

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 : Jan-23
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
30-Nov-22	Direct Billing	Choose from Drop-down List	Flights Calgary/Edmonton, return. Meetings with Community Engagement and Communications team on Dec. 1 in Edmonton at Seventh Street Plaza. This was the fare at the time of booking.	Vision Travel DT Ontario-West Inc	\$735.43
8-Dec-22	Direct Billing	Choose from Drop-down List	Flights Calgary/Edmonton, return. Attend the Council of Chairs meeting in Edmonton on Dec. 9.	Vision Travel DT Ontario-West Inc	\$334.86
	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					\$ 1,070.29

From: [REDACTED]
To: [REDACTED]
Subject: Invoice and Itinerary for TURNER/COLLEEN MS - 30November22 - Direct Travel Locator: [REDACTED]
Date: Tuesday, November 29, 2022 1:50:39 PM
Attachments: [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: 29 November 2022
ALBERTA HEALTH SERVICES
[REDACTED]

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

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

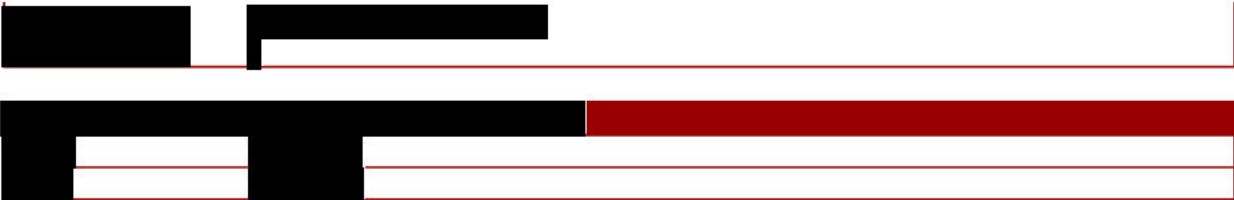
Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.
Important COVID Information Related To Your Travels:

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, November 30 2022		Add To Calendar	
WestJet Flight WS [REDACTED] Economy Class - Seat [REDACTED] (Non smoking, Aisle) Confirmed			
Depart	Calgary, Alberta Weather Calgary International Airport 04:00 PM Wednesday, November 30 2022	Arrive	Edmonton, Alberta Weather Edmonton International Airport 04:55 PM Wednesday, November 30 2022
Duration:	0 hour(s) and 55 minute(s) Non-stop		
Status:	Confirmed - WestJet Booking Reference: [REDACTED]		
Operated By:	WESTJET ENCORE		
FF Number:	XXXXXXX [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		

[REDACTED]



AIR - Thursday, December 1 2022 [Add To Calendar](#)

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

Depart Edmonton, Alberta [Weather](#) **Arrive** Calgary, Alberta [Weather](#)
Edmonton International Airport Calgary International Airport
06:00 PM Thursday, December 1 2022 07:03 PM Thursday, December 1 2022

Duration: 1 hour(s) and 3 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: 1 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]	619.18	116.25	0.00	0.00	735.43
					Billed to: CA [REDACTED]	
Totals:		619.18	116.25	0.00	0.00	735.43
				Total Credit Card Billing:		735.43
				Balance Due:		0.00

Remarks

24 HOUR EMERGENCY TRAVEL ASSISTANCE
OUTSIDE REGULAR BUSINESS HOURS - MONDAY TO FRIDAY
A SERVICE FEE MAY APPLY FOR CALLS TO THIS SERVICE
WITHIN NORTH AMERICA - CALL 1-888-700-6063
OUTSIDE NORTH AMERICA - CALL COLLECT 1-514-855-4263
EMAIL D24CAN AT DT.COM
PLEASE QUOTE ACCESS CODE [REDACTED]

RECOMMENDED CHECK-IN TIME IS AT LEAST 120 MINUTES
PRIOR TO DEPARTURE. AFTER CHECK-IN YOU MUST BE
AVAILABLE AT THE BOARDING GATE AT LEAST 60 MINUTES
PRIOR TO DEPARTURE OR YOU MAY BE DENIED BOARDING.
PLEASE ENSURE THAT YOU HAVE VALID GOVERNMENT ISSUED
PHOTO I.D. GATE ASSIGNMENTS AND DEPARTURE
ARRIVAL INFORMATION ARE SUBJECT TO CHANGE.
PLEASE CHECK MONITORS AT THE AIRPORT.
PLEASE RECONFIRM ALL FLIGHTS
IT IS YOUR RESPONSIBILITY TO VERIFY FLIGHT TIMES WITH
THE AIRLINE PRIOR TO YOUR DEPARTURE. SCHEDULE CHANGE
MAY OCCUR AT ANY TIME WITHOUT NOTICE BY THE AIRLINE.

ENSURE ALL TRAVELLERS HAVE PROPER TRAVEL DOCUMENTS
CHECK THIS WEBSITE FOR AIRPORT SECURITY INFO
WWW.CATSA.GC.CA
---AIRPORT SECURITY REVISIONS---

BAGGAGE ALLOWANCE-SPECIFIC SIZE AND WEIGHT RESTRICTIONS VARY BETWEEN AIRLINES. EXCESS CHARGES MAY APPLY. VISIT THE AIRLINES WEBSITE TO SEE THE EXACT BAGGAGE RESTRICTIONS AND FEES.

MOST AIRLINE BAGGAGE LINKS ARE AVAILABLE BY VISITING WWW.DT.CA/BAGGAGE/

--- WS AIRPORT ARRIVAL TIMES ---

SEVERAL AIRPORTS ACROSS WESTJETS NETWORK ARE EXPERIENCING AN INCREASE IN PROCESSING TIMES RESULTING IN LONG LINEUPS THROUGH CHECK-IN AND SECURITY.

TO SUPPORT A STRESS-FREE AND SAFE JOURNEY PLEASE ADVISE YOUR CLIENTS TO ARRIVE EARLY TO ENSURE THEY HAVE PLENTY OF TIME BEFORE DEPARTURE.

AS A REMINDER THE RECOMMENDED CHECK-IN TIMES AS OUTLINED ON WESTJET.COM ARE AS FOLLOWS

DOMESTIC TRAVEL ARRIVE 120 MINUTES BEFORE DEPARTURE THIS IS AN ELECTRONIC TICKET VALID ONLY ON ISSUING AIRLINE PHOTO ID REQUIRED FOR CHECK IN.

BOARDING PASS REQUIRED PRIOR TO ENTERING SECURITY.

YOUR AIRLINE FILE NUMBER IS [REDACTED]

.....

FOR MORE INFORMATION ON CANADAS CANNABIS ACT EFFECTIVE 17 OCTOBER 2018 AND HOW IT RELATES TO TRAVEL PLANS PLEASE VISIT TRAVEL.GC.CA/TRAVELLING/CANNABIS-AND-INTERNATIONAL-TRAVEL

From: [REDACTED]
To: [REDACTED]
Subject: Invoice and Itinerary for TURNER/COLLEEN MS - 08December22 - Direct Travel Locator [REDACTED]
Date: Monday, December 05, 2022 12:31:33 PM
Attachments: [REDACTED]

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GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice [REDACTED]
Issued: 05 December 2022

Agency Ref. [REDACTED]
Sales Person [REDACTED]

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

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.

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AIR - Thursday, December 8 2022		Add To Calendar	
WestJet Flight WS [REDACTED] Economy Class - Seat [REDACTED] (Non smoking, Aisle) Confirmed			
Depart	Calgary, Alberta Weather Calgary International Airport 04:00 PM Thursday, December 8 2022	Arrive	Edmonton, Alberta Weather Edmonton International Airport 04:55 PM Thursday, December 8 2022
Duration:	0 hour(s) and 55 minute(s) Non-stop		
Status:	Confirmed - WestJet Booking Reference: [REDACTED]		
Operated By:	WESTJET ENCORE		
FF Number:	XXXXXXX [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		

[REDACTED]	
Address	[REDACTED]
[REDACTED]	

[REDACTED]

AIR - Friday, December 9 2022 [Add To Calendar](#)

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

Depart	Edmonton, Alberta Weather	Arrive	Calgary, Alberta Weather
	Edmonton International Airport		Calgary International Airport
	04:30 PM Friday, December 9 2022		05:30 PM Friday, December 9 2022

Duration: 1 hour(s) and 0 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: 1 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]	417.10	116.25	0.00	0.00	533.35
Ticket Exchange					334.86
				Original ticket: [REDACTED]	
				Billed to: CA [REDACTED]	
Totals:	0.00	0.00	0.00	0.00	334.86
				Total Credit Card Billing:	334.86
				Balance Due:	0.00

Remarks

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