

AHS Board and Executive Expense Report

Name: Colleen Turner
Title: VP Community Engagement & Communications
Location: Edmonton
 Expenses approved during the month of November 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					-			
Nov-22	Direct Bill	Meetings	1,715				1,715			
Total			<u>\$ 1,715</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,715</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**Total for
the Month** \$ 1,715

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 : Nov-22
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
14-Sep-22	Direct Billing	Airline Ticket	Flight Calgary/Edmonton return. Return same day to avoid overnight stay in Edmonton. Meetings with portfolio senior leaders.	Vision Travel DT Ontario-West Inc	\$850.39
3-Oct-22	Direct Billing	Airline Ticket	Due to illness trip canceled. Credit to be used at a later date.	Vision Travel DT Ontario-West Inc	\$864.16
	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	
Total Paid in the Month					\$ 1,714.55

Jessica Hamilton

From: [REDACTED]
Sent: Friday, September 9, 2022 3:21 PM
To: [REDACTED]
Subject: Invoice and Itinerary for TURNER/COLLEEN MS - 14September22 - Direct Travel Locator: [REDACTED]
Attachments: E-Ticket Receipt 1 - [REDACTED] - September 14 2022 [REDACTED]

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Vision Travel DT Ontario-West Inc
2275 Albert St
Regina Saskatchewan S4P 2V5
306-522-4416
1-888-522-4416

www.dt.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: [REDACTED]
Issued: 09 September 2022
ALBERTA HEALTH SERVICES
[REDACTED]

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

Customer Number [REDACTED]
Customer Ref.: N/A
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 - Wednesday, September 14 2022

[Add To Calendar](#)

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

Depart	Calgary, Alberta Weather Calgary International Airport 07:00 AM Wednesday, September 14 2022	Arrive	Edmonton, Alberta Weather Edmonton International Airport 07:56 AM Wednesday, September 14 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: 1 Piece(s)

Remarks: PLEASE CHECK IN WITH WESTJET ENCORE

AIR - Wednesday, September 14 2022

[Add To Calendar](#)

WestJet Flight WS [REDACTED] Premium Economy Class

Depart	Edmonton, Alberta Weather Edmonton International Airport 04:30 PM Wednesday, September 14 2022	Arrive	Calgary, Alberta Weather Calgary International Airport 05:25 PM Wednesday, September 14 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: XXXXXX[REDACTED] - TURNER/COLLEEN MS - please reconfirm at check-in
 Online Check In: Available 24 hours prior - [click here](#)
 Baggage Allowance: 2 Piece(s)

Remarks: PLEASE CHECK IN WITH WESTJET ENCORE
SEAT ASSIGNMENT NOW AVAILABLE ONLY AT CHECK IN. ADVANCE SEATING HAS BEEN CLOSED OFF BY WESTJET

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	[REDACTED]					
WestJet	[REDACTED]	734.14	116.25	0.00	0.00	850.39
					Billed to:CA [REDACTED]	
Totals:		734.14	116.25	0.00	0.00	850.39
					Total Credit Card Billing:	850.39
					Balance Due:	0.00

Jessica Hamilton

From: [REDACTED]
Sent: Wednesday, September 21, 2022 1:06 PM
To: [REDACTED]
Subject: Invoice and Itinerary for TURNER/COLLEEN MS - 03October22 - Direct Travel Locator: [REDACTED]
Attachments: E-Ticket Receipt 1 - [REDACTED] - October 3 2022 [REDACTED].pdf; E-Ticket Receipt 2 - [REDACTED] - October 3 2022 [REDACTED].pdf

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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: 21 September 2022
ALBERTA HEALTH SERVICES
[REDACTED]

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

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

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

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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, October 3 2022[Add To Calendar](#)**WestJet Flight WS [REDACTED] Economy Class - Seat [REDACTED] (Non smoking, Aisle) Confirmed**

Depart	Calgary, Alberta Weather Calgary International Airport 06:00 PM Monday, October 3 2022	Arrive	Edmonton, Alberta Weather Edmonton International Airport 06:54 PM Monday, October 3 2022
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Duration: 0 hour(s) and 54 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)

HOTEL - Monday, October 3 2022[Add To Calendar](#)**Jw Marriott Edmonton Ice - [Map/Driving directions](#)**

Address	[REDACTED]	Tel	[REDACTED]
		Fax	[REDACTED]

Check In/Check Out: Monday, October 3 2022 - Tuesday, October 4 2022
Status: Confirmed - Confirmation [REDACTED]
Est. Total Rate: CAD 185.25
Number of Rooms: 1
Remarks: [REDACTED]

Excursion / Tour - Tuesday, October 4 2022**Depart:** Edmonton**Status:** Confirmed**AIR - Tuesday, October 4 2022**[Add To Calendar](#)**WestJet Flight WS [REDACTED] Economy Class - Seat [REDACTED] (Non smoking, Aisle) Confirmed**

Depart	Edmonton, Alberta Weather Edmonton International Airport 06:00 PM Tuesday, October 4 2022	Arrive	Calgary, Alberta Weather Calgary International Airport 06:57 PM Tuesday, October 4 2022
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Duration: 0 hour(s) and 57 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)

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	[REDACTED]					
WestJet	[REDACTED]	747.91	116.25	0.00	0.00	864.16
					Billed to: CA [REDACTED]	
Totals:		747.91	116.25	0.00	0.00	864.16
					Total Credit Card Billing:	864.16
					Balance Due:	0.00