

AHS Board and Executive Expense Report

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

| Travel (1) | | | | | | | | | | |
|--------------------|--------------------|----------|---------|-------|---------------|-----------------|-----------------|------------------------------------|--|--------------|
| Approved MMM-YY | Source Document | Purpose | Airfare | Meals | Accommodation | Other Travel | Total Travel | Professional Development (2) | Working Sessions Hosting and Hospitality (3) | Other (4) |
| | P-Card | Meetings | | | | | - | | | |
| | Expense Claim | Meetings | | | | | - | | | |
| Sep-23 | Direct Bill | Meetings | | | | | - | 7,483 | | |
| Total | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 7,483 | \$ - | \$ - |

**Total for
the Month** \$ 7,483

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 : | Dr Dean Ruether | Reporting Period for the Month of : | Sep-23 |
|---------------|-----------------|--|--------|

| Invoice Date DD-MMM-YYYY | Payment Method | Category | Business Reason | Name of Vendor | Amount Paid |
|--------------------------------|----------------|----------------------------|--|----------------------------|-------------|
| 4-Aug-23 | Direct Billing | Professional Development | Professional Development - Developing Trusted Leaders Program October 3-November 10, 2023 for Dr. Dean Ruether. Note - Dr. Ruether will be reimbursing 50% of the total cost of the course back to AHS. Invoice amount paid has been adjusted to reflect this. | Intermountain Health | \$7,483.30 |
| | 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 | | | | | \$ 7,483.30 |

INVOICE



Invoice Number: [REDACTED]

Tax ID#: 94-2854057

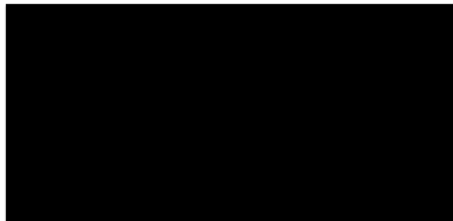
Invoice Issue Date: August 4, 2023

Payment Term: 30 Days

DUE DATE: September 4, 2023

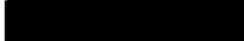
Bill To:

Alberta Health Services



Please Remit To:

Intermountain Health Leadership Institute



5026 S. State Street – 4th floor

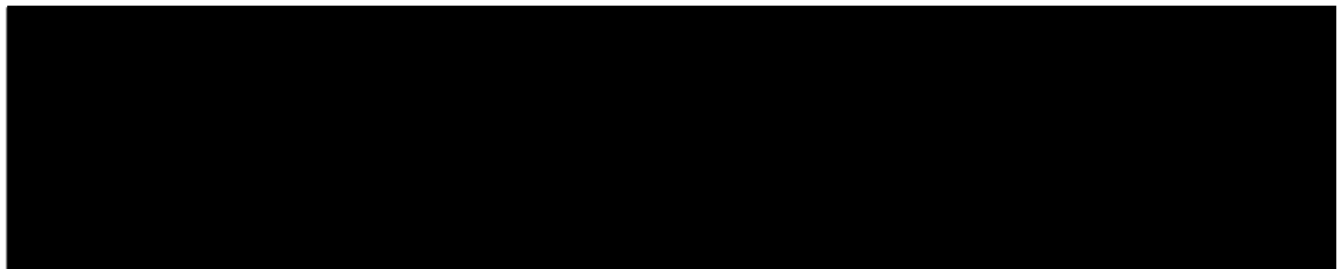
Murray, UT 84107

**Please include the invoice number with
your payment**

| Description | Qty | Unit | Net Amount |
|---|------|--|---------------------------------------|
| Leadership Institute Developing Trusted Leaders Program: October 3 – November 10, 2023 (Cohort 8) Registration for: J. DEAN RUETHER [REDACTED] | 2.00 | Program Tuition Early Registration Discount Institution Discount | 28,500.00 (1,000.00) (5,500.00) |

Registration fees included another Employee. Dr Ruether's portion was \$14,966.60 CDN. 50% is being reimbursed to AHS.

AMOUNT DUE: \$22,000.00 USD



For billing questions, please contact [REDACTED]