

AHS Board and Executive Expense Report

Name: Colleen Turner

Title: VP Community Engagement & Communications

Location: Calgary

Expenses approved during the month of March 2020

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)
Mar-20	P-Card	Meetings					-			
Mar-20	Expense Claim	Meetings					-			
Mar-20	Direct Bill	Meetings	1,629				1,629			
Total			\$ 1,629	\$ -	\$ -	\$ -	\$ 1,629	\$ -	\$ -	\$ -

**Total for
the Month** \$ 1,629

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.
- 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 Turner **Reporting Period for the Month of :** February 2020

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
13-02-2020	Direct Billing	Airline Ticket	Foundation meeting - Calgary to Edmonton return on Feb 20 (Note: Flights were cancelled due to schedule changes)	Vision Travel	\$413.18
18-02-2020	Direct Billing	Airline Ticket	Joint AH/AHS Executive Team meeting (Feb 24) - Calgary to Edmonton on Feb 23 and return on Feb 24	Vision Travel	\$531.99
28-02-2020	Direct Billing	Airline Ticket	Government of Alberta Meeting (Mar 4) - Calgary to Edmonton on Mar 4 and return on Mar 5 (Note: Flights were cancelled due to schedule changes)	Vision Travel	\$252.54
20-02-2020	Direct Billing	Airline Ticket	Foundation meeting - Calgary to Edmonton on Mar 12 and return on Mar 13 (Note: Flights were cancelled due to schedule changes)	Vision Travel	\$430.93
Total Paid in the Month					\$ 1,628.64

Sent: Thursday, February 13, 2020 1:18 PM

To:

Subject: Invoice and Itinerary for TURNER/COLLEEN MS - 20February20 - Vision Travel Locator:

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

www.visiontravel.ca

GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: [REDACTED]
Issued: 13 February 2020
ALBERTA HEALTH SERVICES
10030 107 STREET
EDMONTON AB
T5J 3E4

Agency Ref.: [REDACTED]
Sales Person: [REDACTED]

Customer Number: [REDACTED]
Customer Ref.: [REDACTED]

Passenger(s): **TURNER/COLLEEN MS**

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

As of July 15, 2019, airlines will be required to meet new obligations concerning communication, denied boarding, tarmac delay, baggage and the transportation of musical instruments. For more information visit : <https://rppa-appr.ca>
AC : <https://www.aircanada.com/ca/en/aco/home/legal/conditions-carriage-tariffs.html>

AIR - Thursday, February 20 2020

[Add To Calendar](#)

Air Canada Flight AC8134 Economy Class - [REDACTED] (Non smoking, Aisle, Chargeable) Confirmed

Depart	Arrive
Calgary, Alberta Weather Calgary International Airport 08:30 AM Thursday, February 20 2020	Edmonton, Alberta Weather Edmonton International Airport 09:24 AM Thursday, February 20 2020

Duration: 0 hour(s) and 54 minute(s) Non-stop
Status: Confirmed - Air Canada Booking Reference: [REDACTED]
Operated By: AIR CANADA EXPRESS - JAZZ
FF Number: [REDACTED] - TURNER/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 Canada Flight AC8161 Economy Class - [REDACTED] Non smoking, Aisle, Chargeable) Confirmed

Depart	Edmonton, Alberta Weather Edmonton International Airport 07:05 PM Thursday, February 20 2020	Arrive	Calgary, Alberta Weather Calgary International Airport 08:06 PM Thursday, February 20 2020
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Duration: 1 hour(s) and 1 minute(s) Non-stop
Status: Confirmed - Air Canada Booking Reference: [REDACTED]
Operated By: AIR CANADA EXPRESS - JAZZ
FF Number: [REDACTED] - TURNER/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:	[REDACTED]					
Air Canada Ticket Exchange	[REDACTED]	437.60	74.96	0.00	0.00	512.56
						390.08
					Original ticket: [REDACTED]	
					Billed to: CA [REDACTED]	
Vendor AC AIR CANADA	1 [REDACTED]	23.10	0.00	0.00	0.00	23.10
					Billed to: CA [REDACTED]	
Totals:		23.10	0.00	0.00	0.00	413.18
					Total Credit Card Billing:	413.18
					Balance Due:	0.00

From: [REDACTED]
Sent: Tuesday, February 18, 2020 5:04 PM
To: [REDACTED]
Subject: FW: Invoice and Itinerary for TURNER/COLLEEN MS - 23February20 - Vision Travel Locator:
[REDACTED]

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Invoice/Itinerary

Invoice: [REDACTED]
Issued: 18 February 2020

Agency Ref.: [REDACTED]
Sales Person: [REDACTED]

Customer Number: [REDACTED]
Customer Ref.: [REDACTED]

ALBERTA HEALTH SERVICES
10030 107 STREET
EDMONTON AB
T5J 3E4

Passenger(s): TURNER/COLLEEN MS

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

Air Passenger Protection Regulations:

As of July 15, 2019, airlines will be required to meet new obligations concerning communication, denied boarding, tarmac delay, baggage and the transportation of musical instruments. For more information visit : <https://rppa-appr.ca>

AC : <https://www.aircanada.com/ca/en/aco/home/legal/conditions-carriage-tariffs.html>
WS : www.westjet.com/canadian-passenger-rights

AIR - Sunday, February 23 2020[Add To Calendar](#)**Air Canada Flight AC8154 Economy Class - [REDACTED] (Non smoking, Aisle, Chargeable) Confirmed**

Depart	Calgary, Alberta Weather Calgary International Airport 04:45 PM Sunday, February 23 2020	Arrive	Edmonton, Alberta Weather Edmonton International Airport 05:39 PM Sunday, February 23 2020
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Duration: 0 hour(s) and 54 minute(s) Non-stop
Status: Confirmed
Operated By: AIR CANADA EXPRESS - JAZZ
FF Number: [REDACTED] TURNER/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)

AIR - Monday, February 24 2020[Add To Calendar](#)**WestJet Flight WS3134 Economy Class - [REDACTED] (Non smoking, Aisle, Chargeable) Confirmed**

Depart	Edmonton, Alberta Weather Edmonton International Airport 02:45 PM Monday, February 24 2020	Arrive	Calgary, Alberta Weather Calgary International Airport 03:45 PM Monday, February 24 2020
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Duration: 1 hour(s) and 0 minute(s) Non-stop
Status: Confirmed - WestJet Booking Reference: [REDACTED]
Operated By: WESTJET ENCORE
FF Number: [REDACTED] TURNER/COLLEEN MS - please reconfirm at check-in
Online Check In: Available 24 hours prior - [click here](#)
Baggage Allowance: 0 Piece(s)

Remarks: PLEASE CHECK IN WITH WESTJET ENCORE**Invoice Details**

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Change Fee:	[REDACTED]	100.00		0.00	0.00	100
Additional Collection:	[REDACTED]	132.54	0.00	0.00	0.00	132.54
Vendor AC AIR CANADA	[REDACTED]	11.55	0.00	0.00	0.00	11.55
				Billed to: [REDACTED]		
Totals:		244.09	0.00	0.00	0.00	244.09
Total Credit Card Billing:						244.09
Balance Due:						0.00

From: [REDACTED]
Sent: Monday, April 27, 2020 4:55 PM
To: [REDACTED]
Subject: *FW: Invoice and Itinerary for TURNER/COLLEEN MS - 23February20 - Vision Travel Locator:
[REDACTED]

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www.visiontravel.ca

GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: [REDACTED]
Issued: 18 February 2020

Agency Ref.: [REDACTED]
Sales Person: [REDACTED]

Customer Number: [REDACTED]
Customer Ref.: [REDACTED]

ALBERTA HEALTH SERVICES
10030 107 STREET
EDMONTON AB
T5J 3E4

Passenger(s): TURNER/COLLEEN MS

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

Air Passenger Protection Regulations:

As of July 15, 2019, airlines will be required to meet new obligations concerning communication, denied boarding, tarmac delay, baggage and the transportation of musical instruments. For more information visit : <https://rppa-appr.ca>

AC : <https://www.aircanada.com/ca/en/aco/home/legal/conditions-carriage-tariffs.html>

WS : www.westjet.com/canadian-passenger-rights

AIR - Sunday, February 23 2020

[Add To Calendar](#)

Air Canada Flight AC8158 Economy Class - [REDACTED] (Non smoking, Window) Confirmed

Depart Calgary, Alberta [Weather](#) **Arrive** Edmonton, Alberta [Weather](#)
 Calgary International Airport
 07:40 PM Sunday, February 23 2020
 Edmonton International Airport
 08:34 PM Sunday, February 23 2020

Duration: 0 hour(s) and 54 minute(s) Non-stop
Status: Confirmed
Operated By: AIR CANADA EXPRESS - JAZZ
FF Number: [REDACTED] TURNER/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: 2 Piece(s)

Remarks: PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ
 WINDOW SEAT BOOKED
 CLOSEST SEAT TO THE FRONT AVAILABLE

AIR - Monday, February 24 2020

[Add To Calendar](#)

WestJet Flight WS3134 Economy Class - [REDACTED] (Non smoking, Aisle, Chargeable) Confirmed

Depart Edmonton, Alberta [Weather](#) **Arrive** Calgary, Alberta [Weather](#)
 Edmonton International Airport
 02:45 PM Monday, February 24 2020
 Calgary International Airport
 03:45 PM Monday, February 24 2020

Duration: 1 hour(s) and 0 minute(s) Non-stop
Status: Confirmed - WestJet Booking Reference: [REDACTED]
Operated By: WESTJET ENCORE
FF Number: [REDACTED] TURNER/COLLEEN MS - please reconfirm at check-in
Online Check In: Available 24 hours prior - [click here](#)
Baggage Allowance: 0 Piece(s)

Remarks: PLEASE CHECK IN WITH WESTJET ENCORE

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Vendor WS 838 [REDACTED]		223.72	7.48	0.00	42.00	273.20
Vendor WS WESTJET	[REDACTED]	14.70	0.00	0.00	0.00	14.70
				Billed to: CA [REDACTED]		
Totals:		238.42	7.48	0.00	42.00	287.90
					Total Credit Card Billing:	287.90
					Balance Due:	0.00



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 (780) 425-8611 1-866-425-8611

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 GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: [REDACTED]
 Issued: 28 February 2020

Agency Ref.: [REDACTED]
 Sales Person: [REDACTED]

Customer Number: [REDACTED]
 Customer Ref.:

ALBERTA HEALTH SERVICES
 10030 107 STREET
 EDMONTON AB
 T5J 3E4

Passenger(s): **TURNER/COLLEEN MS**

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AC : <https://www.aircanada.com/ca/en/aco/home/legal/conditions-carriage-tariffs.html>

AIR - Wednesday, March 4 2020		Add To Calendar	
Air Canada Flight AC8144 Economy Class			
Depart	Calgary, Alberta Calgary International Airport 01:20 PM Wednesday, March 4 2020	Arrive	Edmonton, Alberta Edmonton International Airport 02:16 PM Wednesday, March 4 2020
Duration:	0 hour(s) and 56 minute(s) Non-stop		
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]		
Operated By:	AIR CANADA EXPRESS - JAZZ		
FF Number:	[REDACTED] - TURNER/COLLEEN MS - please reconfirm at check-in		
Online Check In:	Available 24 hours prior - click here		
Baggage Allowance:	0 Piece(s)		

AIR - Thursday, March 5 2020[Add To Calendar](#)**Air Canada Flight AC8139 Economy Class**

Depart	Edmonton, Alberta Edmonton International Airport 10:55 AM Thursday, March 5 2020	Arrive	Calgary, Alberta Calgary International Airport 11:50 AM Thursday, March 5 2020
Duration:	0 hour(s) and 55 minute(s) Non-stop		
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]		
Operated By:	AIR CANADA EXPRESS - JAZZ		
FF Number:	[REDACTED] - TURNER/COLLEEN MS - please reconfirm at check-in		
Online Check In:	Available 24 hours prior - click here		
Baggage Allowance:	0 Piece(s)		

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Change Fee:	[REDACTED]	200.00		5.00	0.00	205.00
Additional Collection:	[REDACTED]	24.44	0.00	0.00	0.00	24.44
Totals:		224.44	0.00	5.00	0.00	229.44
Balance Due:						0.00

Remarks

 PLEASE REVIEW YOUR ITINERARY FOR ACCURACY
 PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU
 FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE
 DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS
 MAY BE YOUR RESPONSIBILITY

From: [REDACTED]

Sent: Friday, February 28, 2020 1:38 PM

To: [REDACTED]

Subject: FW: Air Canada - 04 Mar: Calgary - Edmonton (Booking Reference: [REDACTED] - Your booking has been modified

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Seat selection invoice below.

Thank you,

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]



From: [REDACTED]

Sent: February 28, 2020 1:37 PM

To: [REDACTED]

Subject: Air Canada - 04 Mar: Calgary - Edmonton (Booking Reference: [REDACTED] - Your booking has been modified

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.



AIR CANADA

Your seats are confirmed.

Booking Reference: [REDACTED]

Date of issue: 28 Feb, 2020



[Manage my booking](#)

Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

Your seats are confirmed Please print and keep this page for your records.

Thank you for choosing Air Canada. We look forward to welcoming you on board.

Passengers

	Colleen Turner	Seats
	Ticket number	AC8144
		AC8139
Air Canada - Aeroplan:		


Depart

Economy - Standard		
Wednesday 04 Mar, 2020	13:20 Calgary Calgary Int. (YYC) Alberta	14:16 Edmonton Edmonton Int. (YEG) Alberta
	0hr56 AC8144	Operated by: Air Canada Express - Jazz De Havilland Dash 8-100 Air Canada Bistro

Return

Economy - Standard		
Thursday 05 Mar, 2020	10:55 Edmonton Edmonton Int. (YEG) Alberta	11:50 Calgary Calgary Int. (YYC) Alberta
	0hr55 AC8139	Operated by: Air Canada Express - Jazz De Havilland Dash 8-400 Air Canada Bistro

Purchase summary

 Seat selection	
Colleen Turner	
AC 8144: ■ - Standard seat (Aisle)	11.00
AC 8139: ■ - Standard seat (Aisle)	11.00
Goods and Services Tax - Canada - 100092287 RT0001	1.10
GRAND TOTAL (Canadian dollars)	\$23¹⁰

From: [REDACTED]
Sent: February-20-20 4:44 PM
To: [REDACTED]
Subject: Invoice and Itinerary for TURNER/COLLEEN MS - 12March20 - Vision Travel Locator: [REDACTED]



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T5K 1G8
(780) 425-8611 1-866-425-8611

www.visiontravel.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: [REDACTED]
Issued: 20 February 2020
ALBERTA HEALTH SERVICES
10030 107 STREET
EDMONTON AB
T5J 3E4

Agency Ref.: [REDACTED]
Sales Person: [REDACTED]
Passenger(s):

Customer Number: [REDACTED]
Customer Ref.:
TURNER/COLLEEN MS

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

Air Passenger Protection Regulations:

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AC : <https://www.aircanada.com/ca/en/aco/home/legal/conditions-carriage-tariffs.html>

AIR - Thursday, March 12 2020

[Add To Calendar](#)

Air Canada Flight AC8136 Economy Class - Seat [REDACTED] (Non smoking, Aisle, Chargeable) Confirmed

Depart	Calgary, Alberta Weather Calgary International Airport 09:30 AM Thursday, March 12 2020	Arrive	Edmonton, Alberta Weather Edmonton International Airport 10:24 AM Thursday, March 12 2020
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Duration: 0 hour(s) and 54 minute(s) Non-stop
Status: Confirmed - Air Canada Booking Reference: [REDACTED]
Operated By: AIR CANADA EXPRESS - JAZZ
FF Number: [REDACTED] - TURNER/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 Canada Flight AC8143 Economy Class - Seat [REDACTED] (Non smoking, Aisle, Chargeable) Confirmed

Depart	Edmonton, Alberta Weather Edmonton International Airport 12:50 PM Friday, March 13 2020	Arrive	Calgary, Alberta Weather Calgary International Airport 01:45 PM Friday, March 13 2020
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Duration: 0 hour(s) and 55 minute(s) Non-stop
Status: Confirmed - Air Canada Booking Reference: [REDACTED]
Operated By: AIR CANADA EXPRESS - JAZZ
FF Number: [REDACTED] - TURNER/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:	[REDACTED]					
Air Canada	[REDACTED]	327.62	74.96	0.00	0.00	402.58
					Billed to: CA [REDACTED]	
Vendor AC AIR CANADA	[REDACTED]	16.80	0.00	0.00	0.00	16.80
					Billed to: CA [REDACTED]	
Vendor AC AIR CANADA	[REDACTED]	11.55	0.00	0.00	0.00	11.55
					Billed to: CA [REDACTED]	
Totals:		355.97	74.96	0.00	0.00	430.93
					Total Credit Card Billing:	430.93
					Balance Due:	0.00