

# **AHS Board and Executive Expense Report**

Name: Dr Curtis Johnston

**Title:** Associate Chief Medical Officer

**Location:** Edmonton

Expenses posted during the month of June 2025

					Travel (1)					Working Sessions		
Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodat	Othe			Professional Development (2)	Hosting and Hospitality (3)	Other (4)	
	P-Card	Meetings						_				
	Expense Claim	n Meetings						-				
Jun-25	Direct Bill	Meetings			1	92		192				
		Total by category	\$ -	\$ -	- \$ 1	92 \$	- \$	192	\$ -	\$ -	\$	

Total posted for

the Month \$ 192

Maximum daily single meal expense posted in the month \$ - Maximum daily base hotel rate posted in the month \$ 174 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 membership dues, 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 The information will be used for Public Disclosure reportir

#### **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.

<ul> <li>Indicate whether</li> </ul>	er you have expenses to report in this section for	this reporting period:	ILS	
Name :	Dr Curtis Johnston	Reporting Period for the Month of :	Jun-25	

Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
			June 11 - 12 2025 In person Medical Leadership Development mee	ing	
12-Jun-2025	Direct Billing	Hotel	in Calgary Alberta	Delta Marriot Calgary South	\$191.82
	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	
Total Paid in th	ne Month				\$ 191.82



## 135 Southland Drive S.E Calgary, Alberta, T2J 5X5 Telephone: 403-278-5050 Fax: 403-225-5834

Alberta Health Services Alberta Health Services PO BOX 1600 **EDMONTON AB T5J 2N9** 

Canada

Jo

Room: Folio:

Cashier: Arrival:

06-11-25 Departure: 06-12-25

A/D In

ohnston, Curtis	A/R Invoice: A/R Account:

Date	Description	Additional Information	Additional Information		Credits
06-11-25	Package Wrapper			174.00	
06-11-25	DMF			10.44	
06-11-25	Tourism Levy			7.38	
06-11-25	Rooms - GST			9.22	
06-13-25	GST Exempte	gst exempt		-9.22	
GST Sun	nmary		Total	191.82	0.00
Registration No: 763972957 Room 9:22			Balance Due	191.82 ·CD	Ń
F&B	0.00				
Other	1782				
Total	27.04				



Guest Signature: