

## **AHS Board and Executive Expense Report**

 Name:
 Colleen Turner

 Title:
 VP Community Engagement & Communications

Location: Edmonton

Expenses approved during the month of September 2023

								Tra	avel (1)				<u> </u>					
Approved MMM-YY	Source Document		Purpose	Airf	are	Me	eals	Accor	nmodatio		Other Travel	Total Fravel	Profes Develo (2	pment	Workin Sessior Hosting a Hospital (3)	s and	Othe (4)	
	P-Card Expense Claim	Meetings										-						
Sep-23	Direct Bill	Meetings			230							230						
Total				¢	230	¢	_	\$		- ¢	-	\$ 230	\$	-	¢	_ (	<b>t</b>	

# Total for

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the Month $ 230
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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: <u>Providing a Standard Business Reason(s)</u>
- 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:

Name :	Colleen Turner	Reporting Period for the Month of : Sep-23
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YES

Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
17-Jul-23	Direct Billing		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		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 th	e Month				\$ 230.22

				Visio	n Travel D	T Ontario-West Inc	
				, , Ca	nada,		
				www. GST	. <u>dt.ca</u> Reg :		
			Invo	ice/Itir	erar	v	
Invoid						-	
Invoic	e d:17 July 2	002	Agency R Sales Pers			Customer Number Customer Ref.:N/A	
	HEALTH S		Sales Feis		nger(s):	TURNER/COLLEEN MS	
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OUTSIDE NORTH AMERICA - CALL	. COLLECT 1-514-855-426	53			
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WestJet Flight       Economy Class - Seat       (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       03:15 PM Monday, August 14 2023         Status:       Confirmed - WestJet Booking Reference:       FF Number:         FF Number:       - TURNER/COLLEEN MS - please reconfirm at check-in         Online Check In:       Available 24 hours prior - click here         Bagggage Allowance:       1 Piece(s)				Vision Travel	DT Ontario-West Inc
ST Reg :     Invoice     Issued: 17 July 2023     Agency Ref.     Sales Person:     Customer Number     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 4     notify us if there are any discrepancies.     Important Information Related To Your Travels:     For complete Canadian Government details for returning to or traveling to Canada – clic     Please click here upon receipt of your timerary for valuable information that may b     critical to the success of your travels. We strongly recommend you continue to co     back to this information regularly in advance of and during travel as requirements     restrictions could change.  AR - Monday, August 14 2023     Add To Calend Westulet Flight     Calgary, Alberta Weather     Calgary, Alberta Weather     Calgary, International Airport     02:25 PM Monday, August 14 2023     Used Minute(s) Non-stop Status:     Confirmed - Westulet Booking Reference:     FF Number:         Confirmed - Westulet Booking Reference:     FF Mumber:         Confirmed - Westulet Prior - click here Bagragee Allowance:     1 Piece(s)				, , Canada,	
Invoice Issued:17 July 2023 ALBERTA HEALTH SERVICES Agency Ref. Sales Person: Sales Person: Passenger(s): TURNER/COLLEEN MS Disclaimer: It is your responsibility to carefully review this titnerary immediately upon receipt a 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 – clic Please click here upon receipt of your titnerary for valuable information that may b critical to the success of your travels. We strongly recommend you continue to co back to this information regularly in advance of and during travel as requirements restrictions could change. Alt - Monday, August 14 2023 Depart Calgary, Alberta Weather Calgary, Alberta Weather Calgary, Alberta Weather O hour(s) and 50 minute(s) Non-stop Status: Confirmed - WestJet Booking Reference: FF Number: O hour(s) and 50 minute(s) Non-stop Status: Confirmed - WestJet Booking Reference: FF Number: O hour(s) and 50 minute(s) Non-stop Status: Confirmed - WestJet Booking Reference: FF Number: O hour(s) and 50 minute(s) Non-stop Status: Confirmed - WestJet Booking Reference: FF Number: O hour(s) and 50 minute(s) Non-stop Status: Confirmed - WestJet Booking Reference: FF Number: O hour(s) and 50 minute(s) Non-stop Status: Confirmed - WestJet Booking Reference: FF Number: O hour(s) and 50 minute(s) Non-stop Status: Confirmed - WestJet Booking Reference: FF Number: O hour(s) and 50 minute(s) Non-stop Status: Confirmed - WestJet Booking Reference: FF Number: O hour(s) and 50 minute(s) Non-stop Status: Confirmed - WestJet Booking Reference: FF Number: O hour(s) and 50 minute(s) Non-stop Status: Confirmed - WestJet Booking Reference: FF Number: O hour(s) and 50 minute(s) Non-stop Status: Confirmed - WestJet Booking Reference: FF Number: O hour(s) and 50 minute(s) Non-stop Status: Confirmed - WestJet Booking Reference: FF Number: O hour(s) and 50 minute(s) Non-stop Status: Confirmed - We					
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ALBERTA HEALTH SERVICES       Passenger(s):       TURNER/COLLEEN MS         Disclaimer:       It is your responsibility to carefully review this itinerary immediately upon receipt a 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 – clic Please click here upon receipt of your itinerary for valuable information that may b critical to the success of your travels. We strongly recommend you continue to co back to this information regularly in advance of and during travel as requirements restrictions could change.         AIR - Monday, August 14 2023       Add To Calend         WestJet Flight       Economy Class - Seat       (Non smoking, Aisle) Confirmed         Depart       Calgary, Alberta Weather       Arrive       Edmonton International Airport         Calgary, Alberta Weather       03:15 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:         FF Number:       - TURNER/COLLEEN MS - please reconfirm at check-in       Online Check In:       Available 24 hours prior - click here         Baggage Allowance:       1 Piece(s)       1 Piece(s)       1 Piece(s)					Customer Number
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