

AHS Board and Executive Expense Report

Name: Dr Dean Ruether
Title: Interim Senior Medical Director Cancer Care Alberta
Location: Calgary
 Expenses approved during the month of January 2023

			Travel (1)					Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel			
	P-Card	Meetings					-			
	Expense Claim	Meetings					-			
Jan-23	Direct Bill	Meetings	326				326			
Total			\$ 326	\$ -	\$ -	\$ -	\$ 326	\$ -	\$ -	\$ -

Total for the Month \$ 326

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: **NO**

Name : Dr. Dean Ruether	Reporting Period for the Month of : Jan-2023
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
23-Nov-22	Direct Billing	Airline Ticket	Cancer Care Alberta Executive Leadership Team meeting in Edmonton on Dec. 15. Flight was canceled so there is a credit on file with WestJet which will expire on 23Nov 2023	Vision Travel DT Ontario-West Inc	\$325.97
	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 the Month					\$ 325.97

From: [REDACTED]
Subject: Invoice and Itinerary for RUETHER/JOSEPH DEAN DR - 15December22 - Direct Travel Locator: [REDACTED]
Date: Tuesday, December 06, 2022 9:54:58 AM
Attachments: [E-Ticket Receipt 1 - \[REDACTED\] - December 15 2022 16544554.pdf](#)

This email is from an EXTERNAL source. Please use caution when clicking on links or opening attachments from an unknown or suspicious sender.



Vision Travel DT Ontario-West Inc
9929 - 108th Street
Edmonton AB T5K 1G8
833-692-4120
www.dt.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: [REDACTED]
Issued: 23 November 2022

Agency Ref.: [REDACTED]
Sales Person: [REDACTED]

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

ALBERTA HEALTH SERVICES
[REDACTED]

Passenger(s): RUETHER/JOSEPH DEAN DR

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 - Thursday, December 15 2022		Add To Calendar	
WestJet Flight [REDACTED]	Economy Class		
Depart	Calgary, Alberta Weather Calgary International Airport 07:00 AM Thursday, December 15 2022	Arrive	Edmonton, Alberta Weather Edmonton International Airport 08:11 AM Thursday, December 15 2022

Duration: 1 hour(s) and 11 minute(s) Non-stop
Status: Confirmed - WestJet Booking Reference: [REDACTED]
Operated By: WESTJET ENCORE
FF Number: XXXXXXX [REDACTED] - RUETHER/JOSEPH DEAN DR - please reconfirm at check-in
Online Check In: Available 24 hours prior - [click here](#)
Baggage Allowance: 0 Piece(s)
Remarks: PLEASE CHECK IN WITH WESTJET ENCORE

AIR - Thursday, December 15 2022 Add To Calendar

WestJet Flight [REDACTED] **Economy Class**
Depart Edmonton, Alberta [Weather](#) **Arrive** Calgary, Alberta [Weather](#)
 Edmonton International Airport Calgary International Airport
 04:30 PM Thursday, December 15 2022 05:30 PM Thursday, December 15 2022

Duration: 1 hour(s) and 0 minute(s) Non-stop
Status: Confirmed - WestJet Booking Reference: [REDACTED]
Operated By: WESTJET ENCORE
FF Number: XXXXXXX [REDACTED] - RUETHER/JOSEPH DEAN DR - please reconfirm at check-in
Online Check In: Available 24 hours prior - [click here](#)
Baggage Allowance: 0 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]	209.72	116.25	0.00	0.00	325.97
					Billed to: CA [REDACTED]	
Totals:		209.72	116.25	0.00	0.00	325.97
					Total Credit Card Billing:	325.97
					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 2EC0

 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 QTWGWO

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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