.67	Airport	Home	ELT Meetings Nov 14 (Edmonton)	1			33
Approver(s) for	r the claim	Approval	Status	Approval Date			•		•		•	•	<u> </u>
YIU, VERNA		Approve		8-Jan-19									



# **Expense Report Direct Bill Summary**

Direct Bill Report

www.albertahealthservices.ca

Vision Travel

\$551.16

\$1.220.10

#### **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.

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.

**Airline Ticket** 

- 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.

**Direct Billing** 

A personal cheque must be attached to cover expenses deemed ineligible.

Colleen Turner

• Indicate whether you have expenses to report in this section for this reporting period:

Name :

٠

DD-MMM-YYYY **Payment Method** Category Description/Purpose of the Expense Name of Vendor **Amount Paid** 19-Oct-18 **Direct Billing** Airline Ticket WestJet - Edmonton to Calgary one-way re ELT meetings (Oct 23). **Vision Travel** \$254.40 Air Canada - Calgary to Edmonton return re 2018 Advisory Councils' Fall 23-Oct-18 **Direct Billing Airline Ticket** Forum (Oct 26-27). Vision Travel \$123.76 Air Canada - Edmonton to Calgary one-way re APL Board Meeting (Oct 25-Oct-18 **Direct Billing** Airline Ticket 31). Vision Travel \$290.78

Air Canada - Calgary to Edmonton return re ELT meetings (Nov 5-6).

**Reporting Period for the Month of :** 

October/November 2018

2-Nov-18



# **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**

YES

- 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.
- 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:

Name :	Colleen Turner	Reporting Period for the Month of :	October/November 2018

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid	
9-Nov-2018	Direct Billing	Airline Ticket	WestJet - Calgary to Edmonton one-way re ELT meetings (Nov 14)	Vision Travel	\$243.12	
13-Nov-2018	Direct Billing	Airline Ticket	Air Canada - Edmonton to Calgary one-way re ELT meetings (Nov 14)	Vision Travel	\$341.66	
16-Oct-2018	Direct Billing	Airline Ticket	Edmonton to Calgary one-way ELT meeting	Vision Travel	\$280.33	
	Direct Billing	Choose from Drop-down List		Vision Travel	\$	
	Direct Billing	Choose from Drop-down List		Vision Travel	\$	
Total Paid in the Month						





Vision Travel DT Ontario-West Inc 9929 - 108 St. Edmonton, AB T5K 1G8 (780) 425-8611 1-866-425-8611

www.visiontravel.ca GST Reg : 723782728 RT 0001

# **E-Ticket Receipt**

Ticket Number: Invoice: Sales Person:

Issui Ag IAT

Issuing Airline: WS Agency Ref.: IATA Number: Issued: 19Oct18 Customer Number: Customer Ref.: N/A

Passenger(s):

TURNER/COLLEEN

AIR - Tuesday, October 23 2018

	WestJet Flight WS3352 Economy Class - Seat 09C (Non smoking, Aisle) Confirmed							
Depart Edmonton, Alberta		Arrive	Calgary, Alberta					
Edmonton International Airport			Calgary International Airport					
04:00 PM Tuesday, October 23 2018			04:55 PM Tuesday, October 23 2018					
Duration:		0 hour(s) and 55 minute(s) No	n-stop	······				
Status:		Confirmed - WestJet Booking	Reference:					
Operated By: WESTJET ENCORE								
Online Ch	eck In:	Available 24 hours prior						
Baggage A	llowance:	1 Piece(s)						
Remarks:		PLEASE CHECK IN WITH WE	STJET ENC	ORE				
Fare Basis: QA3F5FLS								
Not Valid Before: 23Oct								
Not Valid After: 23Oct								

Fare		
Form of payment:	Credit Car	
Endorsements / restrictions: Fare calculation:	NONE	
Fare: Equivalent amount pa	CAD 254.40 aid:	

# Positive identification required for airport check in

### Notice:

Transportation and other services provided by the carrier are subject to conditions of contract and other important notices. Please ensure that you have received these notices, and if not, contact the travel agent or issuing carrier to obtain a copy prior to the commencement of your trip.

If the passenger journey involves an ultimate destination or stop in a country other than the country of departure, the Warsaw Convention may be applicable. This convention governs and on most cases limits the liability of carriers for death or personal injury and in respect of loss of, or damage to baggage.

- -				(Visim)
From: Sent: To: Subject:	tripinfo@visiontravel.ca Tuesday, October 23, 2 Invoice and Itinerary fo	018 8:13 PM VIS	IONTRAVEL.CA EN - 26October18 - Vision T	Fravel Locator:
×	, , WV	sion Travel DT Or Canada, vw.visiontravel.ca ST Reg : 7237827		
	Invoice/It	inerary		
Invoice Issued: 23 October 2018	Agency Ref. Sales Person:	С	ustomer Number: Customer Ref.:	
ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4		Passenger(s):	TURNER/COLLEEN	
	ponsibility to carefully rev ere are any discrepancies		/ immediately upon recei	pt and
AIR - Friday, October 26 201	8		Add To Calend	ar
Air Canada, Flight AC8136, Eco	nomy Class			
Depart Calgary, Alberta <u>U</u> Calgary Internation 10:35 AM Friday, C		Edmontor	n, Alberta <u>Weather</u> n International Airport I Friday, October 26 2018	
Status:       Confirme         Operated By:       AIR CAN         FF Number:       Image: Confirme         Online Check In:       Available         E Upgrade:       For Eligi	) and 54 minute(s) Non-stop ed NADA EXPRESS - JAZZ FURNER/COLLEEN - e 24 hours prior - <u>click here</u> ble Flight - Aeroplan Membe CHECK IN WITH AIR CAN	please reconfirm ers <u>click here</u>		
			- 0722	

CAR - Friday, (	October 26 2018					Add To Ca	lendar	
Ledu	onton Intl Arpt 1 c T9E8B7, AB; T 9 AM Friday, Octo	1000 Airport F el: +1 (780) 9	Road Drop C	Leduc	iton Intl Arpt T9E8B7, AB 2M Saturday,	; Tel: +1 (780	) 980-2338	·
Status:	Confirmed -	booking refer	9000					
Rate Plan:	1 Days, 4 Ho	ours	CAD		KM		Extra	
ID/CD/FF Number:	Daily Approx Tota	<u>l Pr</u> ice	40.00 111.50		UNL		<b>KM's</b> 0.00	
AIR - Saturday,	October 27 201	8				<u>Add To Cal</u>	endar	
AirCanacaselig		W LESS Y	and an					
Edmo	onton, Alberta <u>w</u> onton Internationa ) PM Saturday, O	Veather al Airport ctober 27 201	Arrive	Calgary	y, Alberta <u>w</u> Internationa M Saturday,		2018	
Status: Operated By: FF Number: Online Check In: E Upgrade:	Confirmed AIR CANAE Available 24	f hours prior -	- JAZZ OLLEEN - plea		n at check-in			
Remarks:	PLEASE CH	HECK IN WIT	H AIR CANAD	A EXPRESS	6 - JAZZ			
invoice Details								
Transaction	รี เป็าได้เหมาะกัจการ เป็นการคว	//Poetingss		objecticas	es // Crie	are SSA	्रियोग्स्व	
Invoice Number: Vendor			225.78	0.00	0.00	0.00	225.78	
Domestic Air								Ċ
Vendor			123.76	0.00	Billed to: 0.00	0.00	123.76	$\sum_{i}$
Jomestic Air					Billed to:			
		Totals:	349.54	0.00	0.00	0.00	349.54	
						rd Billing:		

		Visim.
From: Sent: To:	tripinfo@visiontravel.ca Thursday, October 25, 2018 3:55	
Subject:	Invoice and Itinerary for TURNER,	@VISIONTRAVEL.CA /COLLEEN - 31October18 - Vision Travel Locator:
×	Vision Trave	I DT Ontario-West Inc
	, , Canada,	
	www.visionti GST Reg : 7	avel.ca 23782728 RT 0001
	Invoice/Itinera	ıry
Invoice: Issued: 25 October 2018	Agency Ref.: Sales Person:	Customer Number Customer Ref.:
ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4	Passenge	r(s): TURNER/COLLEEN
Disclaimer: It is your resp notify us if the	onsibility to carefully review this i ere are any discrepancies.	tinerary immediately upon receipt and
AIR - Wednesday, October 31	2018	Add To Calendar
Air Canada Flight AC8153 Econ	omy Class	
Depart Edmonton, Alberta Edmonton Internatio 03:40 PM Wednesda	nal Airport Ca	algary, Alberta <u>Weather</u> algary International Airport I:35 PM Wednesday, October 31 2018
Status:       Confirmed         Operated By:       AIR CAN/         FF Number:       Image: Confirmed         Online Check In:       Available	and 55 minute(s) Non-stop d - Air Canada Booking Reference: ADA EXPRESS - JAZZ TURNER/COLLEEN - please rec 24 hours prior - <u>click here</u> le Flight - Aeroplan Members <u>click her</u>	
	C - TURNER/COLLEEN MS CHECK IN WITH AIR CANADA EXF	PRESS - JAZZ

Invoice Details						
	uneau/Epoknicka Den			CSUPSI (	en estrat	estate (foits)
Invoice Number:		253.30	37.48	0.00	0.00	290.78
				Billed to:		
	Totals:	253.30	37.48	0.00	0.00	290.78
			-	Fotal Credit Car Bala	d Billing: nce Due:	290.78 0.00

~ ~ ~		Visim
From: Sent: To:	visiontravel.ca Friday, November 02, 2018 12:24 PM	
Subject:	Invoice and Itinerary for TURNER/COLL	EEN - 05November18 - Vision Travel Locator:
×	Vision Travel DT ( 9929 - 108 St. Edmonton, AB	Ontario-West Inc
	T5K 1G8 (780) 425-8611 1-	866-425-8611
	www.visiontravel.c GST Reg : 72378;	
	Invoice/Itinerary	
Invoice Issued: 02 November 201	Agency Ref.: 8 Sales Person:	Customer Number: Customer Ref.:
ALBERTA HEALTH SERVICE 10030 - 107 STREET EDMONTON AB T5J 3E4	S Passenger(s):	TURNER/COLLEEN
	sponsibility to carefully review this itinera there are any discrepancies.	ary immediately upon receipt and
AIR - Monday, November 5	2018	Add To Calendar
Air Canada Elight AC8154 E	conomy Class	
Depart Calgary, Alberta Calgary Internatio 06:35 PM Monda	nal Airport Edmont	ton, Alberta <u>Weather</u> ton International Airport M Monday, November 5 2018
Duration: 0 hour Status: Confirm	(s) and 56 minute(s) Non-stop ned - Air Canada Booking Reference	
FF Number: Online Check In: Availab	ANADA EXPRESS - JAZZ TURNER/COLLEEN - please reconfirr Die 24 hours prior - <u>click here</u> gible Flight - Aeroplan Members <u>click here</u>	n at check-in
Remarks: SEAT	2C - TURNER/COLLEEN MS SE CHECK IN WITH AIR CANADA EXPRESS	S - JAZZ

AIR - Tuesday, N	ovember 6 20	18				Add To Ca	lendar
Automachologian	.essonarma	MUSERSON -			14 10 <u>1213 19 19 1</u> 9		
Edmon	on, Alberta y on Internation M Tuesday, N	<u>Veather</u> al Airport ovember 6 20	Arrive	Calgar	y, Alberta <u>w</u> y International PM Tuesday, I	<sub>eather</sub> Airport November 6	2018
Duration: Status: Operated By: F Number: Online Check In:	Confirmed AIR CANAI Available 24	DA EXPRESS URNER/C 4 hours prior	Booking Refe 5 - JAZZ OLLEEN - plo - <u>click here</u>	ease reconfin	n at check-in		
Upgrade:	For Eligible	Flight - Aero	plan Members	<u>click here</u>			
temarks:	SEAT 13C PLEASE CI	TURNER/C	OLLEEN MS 'H AIR CANAI	DA EXPRES	SIA77		
voice Details							
ransaction	s Due méni Numéri	aloioikiino <sub>s</sub>	Elsenhellens Sjänsvargurov	OMERICA ACTORNESS	CSI/FSIM	dia MeSelan Manana	in Tota
endor AC Domest	ic		476.20	74.96	0.00	0.00	551.16
					Billed tc		
		Totals:	476.20	74.96	0.00	0.00	551.16
				T	otal Credit Car Bala	d Billing: nce Due:	551.16 0.00

			Visim
<b>Traveler</b> Passenger Name: JURNER, COLLEEN	e-Ticket Number:	Reservation Number:	Ticket Issue Date: November 09, 2018
	Tour Code:	—	
Agency Details			
Agency Information: VISION TRAVEL 9929 - 108Th.Street Government Centre Edmonton, AB T5K 1G8 Canada	Agency Phone: 780 425-8611 VISIONTRAVEL 60-879	935-0/	
– Flight - WestJet (WS) - 3229 - N	lovember 13, 2018		
Confirmation Number:	Status: Confirmed	Fare Basis: HAOFSEHS	*Operated by: WESTJET ENCORE
<b>Depart:</b> Calgary Intl Arpt (YYC) Calgary 5:15 PM	Arrive: Edmonton Intl Arpt (YEG) Edmonton 7:11 PM	Class Of Service: Economy	
<b>Not Valid Before:</b> November 13, 2018	Not Valid After: November 13, 2018		
C <b>arry-On:</b> L Piece Plan Bag 1 - NO FEE CARRYON HAND BAGGAG	FE ALLOWANCE		
Baggage Allowance: ) Piece Plan			
Bag 1 - 30.00 CAD UPTO50LB/23KG AND   Bag 2 - 50.00 CAD UPTO50LB/23KG AND   Applies to: YYC - YEA	UPTO62LI/158LCM UPTO62LI/158LCM		
are Information			
orm Of Payment:			
are:		CAD 193.64	
axes and Carrier-imposed fees:		CAD 7.48 CA CAD EXEMPT XG CAD 42.00 XT	
otal:		CAD 243.12	
ndorsement Information:			
ONREF - FEE FOR CHG-CXLAB HEALTH SE	RVICES COF		

#### Notes

Baggage discounts may apply based on frequent flyer status/online checkin/form of payment/military/etc.

## IMPORTANT INFORMATION FOR TRAVELERS WITH ELECTRONIC TICKETS - PLEASE READ:

Carriage and other services provided by the carrier are subject to conditions of carriage, which are hereby incorporated by reference. These conditions may be obtained from the issuing carrier. Passengers on a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that international treaties known as the Montreal Convention, or its predecessor, the Warsaw Convention, including its amendments (the Warsaw Convention System), may apply to the entire journey, including any portion thereof within a country. For such passengers, the applicable treaty, including special contracts of carriage embodied in any applicable traiffs, governs and may limit the liability of the carrier. The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, where your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <a href="http://www.iatatravelcenter.com/privacy">http://www.iatatravelcenter.com/privacy</a> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred.

				Visim
From: Sent: To: Subject:	tripinfo@visiontravel.ca Tuesday, November 13, Invoice and Itinerary for			
x	, , C 	ion Travel DT ( Canada, w.visiontravel.c T Reg : 723782		
	Invoice/Iti	nerary		
Invoice: Issued: 13 November 2018	Agency Ref.: Sales Person:		Customer Number: Customer Ref.:	
ALBERTA HEALTH SERVICES 10030 - 107 STREET EDMONTON AB T5J 3E4	F	Passenger(s):	TURNER/COLLEEN	
Disclaimer: It is your respondent notify us if the	onsibility to carefully revi re are any discrepancies.	ew this itinera	ry immediately upon	receipt and
AIR - Wednesday, November '	14 2018		Add To C	alendar
Air Canada Flight AC8155 Econ	omy Class			
Edmonton Internation	Weather Arriv nal Airport ay, November 14 2018	Calgary	, Alberta <u>Weather</u> International Airport M Wednesday, Noveml	ber 14 2018
Status:       Confirmed         Operated By:       AIR CANA         FF Number:       Image: Confirmed         Online Check In:       Available	and 55 minute(s) Non-stop d - Air Canada Booking Ref ADA EXPRESS - JAZZ TURNER/COLLEEN - p 24 hours prior - <u>click here</u> e Flight - Aeroplan Membel	lease reconfirm	n at check-in	
	) - TURNER/COLLEEN MS CHECK IN WITH AIR CAN/		S - JAZZ	

Invoice Details					e conte	(2003)
Invoice Number		233.35	37.48	0.00	0.00	270.83
Vendor AC Domestic		33.35	37.48	Billed to: 0.00	0.00	70.83
	Totals:	266.70	74.96	Billed tc 0.00	0.00	341.66
			T	otal Credit Car Bala	341.66 0.00	

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From:			
From: Sent:		isiontravel.ca 12, 2018 2:58 PM	
To:	Filday, October		IONTRAVEL.CA
Subject:	Invoice and Iting		EEN - 16October18 - Vision Travel Locator:
Subject.	invoice and itilit	and the tokine we could	EEN - 16October 18 - VISION Haver Locator.
×		Vision Travel DT (	Ontario-West Inc
		9929 - 108 St.	
		Edmonton, AB	
		T5K 1G8	
		(780) 425-8611 1-	866-425-8611
		www.visiontravel.c	
•		GST Reg : 723782	
		0	
	Invoic	e/Itinerary	
		on any	
Invoice	Agency Ref.		Customer Number:
Issued: 12 Octobe			Customer Ref.:
	•		
ALBERTA HEALTH S	ERVICES	Passenger(s):	TURNER/COLLEEN
10030 - 107 STREET			
EDMONTON AB T5J 3E4			
Disclaimer: It is	your responsibility to carefu	Illy review this itinera	ry immediately upon receipt and
not	ify us if there are any discrep	ancies.	
AIR - Tuesday, Oct	ober 16 2018		Add To Calendar
All Ganada Flight Ad	Solot Economy class	and the second	
Depart Edmonto	n, Alberta Weather	Arrive Calgary	, Alberta <u>Weather</u>
	n International Airport	ouiguiy	International Airport
	Tuesday, October 16 2018		M Tuesday, October 16 2018
Duration:	0 hour(s) and 53 minute(s) N	on-stop	
Status:	Confirmed - Air Canada Bool		
Operated By:	AIR CANADA EXPRESS - JA		
FF Number:	URNER/COLL	EEN - please reconfirm	n at check-in
Online Check In:	Available 24 hours prior - click		
E Upgrade:	For Eligible Flight - Aeroplan	Members click here	
Remarks:			
Noma No.	SEAT 4C - TURNER/COLLE		N 1477
	PLEASE CHECK IN WITH A		) - JAZZ

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			·	Bala	Balance Due:		
	Totals:	242.85	37.48	0.00	0.00	280.33	
Vendor 4 Domestic Air		242.85	37.48	0.00	0.00	280.33	
Invoice Number:							
Invoice Details							

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