

AHS Board and Executive Expense Report

Name: Colleen Turner
Title: VP Community Engagement & Communications
Location: Edmonton
 Expenses approved during the month of September 2022

			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					-			
	Expense Claim	Meetings					-			
Sep-22	Direct Bill	Meetings	599				599			
Total			<u>\$ 599</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 599</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**Total for
the Month** \$ 599

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.
- 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 Turner	Reporting Period for the Month of : Sep-22
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
12-Jul-22	Direct Billing	Airline Ticket	Seat selection fee for the flight from Calgary/Fort McMurray return to attend the Stakeholders and Team Meetings on July 18, 2022.	Vision Travel DT Ontario-West Inc	\$48.30
18-Jul-22	Direct Billing	Airline Ticket	Fees to change flight from Fort McMurray to Calgary. Meetings ended earlier.	Vision Travel DT Ontario-West Inc	\$152.64
28-Jul-22	Direct Billing	Airline Ticket	Flights canceled due to in-person Advisory Council meeting canceled. Credit issued for a future booking.	Vision Travel DT Ontario-West Inc	\$398.49
	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					\$ 599.43



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]
 Issued: 12 July 2022

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

Customer Number [REDACTED]
 Customer Ref.: N/A

ALBERTA HEALTH SERVICES
 [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.

Important COVID Information Related To Your Travels:

Starting 20Jun22, vaccination will no longer be required to board a plane or train in Canada. .
 For complete details click [here](#)
 For complete Canadian Government details on COVID-19 vaccinated travellers entering Canada – click [here](#)
 Please [click here](#) upon receipt of your itinerary for important COVID-related traveller information including COVID vaccination/test/quarantine requirements, transit restrictions, etc. We strongly recommend you continue to come back to this information regularly in advance of and during travel as requirements could change.

Protective face coverings may be required at various stages of travel. Travellers are responsible to familiarize themselves with requirements for their airlines, airports and destination cities.

AIR - Monday, July 18 2022		Add To Calendar
WestJet Flight [REDACTED] Economy Class - [REDACTED] Non smoking, Aisle, Chargeable) Confirmed		
Depart	Calgary, Alberta Weather Calgary International Airport 06:30 AM Monday, July 18 2022	Arrive Fort McMurray, Alberta Weather Fort McMurray Airport 08:04 AM Monday, July 18 2022
Duration:	1 hour(s) and 34 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 [REDACTED]	

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

Depart	Fort McMurray, Alberta Weather	Arrive	Calgary, Alberta Weather
	Fort McMurray Airport		Calgary International Airport
	08:35 PM Monday, July 18 2022		10:10 PM Monday, July 18 2022

Duration: 1 hour(s) and 35 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
 [REDACTED]

Invoice Details

Transaction	Document / Booking	Base Fare	Other Tax	GST/HST	QST	Total
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Vendor WS WESTJET	[REDACTED]	48.30	0.00	0.00	0.00	48.30

Totals:

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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WestJet Flight [REDACTED] Economy Class

Depart Fort McMurray, Alberta [Weather](#) Arrive Calgary, Alberta [Weather](#)
 Fort McMurray Airport Calgary International Airport
 05:35 PM Monday, July 18 2022 07:10 PM Monday, July 18 2022

Duration: 1 hour(s) and 35 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: 1 Piece(s)

MISCELLANEOUS - Tuesday, November 1 2022

Great Plains Airlines

Depart: Edmonton International Airport, Canada [Weather](#)
 12:00 AM Tuesday, November 1 2022
 Passive Miscellaneous Info: -**EXTENDED PNR DATE FOR VISION TRAVEL INTERNAL USE ONLY**

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	[REDACTED]					
WestJet Ticket	[REDACTED]	463.42	63.12	0.00	0.00	526.54
Exchange						152.64
Totals:		0.00	0.00	0.00	0.00	152.64
					Total Credit Card Billing:	152.64
					Balance Due:	0.00

Remarks

AIR - Friday, September 9 2022

[Add To Calendar](#)

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

Depart	Calgary, Alberta Weather Calgary International Airport 07:00 AM Friday, September 9 2022	Arrive	Edmonton, Alberta Weather Edmonton International Airport 07:56 AM Friday, September 9 2022
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Duration: 0 hour(s) and 56 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

AIR - Friday, September 9 2022

[Add To Calendar](#)

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

Depart	Edmonton, Alberta Weather Edmonton International Airport 04:30 PM Friday, September 9 2022	Arrive	Calgary, Alberta Weather Calgary International Airport 05:25 PM Friday, September 9 2022
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Duration: 0 hour(s) and 55 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
Invoice Number:	[REDACTED]					
WestJet	[REDACTED]	282.24	116.25	0.00	0.00	398.49
Totals:		282.24	116.25	0.00	0.00	398.49
					Total Credit Card Billing:	398.49
					Balance Due:	0.00