

## AHS Board and Executive Expense Report

**Name:** Colleen Turner  
**Title:** VP Community Engagement & Communications  
**Location:** Edmonton  
 Expenses approved during the month of August 2023

Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
<b>Travel (1)</b>										
	P-Card	Meetings					-			
	Expense Claim	Meetings					-			
Aug-23	Direct Bill	Meetings	556				556			
<b>Total</b>			\$ 556	\$ -	\$ -	\$ -	\$ 556	\$ -	\$ -	\$ -

**Total for  
the Month** \$ 556

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

<b>Name :</b> Colleen Turner	<b>Reporting Period for the Month of :</b> Aug-23
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
21-06-2023	Direct Billing	Airline Ticket	Calgary/Edmonton Return – June 21 full day in-person meeting cancelled – a credit note will follow for future booking.	Vision Travel DT Ontario-West Inc	\$555.66
	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	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
<b>Total Paid in the Month</b>					\$ 555.66



Vision Travel DT Ontario-West Inc  
 3201 East Quance Street  
 Regina Saskatchewan S4V 3B7  
 306-522-4416  
 1-888-522-4416

www.dt.ca  
 GST Reg : 723782728 RT 0001

## Invoice/Itinerary

Invoice: [REDACTED] Agency Ref: [REDACTED] Customer Number: [REDACTED]  
 Issued: 15 June 2023 Sales Person: [REDACTED] Customer Ref.: N/A  
**ALBERTA HEALTH SERVICES** Passenger(s): **TURNER/COLLEEN MS**  
 10030 107 STREET  
 EDMONTON AB  
 T5J 3E4

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

For complete Canadian Government details for returning to or travelling to Canada – click [here](#)  
 Please [click here](#) upon receipt of your itinerary for valuable information that may be critical to the success of your travels. We strongly recommend you continue to come back to this information regularly in advance of and during travel as requirements and restrictions could change.

AIR - Wednesday, June 21 2023		<a href="#">Add To Calendar</a>
WestJet Flight	[REDACTED] Economy Class - Seat [REDACTED] (Non smoking, Aisle) Confirmed	
Depart	Calgary, Alberta <a href="#">Weather</a> Calgary International Airport 09:00 AM Wednesday, June 21 2023	Arrive Edmonton, Alberta <a href="#">Weather</a> Edmonton International Airport 09:53 AM Wednesday, June 21 2023
Duration:	0 hour(s) and 53 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 - <a href="#">click here</a>	
Baggage Allowance:	1 Piece(s)	
Remarks:	PLEASE CHECK IN WITH WESTJET ENCORE	

AIR - Thursday, June 22 2023		<a href="#">Add To Calendar</a>
WestJet Flight	[REDACTED] Economy Class - Seat [REDACTED] (Non smoking, Aisle) Confirmed	
Depart	Edmonton, Alberta <a href="#">Weather</a> Edmonton International Airport 06:30 PM Thursday, June 22 2023	Arrive Calgary, Alberta <a href="#">Weather</a> Calgary International Airport 07:25 PM Thursday, June 22 2023
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 - <a href="#">click here</a>	

**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]	439.41	116.25	0.00	0.00	555.66
					Billed to [REDACTED]	
<b>Totals:</b>		<b>439.41</b>	<b>116.25</b>	<b>0.00</b>	<b>0.00</b>	<b>555.66</b>
				<b>Total Credit Card Billing:</b>		<b>555.66</b>
				<b>Balance Due:</b>		<b>0.00</b>

**Remarks**

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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  
PLEASE QUOTE ACCESS CODE [REDACTED]  
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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.  
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ENSURE ALL TRAVELLERS HAVE PROPER TRAVEL DOCUMENTS  
CHECK THIS WEBSITE FOR AIRPORT SECURITY INFO  
[WWW.CATSA.GC.CA](http://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/](http://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.