

## AHS Board and Executive Expense Report

**Name** Deborah Rhodes  
**Title** VP Corporate Services & Chief Financial Officer  
**Location** Edmonton  
 Expenses submitted during the month of May 2019

MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
<b>Travel (1)</b>										
May-19	Expense Claim	Meetings				12	12	75		
May-19	Direct Billing	Meetings	527				527			
<b>Total</b>			\$ 527	\$ -	\$ -	\$ 12	\$ 539	\$ 75	\$ -	\$ -

**Total for the Month**      \$        614

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 Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
RHODES, DEBORAH	VP Corporate Services & Chief Financial Officer	Edmonton	\$ 87.00									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
2/7/2019	UofC School of Public Policy All day Session	AB - Local	Conference Fees	\$ 75.00				1				
5/3/2019	Parking at ATB Plaza - Meeting with DM re: Capital Projects	AB - Local	Parking - Lot or Parkade	\$ 12.00			Receipt for parking at ATB Plaza misplaced. Attestation for lost receipt attached	1				
Approver(s) for the claim		Approval Status		Approval Date								
YIU, VERNA		Approve		6-Jun-19								



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• Staff & Faculty

### Confirmation

### Billing Information

**Title:** Ms.  
**First Name:** Deborah  
**Last Name:** Rhodes  
**Country:** Canada  
**Address lines:**  
**City:**  
**Province:**  
**Postal Code:**  
**Phone:**  
**Email:**



### Payment Information

**Payment Method:** Credit Card  
**Cardholder's Name:** Deborah Rhodes  
**Credit Card Number:**  
**Card Type:** Visa \$75.00



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## Written Attestation for Lost Receipt

**Date of Receipt: May 3, 2019**

**Description: Parking at ATB Plaza to Attend Meeting with DM**

**Amount \$12.00**

- The above receipt has been misplaced
- The expense was incurred and related to AHS business
- The expense has not been previously claimed

*Dakota Rhodes*

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Employee Signature

Date Signed: May 8, 2019

## 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> Deborah Rhodes	<b>Reporting Period for the Month of :</b> May-19
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
26-Aug-18	Direct Billing	Airline Ticket	Flight from LAS to MSP Minneapolis to attend EPIC UGM 2018 - Madison Wisconsin (August 27-30, 2018).	Vision Travel	\$527.32
	Direct Billing	Choose from Drop-down List		Other	\$
	Direct Billing	Choose from Drop-down List		Other	\$
	Direct Billing	Choose from Drop-down List		Other	\$
	Direct Billing	Choose from Drop-down List		Other	\$
	Direct Billing	Choose from Drop-down List		Other	\$
<b>Total Paid in the Month</b>					<b>\$ 527.32</b>



Alberta Health Services  
 North Tower  
 10030-107 St  
 Suite 800  
 Edmonton, AB T5J 3E4

Sale Invoice No. [REDACTED]  
 Date Issued: 11/25/2018  
 Agent: Casandra Wagner  
 Group No.:

Traveler	Ticket/Conf No	Department	Depart Date	Return Date	Remarks	QST	Total Fare
Type		Airline/Vendor		GST/HST Combined			
From	To	Flight	A/L	Depart	Arrive		
Rhodes/Deborah Ms	[REDACTED]	DELTA AIR LINES		8/26/2018	8/30/2018		
Dom. Air						0.00	527.32
LAS Las Vegas	MSP Minneapolis	0205	DL	8/26/2018 4:20 PM	8/26/2018 9:24 PM		
MSP Minneapolis	MSN Madison	0295	DL	8/26/2018 10:20 PM	8/26/2018 11:24 PM		
MSN Madison	MSP Minneapolis	0071	DL	8/30/2018 5:20 PM	8/30/2018 6:33 PM		
MSP Minneapolis	YEG Edmonton	0221	DL	8/30/2018 7:25 PM	8/30/2018 9:27 PM		
						<b>HST Amount</b>	<b>0.00</b>
						<b>GST/HST Combined Total</b>	<b>0.00</b>
						<b>QST Total</b>	<b>0.00</b>
						<b>Invoice Total</b>	<b>527.32</b>
						<b>Balance Due</b>	<b>527.32</b>