

AHS Board and Executive Expense Report

Name: Deb Gordon
Title: VP & Chief Operating Officer Clinical Operations
Location: Edmonton
 Expenses approved during the month of March 2023

			Travel (1)					Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel			
Mar-23	P-Card	Meetings			370	79	449			
	Expense Claim						-			
Mar-23	Direct Bill		1,028				1,028			
Total			\$ 1,028	\$ -	\$ 370	\$ 79	\$ 1,478	\$ -	\$ -	\$ -

Total for the Month \$ 1,478

Maximum daily single meal expense claimed in the month \$ -
 Maximum daily base hotel rate claimed in the month \$ 165
 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

AHS Executive Expenses Report P-Card


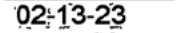
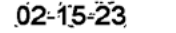
Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
GORDON, DEBORAH A	VP & Chief Operating Officer Clinical Operations	Edmonton	\$ 449.49								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
2/13/2023	Official Administrator meetings in Calgary Feb 14-15	AB - Other Zones	Accommodations	\$ 370.48				2			
2/13/2023	Official administrator meetings February 14-15	AB - Other Zones	Taxi	\$ 79.01	Calgary Airport	Delta South hotel		1			
Approver(s) for the claim	Approval Status	Approval Date									
CHIES, MAURO	Approve	27-Feb-23									




DELTA
CALGARY SOUTH

135 Southland Drive S.E Calgary, Alberta, T2J 5X5
Telephone: 403-278-5050 Fax: 403-225-5834

Ms Deborah Gordon
Canada

Room: 
Folio: 
Cashier: 
Arrival: 02-13-23
Departure: 02-15-23

Date	Description	Additional Information	Charges	Credits
02-13-23	Package Wrapper		165.00	
02-13-23	DMF		4.95	
02-13-23	Tourism Levy		6.79	
02-13-23	Rooms = GST		8.50	
02-14-23	Package Wrapper		165.00	
02-14-23	DMF		4.95	
02-14-23	Tourism Levy		6.79	
02-14-23	Rooms = GST		8.50	
02-15-23				370.48

GST Summary

Registration No: **895126332**
Room 17.00
F&B 0.00
Other 23.48
Total 40.48

Total	370.48	370.48
Balance Due	0.00	CDN

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

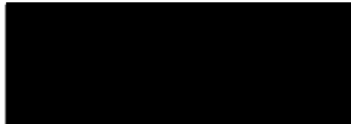
ASSOCIATED CAB
/ALLIED LIMOUSINE
307-41 AVENUE N E
CALGARY, AB T2E2N4
(403) 299-1199

SALE

REF# [REDACTED]
Batch #: [REDACTED] SEQ: [REDACTED]
02/13/23 22:39:40
APPR CODE: [REDACTED]
[REDACTED] ***

AMOUNT	\$68.70
TIP	\$10.31
TOTAL	\$79.01

00 - APPROVED - 001



Thank You
Please Come Again!



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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 :	Mar-23
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
23-Mar-23	Direct Billing	Airline Ticket	Canceled Official Administrator Meetings in Calgary March 23 and 24. Credit given to account	Vision Travel DT Ontario-West Inc	\$207.08
24-Feb-23	Direct Billing	Airline Ticket	Canceled Official Administrator Meetings in Calgary March 23 and 24 . Credit given to account	Vision Travel DT Ontario-West Inc	\$100.00
15-Feb-23	Direct Billing	Airline Ticket	Official Administrator Meetings in Calgary to Edmonton February 15. Due to the scheduling required, this was the only flight option available.	Vision Travel DT Ontario-West Inc	\$720.93
	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					\$ 1,028.01

From: [REDACTED]
Sent: Friday, February 24, 2023 11:53 AM
To: [REDACTED]
Subject: Invoice and Itinerary for GORDON/DEBORAH MS - 23March23 - Direct Travel Locator: [REDACTED]
Attachments: E-Ticket Receipt 1 - [REDACTED] - March 23 2023 [REDACTED].pdf

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Vision Travel DT Ontario-West Inc
9929 - 108th Street
Edmonton AB T5K 1G8
833-692-4120

www.dt.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: [REDACTED]
Issued: 24 February 2023
ALBERTA HEALTH SERVICES
[REDACTED]

Agency Ref. [REDACTED]
Sales Person [REDACTED]
Passenger(s):

Customer Number [REDACTED]
Customer Ref.: N/A
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](#)

Please [click here](#) upon receipt of your itinerary for valuable information that may be critical to the success of your travels. We strongly recommend you continue to come back to this information regularly in advance of and during travel as requirements and restrictions could change.

AIR - Thursday, March 23 2023

[Add To Calendar](#)

WestJet Flight WS [REDACTED] Economy Class - Seat [REDACTED] (Non smoking, Aisle) Confirmed

Depart	Calgary, Alberta Weather Calgary International Airport 06:00 PM Thursday, March 23 2023	Arrive	Edmonton, Alberta Weather Edmonton International Airport 06:56 PM Thursday, March 23 2023
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Duration: 0 hour(s) and 56 minute(s) Non-stop
Status: Confirmed - WestJet Booking Reference: [REDACTED]
Operated By: WESTJET ENCORE
FF Number: XXXXXX [REDACTED] - GORDON/DEBORAH MS - please reconfirm at check-in
Online Check In: Available 24 hours prior - [click here](#)
Baggage Allowance: 1 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]	148.96	58.12	0.00	0.00	207.08
					Billed to: CA [REDACTED]	
Totals:		148.96	58.12	0.00	0.00	207.08
					Total Credit Card Billing:	207.08
					Balance Due:	0.00

From: [REDACTED]
Sent: Friday, February 24, 2023 12:12 PM
To: [REDACTED]
Subject: Invoice and Itinerary for GORDON/DEBORAH MS - 22March23 - Direct Travel Locator: [REDACTED]
Attachments: E-Ticket Receipt 1 - [REDACTED] - March 22 2023 [REDACTED].pdf

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833-692-4120

www.dt.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: [REDACTED] Agency Ref. [REDACTED] Customer Number [REDACTED]
Issued: 24 February 2023 Sales Person [REDACTED] Customer Ref.: N/A
ALBERTA HEALTH SERVICES Passenger(s): GORDON/DEBORAH MS

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AIR - Wednesday, March 22 2023		Add To Calendar
Air Canada Flight AC [REDACTED] Economy Class		
Depart	Edmonton, Alberta Weather Edmonton International Airport 06:15 PM Wednesday, March 22 2023	Arrive Calgary, Alberta Weather Calgary International Airport 07:09 PM Wednesday, March 22 2023
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:	XXXXXX [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	
Remarks:	PLEASE CHECK IN WITH AIR CANADA EXPRESS JAZZ	

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Change Fee:		100.00		0.00	0.00	100.00
Additional Collection:		0.00	0.00	0.00	0.00	0.00
Totals:		100.00	0.00	0.00	0.00	100.00
Balance Due:						0.00

From: [REDACTED]
Sent: Friday, February 10, 2023 2:00 PM
To: [REDACTED]
Subject: Invoice and Itinerary for GORDON/DEBORAH MS - 13February23 - Direct Travel
Locator: [REDACTED]
Attachments: E-Ticket Receipt 1 - [REDACTED] - February 13 2023 [REDACTED].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]
Issued: 10 February 2023
ALBERTA HEALTH SERVICES
[REDACTED]

Agency Ref. [REDACTED]
Sales Person [REDACTED]
Passenger(s):

Customer Number [REDACTED]
Customer Ref.: N/A
GORDON/DEBORAH MS

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

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AIR - Monday, February 13 2023

[Add To Calendar](#)

WestJet Flight WS [REDACTED] Economy Class

Depart	Edmonton, Alberta Weather Edmonton International Airport 09:15 PM Monday, February 13 2023	Arrive	Calgary, Alberta Weather Calgary International Airport 10:15 PM Monday, February 13 2023
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Duration: 1 hour(s) and 0 minute(s) Non-stop
Status: Confirmed - WestJet Booking Reference: [REDACTED]
Operated By: WESTJET ENCORE
FF Number: XXXXXX [REDACTED] - GORDON/DEBORAH MS - please reconfirm at check-in
Online Check In: Available 24 hours prior - [click here](#)
Baggage Allowance: 1 Piece(s)

Remarks: PLEASE CHECK IN WITH WESTJET ENCORE

