

AHS Board and Executive Expense Report

Name: Colleen Turner
Title: VP Community Engagement & Communications
Location: Edmonton
 Expenses approved during the month of September 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)
Travel (1)										
	P-Card	Meetings					-			
	Expense Claim	Meetings					-			
Sep-23	Direct Bill	Meetings	230				230			
Total			\$ 230	\$ -	\$ -	\$ -	\$ 230	\$ -	\$ -	\$ -

**Total for
the Month** \$ 230

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-23
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
17-Jul-23	Direct Billing	Airline Ticket	Attend Wisdom Council meeting July 27/28. Credit was used for flight, this is for change fee. Current flight cancelled due to work commitments. Credit issued for use at a later date.	Vision Travel DT Ontario-West Inc	\$29.30
17-Jul-23	Direct Billing	Airline Ticket	Attend Executive Leadership Team mtg (ELT), Aug. 15. Credit was used for flight. Current flight cancelled due to work commitments. Credit issued for use at a later date.	Vision Travel DT Ontario-West Inc	\$200.92
	Direct Billing	Airline Ticket		Vision Travel DT Ontario-West Inc	
	Direct Billing	Hotel		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
Total Paid in the Month					\$ 230.22

Vision Travel DT Ontario-West Inc

, , Canada,

www.dt.ca

GST Reg :

Invoice/Itinerary

Invoice [REDACTED]
Issued: 17 July 2023

Agency Ref. [REDACTED]
Sales Person:

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

ALBERTA HEALTH SERVICES

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 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 - Thursday, July 27 2023

[Add To Calendar](#)

WestJet Flight [REDACTED] Economy Class - Seat [REDACTED] (Non smoking, Aisle, Chargeable) Confirmed
Depart Calgary, Alberta [Weather](#) Arrive Edmonton, Alberta [Weather](#)
Calgary International Airport Edmonton International Airport
02:25 PM Thursday, July 27 2023 03:15 PM Thursday, July 27 2023
Duration: 0 hour(s) and 50 minute(s) Non-stop
Status: Confirmed - WestJet Booking Reference: [REDACTED]
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

AIR - Friday, July 28 2023

[Add To Calendar](#)

WestJet Flight [REDACTED] Economy Class - Seat [REDACTED] (Non smoking, Aisle) Confirmed
Depart Edmonton, Alberta [Weather](#) Arrive Calgary, Alberta [Weather](#)
Edmonton International Airport Calgary International Airport
05:30 PM Friday, July 28 2023 06:28 PM Friday, July 28 2023
Duration: 0 hour(s) and 58 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

Invoice Details

Transaction	Document / Booking	Base Fare	Other Tax	GST/HST	QST	Total
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	Number				
Additional Collection:	29.30	0.00	0.00	0.00	29.30
Totals:	29.30	0.00	0.00	0.00	29.30
				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
 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.

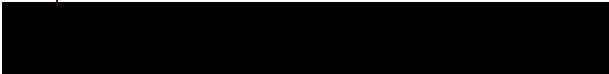
TO SUPPORT A STRESS-FREE AND SAFE JOURNEY
 PLEASE ADVISE YOUR CLIENTS TO ARRIVE EARLY TO ENSURE
 THEY HAVE PLENTY OF TIME BEFORE DEPARTURE.

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





Vision Travel DT Ontario-West Inc

, , Canada,

www.dt.ca

GST Reg :

Invoice/Itinerary

Invoice [REDACTED]
Issued: 17 July 2023

Agency Ref. [REDACTED]
Sales Person:

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

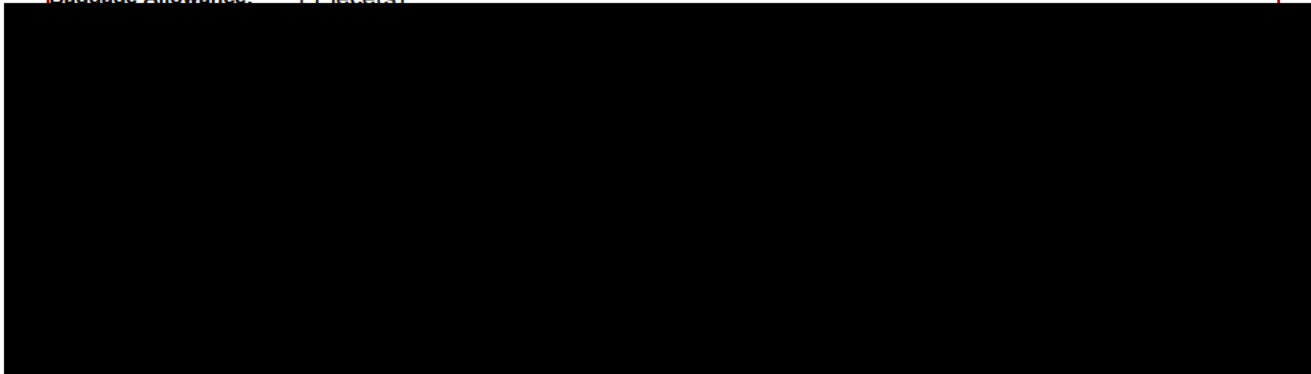
ALBERTA HEALTH SERVICES
[REDACTED]

Passenger(s): TURNER/COLLEEN MS

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AIR - Monday, August 14 2023		Add To Calendar
WestJet Flight	[REDACTED] Economy Class - Seat [REDACTED] (Non smoking, Aisle) Confirmed	
Depart	Calgary, Alberta Weather	Arrive Edmonton, Alberta Weather
	Calgary International Airport	Edmonton International Airport
	02:25 PM Monday, August 14 2023	03:15 PM Monday, August 14 2023
Duration:	0 hour(s) and 50 minute(s) Non-stop	
Status:	Confirmed - WestJet Booking Reference: [REDACTED]	
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)	



AIR - Tuesday, August 15 2023		Add To Calendar
WestJet Flight	[REDACTED] Economy Class - Seat [REDACTED] (Non smoking, Aisle) Confirmed	
Depart	Edmonton, Alberta Weather	Arrive Calgary, Alberta Weather

Edmonton International Airport
05:35 PM Tuesday, August 15 2023

Calgary International Airport
06:23 PM Tuesday, August 15 2023

Duration: 0 hour(s) and 48 minute(s) Non-stop
Status: Confirmed - WestJet Booking Reference: [REDACTED]
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
Additional Collection:	[REDACTED]	200.92	0.00	0.00	0.00	200.92
Totals:		200.92	0.00	0.00	0.00	200.92
					Balance Due:	0.00

Remarks

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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
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PLEASE QUOTE ACCESS CODE [REDACTED]

[REDACTED]

[REDACTED]