

AHS Board and Executive Expense Report

Name: Dr Dean Ruether
Title: Senior Medical Director Cancer Care Alberta
Location: Calgary
 Expenses posted during the month of July 2024

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					-			
Jul-24	Direct Bill	Meetings			170		170			
Total by category			\$ -	\$ -	\$ 170	\$ -	\$ 170	\$ -	\$ -	\$ -

**Total
posted for
the Month** \$ 170

Maximum daily single meal expense posted in the month \$ -
 Maximum daily base hotel rate posted in the month \$ 160
 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 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 :	Dean Ruether	Reporting Period for the Month of :	Jul-24
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
24-Oct-23	Direct Billing	Hotel	Strategic Planning - ENGAGE Sessions Cancer Care Alberta at Jack Ady Cancer Centre, Lethbridge. Check-in October 24 check-out October 25, 2023.	Coast Lethbridge Hotel & Conference Centre	\$169.73
Total Paid in the Month					\$ 169.73



526 Mayor Magrath Drive South
Lethbridge, AB T1J 3M2
Phone: (403) 327-5701 FAX: (403) 327-5075

Alberta Health Services
Po Box 1600
EDMONTON AB T5J 2N9
CANADA

Invoice

Invoice date 10/25/2023
Invoice due before 11/24/2023
Invoice number [REDACTED]
Our reference [REDACTED]
Client Number [REDACTED]
Your reference [REDACTED]
GST Number GST # 848475554RP0001

Guest **JOSEPH DEAN MR RUETHER** Arrival **10/24/2023** Departure **10/25/2023** Room **322**

Date	Description	Ref.	Quantity	Unit Price	Total (CAD)
10/24/2023	Room Charge		1	160.00	160.00
10/24/2023	Levy Taxes		1	6.53	6.53
10/24/2023	Marketing Fee		1	3.20	3.20
Total invoice					169.73
Total Paid					0.00
Total Due					169.73

Total GST

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X _____

For reservations: www.coasthotels.com or 1-800-663-1144