

# **AHS Board and Executive Expense Report**

Name: Colleen Turner

Title: VP Community Engagement & Communications

Location: Edmonton

Expenses approved during the month of February 2022

				_	Travel (1)					
Approved Source MMM-YY Document Purpose	Airfa	are	Meals	Acc	ommodation	Other Travel	otal avel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
P-Card Meetings Expense Claim Meetings Feb-22 Direct Bill Meetings		695					- - 695			
Total	\$	695	\$	- \$	-	\$ -	\$ 695	\$ -	\$ -	\$ -

**Total for** 

the Month \$ 695

Maximum daily single meal expense claimed in the month \$ - Amazimum daily base hotel rate claimed in the month \$ - Amazimum daily base hotel r

### 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:

  Name:

  Colleen Turner

  Reporting Period for the Month of:
  Feb-22

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amoun	nt Paid
6-Dec-21	Direct Billing		Dec. 9 and 10 Meeting with Meeting with Management Team in Edmonton - Expiring AHS Westjet Credit (if not used, credit would have been lost) was utilized by Colleen Turner's flight in December 2021.	Vision Travel		\$694.91
	Direct Billing	Choose from Drop-down List		Vision Travel	\$	
	Direct Billing	Choose from Drop-down List		Vision Travel	\$	
	Direct Billing	Choose from Drop-down List		Vision Travel	\$	
	Direct Billing	Choose from Drop-down List		Vision Travel	\$	
Total Paid in th	e Month				\$	694.91



RE: Invoice and Itinerary for TURNER/COLLEEN MS - 09December21 - Direct Travel Locator: Monday, January 17, 2022 1:26:42 PM

image001.png image002.png image003321.png image337370.png

Yes, a ticket credit was applied to this travel. We are using up all AHS credits whenever possible while we can.





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Sent: Monday, January 17, 2022 1:18 PM

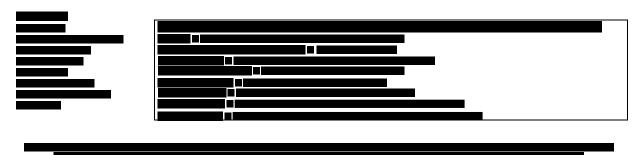
Subject: RE: Invoice and Itinerary for TURNER/COLLEEN MS - 09December21 - Direct Travel Locator:

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Good Afternoon,

Thank you for sending this invoice. Can you please advise if there was a credit applied on Colleen's flight? As below the invoice is only for taxes & seat selection?

Thank you,



From:

Sent: Monday, January 17, 2022 12:32 PM

Subject: Invoice and Itinerary for TURNER/COLLEEN MS - 09December21 - Direct Travel Locator:

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