

## AHS Board and Executive Expense Report

**Name** Deb Gordon  
**Title** VP & Chief Health Operations Officer Northern Alberta  
**Location** Edmonton  
 Expenses submitted during the month of June 2019

			Travel (1)							
MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Jun-19	P-Card	Meetings				50	50			
Jun-19	Direct Billing	Meetings	1,444				1,444			
<b>Total</b>			\$ 1,444	\$ -	\$ -	\$ 50	\$ 1,494	\$ -	\$ -	\$ -

**Total for the Month**      \$      1,494

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.

### 5) Remuneration, Allowances Reported in the Financial Statements

Car allowance, honoraria, meeting fees, and any other employment benefits reported in the annual financial statements are excluded from this report.

## AHS Public Disclosure P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
GORDON, DEBORAH A	VP & Chief Health Operations Officer Northern Alberta	Edmonton	\$ 50.49								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
6/12/2019	Exec Ed ALP Presentations in Calgary	AB - Other Zones	Taxi	\$ 50.49	Calgary Airport	Kensington Hotel in Calgary	Deb and Kathryn Todd taxi from Airport to Hotel for Exec Ed ALP Presentations	1			
Approver(s) for the claim		Approval Status	Approval Date								
YIU, VERNA		Approve	3-Jul-19								

ASSOCIATED CAB  
ALLIED LIMOUSIN  
307-41 AVENUE NE  
CALGARY AB T2E 2N4  
(403) 299-1111  
CAR#290

**SALE**

MID: [REDACTED]  
TID: [REDACTED] R: [REDACTED]  
Bat: [REDACTED] SEQ: [REDACTED]  
06/12/19 18:44:33  
APPR CODE [REDACTED]  
MASTERCARD  
[REDACTED]

<b>AMOUNT</b>	<b>\$43.90</b>
<b>TIP</b>	<b>\$6.59</b>
<b>TOTAL</b>	<b>\$50.49</b>

00 - APPROVED - 001

MasterCard  
[REDACTED]

THANK YOU

CUSTOMER COPY

## 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.
- 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

<b>Name :</b> Deb Gordon	<b>Reporting Period for the Month of :</b> April and June 2019
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
April 25 2019	<b>Direct Billing</b>	<b>Airline Ticket</b>	Trip to High Level - Beaver First Nation on May 15, 2019 - Trip Cancelled (credit on Deb's account) <b>Rationale: Central Mountain Air is the only option to fly to High Level - no other option</b>	<b>Vision Travel</b>	829.00
June 4 2019	<b>Direct Billing</b>	<b>Airline Ticket</b>	Trip to Calgary - AHS Executive Education Program - Cohort #7 Action Learning Project Presentations - Travelled on June 12, 2019 - <b>Rationale: Unexpected trip on short notice and this is the best rate possible at the time of booking</b>	<b>Vision Travel</b>	614.96
	<b>Direct Billing</b>	<b>Airline Ticket</b>		<b>Vision Travel</b>	
	<b>Direct Billing</b>	<b>Airline Ticket</b>		<b>Vision Travel</b>	
	<b>Direct Billing</b>	<b>Airline Ticket</b>		<b>Vision Travel</b>	
<b>Total Paid in the Month</b>					\$ 1,443.96



Vision Travel DT Ontario-West Inc  
9929 - 108 St.  
Edmonton, AB  
T5K 1G8  
(780) 425-8611 1-866-425-8611

www.visiontravel.ca  
GST Reg : 723782728 RT 0001

## Invoice/Itinerary

Invoice: [REDACTED]  
Issued: 25 April 2019

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

Customer Number: [REDACTED]  
Customer Ref.: [REDACTED]

**ALBERTA HEALTH SERVICES**  
10030 - 107 STREET  
EDMONTON AB  
T5J 3E4

Passenger(s): **GORDON/DEBORAH MS**

**Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.**

<b>AIR - Wednesday, May 15 2019</b>		<a href="#">Add To Calendar</a>	
<b>Central Mountain Air Flight 9M771 Economy Class</b>			
<b>Depart</b>	Edmonton, Alberta Edmonton International Airport 09:40 AM Wednesday, May 15 2019	<b>Arrive</b>	High Level, Alberta Footner Lake 11:20 AM Wednesday, May 15 2019
<b>Duration:</b>	1 hour(s) and 40 minute(s) Non-stop		
<b>Status:</b>	Confirmed - Central Mountain Air Booking Reference: [REDACTED]		
<b>Baggage Allowance:</b>	1 Piece(s)		
<b>Remarks:</b>	PLEASE CHECK IN WITH CENTRAL MOUNTAIN AIR		

<b>AIR - Thursday, May 16 2019</b>		<a href="#">Add To Calendar</a>	
<b>Central Mountain Air Flight 9M768 Economy Class</b>			
<b>Depart</b>	High Level, Alberta Footner Lake 03:35 PM Thursday, May 16 2019	<b>Arrive</b>	Edmonton, Alberta Edmonton International Airport 05:05 PM Thursday, May 16 2019
<b>Duration:</b>	1 hour(s) and 30 minute(s) Non-stop		
<b>Status:</b>	Confirmed - Central Mountain Air Booking Reference: [REDACTED]		
<b>Baggage Allowance:</b>	1 Piece(s)		
<b>Remarks:</b>	PLEASE CHECK IN WITH CENTRAL MOUNTAIN AIR		

**Invoice Details**

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	██████████					
Central Mountain Air	6 ██████████	799.00	30.00	0.00	0.00	829.00
					Billed to: ██████████	
	<b>Totals:</b>	<b>799.00</b>	<b>30.00</b>	<b>0.00</b>	<b>0.00</b>	<b>829.00</b>
					<b>Total Credit Card Billing:</b>	<b>829.00</b>
					<b>Balance Due:</b>	<b>0.00</b>



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(780) 425-8611 1-866-425-8611

www.visiontravel.ca  
GST Reg : 723782728 RT 0001

## Invoice/Itinerary

Invoice: [REDACTED]  
Issued: 04 June 2019

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

Customer Number: [REDACTED]  
Customer Ref.:

**ALBERTA HEALTH SERVICES**  
10030 - 107 STREET  
EDMONTON AB  
T5J 3E4

Passenger(s): **GORDON/DEBORAH MS**

**Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.**

AIR - Wednesday, June 12 2019		<a href="#">Add To Calendar</a>	
<b>Air Canada Flight AC8153 Economy Class - Seat 09C (Non smoking, Chargeable) Confirmed</b>			
<b>Depart</b>	Edmonton, Alberta Edmonton International Airport 04:55 PM Wednesday, June 12 2019	<b>Arrive</b>	Calgary, Alberta Calgary International Airport 05:47 PM Wednesday, June 12 2019
<b>Duration:</b>	0 hour(s) and 52 minute(s) Non-stop		
<b>Status:</b>	Confirmed - Air Canada Booking Reference: [REDACTED]		
<b>Operated By:</b>	AIR CANADA EXPRESS - JAZZ		
<b>FF Number:</b>	[REDACTED] - GORDON/DEBORAH MS - please reconfirm at check-in		
<b>Online Check In:</b>	Available 24 hours prior - <a href="#">click here</a>		
<b>Baggage Allowance:</b>	1 Piece(s)		
<b>Remarks:</b>	PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ		

AIR - Thursday, June 13 2019		<a href="#">Add To Calendar</a>	
<b>Air Canada Flight AC8150 Economy Class - Seat 07D (Non smoking, Chargeable) Confirmed</b>			
<b>Depart</b>	Calgary, Alberta Calgary International Airport 03:35 PM Thursday, June 13 2019	<b>Arrive</b>	Edmonton, Alberta Edmonton International Airport 04:25 PM Thursday, June 13 2019
<b>Duration:</b>	0 hour(s) and 50 minute(s) Non-stop		
<b>Status:</b>	Confirmed - Air Canada Booking Reference: [REDACTED]		
<b>Operated By:</b>	AIR CANADA EXPRESS - JAZZ		
<b>FF Number:</b>	[REDACTED] GORDON/DEBORAH MS - please reconfirm at check-in		
<b>Online Check In:</b>	Available 24 hours prior - <a href="#">click here</a>		
<b>Baggage Allowance:</b>	1 Piece(s)		
<b>Remarks:</b>	PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ		

**Invoice Details**

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	[REDACTED]					
Air Canada	[REDACTED]	540.00	74.96	0.00	0.00	614.96
					Billed to:	[REDACTED]
	<b>Totals:</b>	<b>540.00</b>	<b>74.96</b>	<b>0.00</b>	<b>0.00</b>	<b>614.96</b>
					<b>Total Credit Card Billing:</b>	<b>614.96</b>
					<b>Balance Due:</b>	<b>0.00</b>