

AHS Board and Executive Expense Report

Name: Deb Gordon
Title: VP & Chief Operating Officer Clinical Operations
Location: Edmonton
 Expenses approved during the month of January 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					-				
Jan-23	Direct Bill	Meetings	1,815				1,815				
Total			\$ 1,815	\$ -	\$ -	\$ -	\$ 1,815	\$ -	\$ -	\$ -	\$ -

**Total for
the Month** \$ 1,815

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 : Deborah Gordon	Reporting Period for the Month of : Jan-23
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
25-Nov-22	Direct Billing	Airline Ticket	November 20,2022 flight Edmonton to Calgary - In Calgary to meet with new AHS Official administrator	Vision Travel DT Ontario-West Inc	\$592.25
25-Nov-22	Direct Billing	Airline Ticket	December 1, 2022 Flight Edmonton to Calgary - Flights cancelled and credit given on AHS account	Vision Travel DT Ontario-West Inc	\$318.12
25-Nov-22	Direct Billing	Airline Ticket	December 02, 2022 flight Calgary to Edmonton - Flights cancelled and credit given on AHS account	Vision Travel DT Ontario-West Inc	\$343.88
29-Nov-22	Direct Billing	Airline Ticket	December 1, 2022 Flight Edmonton to Calgary - Flights cancelled and credit given on AHS account	Vision Travel DT Ontario-West Inc	\$561.12
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
Total Paid in the Month					\$ 1,815.37

From: [REDACTED]
To: [REDACTED]
Subject: Invoice and Itinerary for GORDON/DEBORAH MS - 20November22 - Direct Travel Locator: [REDACTED]
Date: Monday, January 23, 2023 9:54:56 AM
Attachments: [E-Ticket Receipt 1](#) [REDACTED] - [November 20 2022 16543997.pdf](#)

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 9929 - 108th Street
 Edmonton AB T5K 1G8
 833-692-4120

www.dt.ca
 GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice [REDACTED] Agency Ref. [REDACTED] Customer Number: [REDACTED]
 Issued: 15 November 2023 Sales Person [REDACTED] Customer Ref.: N/A
ALBERTA HEALTH SERVICES 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.
Important Information Related To Your Travels:

For complete Canadian Government details for returning to or travelling to Canada – click [here](#)

AIR - Sunday, November 20 2022 (Flown)		Add To Calendar	
Air Canada Flight [REDACTED] Economy Class			
Depart	Edmonton, Alberta Weather Edmonton International Airport 04:05 PM Sunday, November 20 2022	Arrive	Calgary, Alberta Weather Calgary International Airport 04:59 PM Sunday, November 20 2022
Duration:	0 hour(s) and 54 minute(s) Non-stop		
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]		
FF Number:	XXXXXXXX [REDACTED] - GORDON/DEBORAH MS - please reconfirm at check-in		
Online Check In:	Available 24 hours prior - click here		
E Upgrade:	For Eligible Flight - Aeroplan Members click here		
Baggage Allowance:	0 Piece(s)		
Remarks:	PLEASE CHECK IN WITH AIR CANADA EXPRESS JAZZ		

AIR - Monday, November 21 2022 (Flown)		Add To Calendar	
Air Canada Flight [REDACTED] Economy Class			
Depart	Calgary, Alberta Weather Calgary International Airport 07:45 PM Monday, November 21 2022	Arrive	Edmonton, Alberta Weather Edmonton International Airport 08:39 PM Monday, November 21 2022
Duration:	0 hour(s) and 54 minute(s) Non-stop		
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]		
FF Number:	XXXXXXXX [REDACTED] - GORDON/DEBORAH MS - please reconfirm at check-in		
Online Check In:	Available 24 hours prior - click here		
E Upgrade:	For Eligible Flight - Aeroplan Members click here		
Baggage Allowance:	0 Piece(s)		
Remarks:	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	508.00	84.25	0.00	0.00	592.25
				Billed to:CA	
Totals:	508.00	84.25	0.00	0.00	592.25
				Total Credit Card Billing:	592.25
				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
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 EMAIL D24CAN AT DT.COM
 PLEASE QUOTE ACCESS CODE

 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---

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--- AIRPORT ARRIVAL TIMES FOR DOMESTIC FLIGHTS ---
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*****BAGGAGE CHECK IN FOR FLIGHTS WITHIN CANADA
 WILL CLOSE 45 MINUTES PRIOR DEPARTURE.
 WITH THE EXCEPTION OF FLIGHTS LEAVING
 FROM TORONTO CITY AIRPORT YTZ-WHERE CHECK-IN
 AND BAG DROP-OFF WILL REMAIN AVAILABLE UNTIL
 20 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

 FOR MORE INFORMATION ON CANADAS CANNABIS ACT EFFECTIVE

From: [REDACTED]
To: [REDACTED]
Subject: Invoice and Itinerary for GORDON/DEBORAH MS - 01December22 - Direct Travel Locator: [REDACTED]
Date: Tuesday, November 29, 2022 1:58:40 PM
Attachments: [E-Ticket Receipt 1 - \[REDACTED\] - December 1 2022 20583486.pdf](#)

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Invoice/Itinerary

Invoice [REDACTED] Issued: 25 November 2022 ALBERTA HEALTH SERVICES [REDACTED]	Agency Ref. [REDACTED] Sales Person [REDACTED] Passenger(s):	Customer Number [REDACTED] Customer Ref.: N/A GORDON/DEBORAH MS
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Important COVID Information Related To Your Travels:

Starting 20Jun22, vaccination will no longer be required to board a plane or train in Canada. .
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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 1 2022		Add To Calendar
Air Canada Flight [REDACTED] Economy Class		
Depart	Edmonton, Alberta Weather Edmonton International Airport 08:00 AM Thursday, December 1 2022	Arrive Calgary, Alberta Weather Calgary International Airport 08:54 AM Thursday, December 1 2022
Duration:	0 hour(s) and 54 minute(s) Non-stop	
Status:	Confirmed - Air Canada Booking Reference [REDACTED]	
Operated By:	AIR CANADA EXPRESS - JAZZ	
FF Number:	XXXXXXXX [REDACTED] - GORDON/DEBORAH MS - please reconfirm at check-in	
Online Check In:	Available 24 hours prior - click here	
E Upgrade:	For Eligible Flight - Aeroplan Members click here	
Baggage Allowance:	0 Piece(s)	
Remarks:	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]	276.00	42.12	0.00	0.00	318.12	
				Billed to: CA [REDACTED]		
Totals:	276.00	42.12	0.00	0.00	318.12	

Total Credit Card Billing: 318.12
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
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EMAIL D24CAN AT DT.COM
PLEASE QUOTE ACCESS CODE [REDACTED]

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
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BOARDING PASS REQUIRED PRIOR TO ENTERING SECURITY.

YOUR AIRLINE FILE NUMBER IS [REDACTED]

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17 OCTOBER 2018 AND HOW IT RELATES TO TRAVEL PLANS PLEASE VISIT
TRAVEL.GC.CA/TRAVELLING/CANNABIS-AND-INTERNATIONAL-TRAVEL

From: [REDACTED]
To: [REDACTED]
Subject: Invoice and Itinerary for GORDON/DEBORAH MS - 02December22 - Direct Travel Locator: [REDACTED]
Date: Friday, November 25, 2022 2:56:06 PM
Attachments: [E-Ticket Receipt 1 - \[REDACTED\] - December 2 2022 21560022.pdf](#)

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Invoice/Itinerary

Invoice [REDACTED] Issued: 25 November 2022 ALBERTA HEALTH SERVICES [REDACTED]	Agency Ref. [REDACTED] Sales Person [REDACTED] Passenger(s):	Customer Number [REDACTED] Customer Ref.: N/A GORDON/DEBORAH MS
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AIR - Friday, December 2 2022		Add To Calendar
WestJet Flight [REDACTED]	Premium Economy Class	
Depart	Calgary, Alberta Weather Calgary International Airport 03:00 PM Friday, December 2 2022	Arrive Edmonton, Alberta Weather Edmonton International Airport 03:58 PM Friday, December 2 2022
Duration:	0 hour(s) and 58 minute(s) Non-stop	
Status:	Confirmed - WestJet Booking Reference: [REDACTED]	
Operated By:	WESTJET ENCORE	
FF Number:	XXXXXXXX [REDACTED] - GORDON/DEBORAH MS - please reconfirm at check-in	
Online Check In:	Available 24 hours prior - click here	
Baggage Allowance:	2 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]	285.76	58.12	0.00	0.00	343.88	
				Billed to: CA [REDACTED]		
Totals:	285.76	58.12	0.00	0.00	343.88	
				Total Credit Card Billing:	343.88	

Remarks

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--- 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 [REDACTED]

.....
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From: [REDACTED]
To: [REDACTED]
Subject: Invoice and Itinerary for GORDON/DEBORAH MS - 01December22 - Direct Travel Locator: [REDACTED]
Date: Tuesday, November 29, 2022 2:10:12 PM
Attachments: [E-Ticket Receipt 1 - \[REDACTED\] - December 1 2022 21100538.pdf](#)

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Invoice/Itinerary

Invoice [REDACTED] Agency Ref. [REDACTED] Customer Number: 1 [REDACTED]
 Issued: 29 November 2022 Sales Person [REDACTED] Customer Ref.: N/A
ALBERTA HEALTH SERVICES Passenger(s): GORDON/DEBORAH MS

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Air Canada Flight [REDACTED] Economy Class		
Depart	Calgary, Alberta Weather Calgary International Airport 07:45 PM Thursday, December 1 2022	Arrive Edmonton, Alberta Weather Edmonton International Airport 08:39 PM Thursday, December 1 2022
Duration:	0 hour(s) and 54 minute(s) Non-stop	
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]	
Operated By:	AIR CANADA EXPRESS - JAZZ	
FF Number:	XXXXXXXX [REDACTED] - GORDON/DEBORAH MS - please reconfirm at check-in	
Online Check In:	Available 24 hours prior - click here	
E Upgrade:	For Eligible Flight - Aeroplan Members click here	
Baggage Allowance:	2 Piece(s)	
Remarks:	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]	519.00	42.12	0.00	0.00	561.12
					Billed to: CA [REDACTED]	
Totals:		519.00	42.12	0.00	0.00	561.12

Total Credit Card Billing: 561.12
Balance Due: 0.00

Remarks

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