

### **AHS Board and Executive Expense Report**

NameDr. Debrah WirtzfeldTitleACMO Physician Health, Diversity and WellnessLocationEdmontonExpenses submitted during the month of September 2019

							Travel (1)					
МММ-ҮҮ	Source Document	Purpose	A	irfare	M	eals	Accommodation	ther avel	Total Travel	Professional evelopment (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Sep-19 Sep-19	Expense Claim Direct Billing	Meetings Meetings		1,436		48		203	251 1,436	60		
Total			\$	1,436	\$	48	\$ -	\$ 203	\$ 1,687	\$ 60	\$-	\$ -
Total for the Month	\$ 1,747											

Maximum daily single meal expense claimed in the month	\$ 24
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	Claimant Title	Claimant	Expense	]								
Name		Location	Claim Total									
WIRTZFELD,	Associate Chief Medical Officer Physician	Edmonton	\$ 311.06									
DEBRAH	Health, Diversity and Wellness				1					T	-	1
Expense	Business reason		Expense	Expense Type	Amount	From	То	Justification		# of	Attendee	
Date			Location			Location	Location		days	Attendees	Name(s)	Distance
8/20/2019	1st day of work at SSP so parking pass not yet se	t up.	AB - Local	Parking - Lot	\$ 32.00				1			
- /				or Parkade								
8/22/2019	1st week of work at SSP so parking pass not yet s	set up.	AB - Local	Parking - Lot or Parkade	\$ 24.00				1			
9/4/2019	Drove to edm airport to fly to Calgary for PPEC meeting on Sep 4, 2019			Mileage-Local-	\$ 14.14	Home	EIA		1			28
				Home Zone								
9/4/2019	Parking at Edmonton airport - flew to Calgary for PPEC meeting		AB - Local	Parking - Lot	\$ 25.00			SEE ATTACHED ATTESTATION FOR	1			
	on Sep 4, 2019			or Parkade				MISSING RECEIPT				
9/4/2019	Drove home from edm airport - after PPEC meeting in Calgary			Mileage-Local-	\$ 14.14	EIA	Home		1			28
	on Sep 4, 2019			Home Zone								
9/9/2019	Registration/conference fee to attend YEG Women in Health		AB - Local	Conference	\$ 60.00				1			
	networking event on Sept 12, 2019 (from Dr. Kim Kelly)			Fees								
9/12/2019	Parking at Misericordia, Edmonton for mtg with Dr. Sayra		AB - Local	Parking - Lot	\$ 2.25				1			
	Khandeka			or Parkade								
9/12/2019	Parking at Misericordia, Edmonton for mtg with Dr. Sayra		AB - Local	Parking - Lot	\$ 4.50				1			
	Khandeka			or Parkade								
9/13/2019			AB - Local	Parking - Lot	\$ 8.75				1			
	City Wide Rounds: The Importance of Physician Leadership to			or Parkade								
	Health, Wellness and Diversity											
9/20/2019	Mileage from home to EIA to attend Senior Phys			Mileage-Local-	\$ 14.14	Home	EIA		1			28
	Leadership meeting in Grande Prairie on Sep 21,			Home Zone								
9/20/2019	Senior Physician Leadership meeting in Gr. Prairi	e on Sep 21	AB - Other	Meals Per	\$ 24.00				1			
	2019		Zones	Diem								
9/21/2019	Mileage from EIA to home to attend Senior Phys	ician		Mileage-Local-	\$ 14.14	EIA	Home		1			28
- / /	Leadership meeting in Grande Prairie			Home Zone								
9/21/2019	Meals - Senior Physician Leadership meeting in G	irande Prairie	AB - Other	Meals Per	\$ 24.00			Dinner on Saturday evening.	1			
			Zones	Diem				(breakfast was included with the				
								hotel, and lunch was provided at				
- /- · / · -					4			the meeting)	<u> </u>			
9/21/2019	Parking at EIA to attend Senior Physician Leaders	ship meeting in	AB - Local	Parking - Lot	\$ 50.00				1			
• • •	Grande Prairie		L	or Parkade								
Approver(s)	for the claim	Approval Stat	us	Approval Date								
BELANGER, F	PANCOIS	Approve		5-Nov-19								
DELANGER, P	TRAINCOIS	Approve		2-1100-13								
				I								

Met'u D. Zugun Colt **VING RECEIPT** & R.N. hel RECEIPT Impark Lot 02-383 parkinge ssp RECU DE STATIONNEMENT PARKING RECEIPT License Plate Number Expiration Date/Time 12:18 PM AUG 20, 2019 Purchase Date/Time: 08:18am Aug 20, 2011 Total Parking: \$30.48 Total GST: \$1.52 Total Due: \$32.00 Rate: \$32 - 4 Hours 0 Total Paid: \$32.00 Pmt Type: CC (Swipe) REÇU DE STATIONNEMENT Ticke S/N # Setting: Lot 383 Mach Name: Meter 1 lasterCard Auth # PARKI gst #887315638RT0006 NO IN AND OUT PRIVILEGES PARKING RECEIPT RECUDE STATIONNEMENT Met & Jamie & Jodi RECEIPT Impark Lot 02-383 License Plate Number parkinge SSP **Expiration Date/Time** 12:39 PM AUG 22, 2019 PARKING RECEIPT Purchase Date/Time: 09:39am Aug-22, 20 9 Total Parking: \$22.86 Total GST: \$1.14 (2) Rate: \$24 - 3 Hours Total Due: \$24.00 Pmt Type: CC (Swipe) Total Paid: \$24.00 Ticke S/N i JEGULO EL GULO EL Setting: Lot 383 Mach Name: Meter 1 MasterCard Auth # INEMENT ast #887315638RT0006



August 24th, 2017

I, Dr. Debrah Wirtzfeld attest that the travel expense listed below was incurred related to AHS business and was not previously claimed. The receipt has been lost.

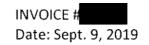
Edmonton International Airport Parking expense for \$25.00 on September 4, 2019 (Flight to Calgary for PPEC meeting).

Dr. Debrah Wirtzfeld

Associate Chief Medical Officer Physician Health, Diversity & Wellness



### Dr. Kim Kelly Lead, YEG Women in Health Networking



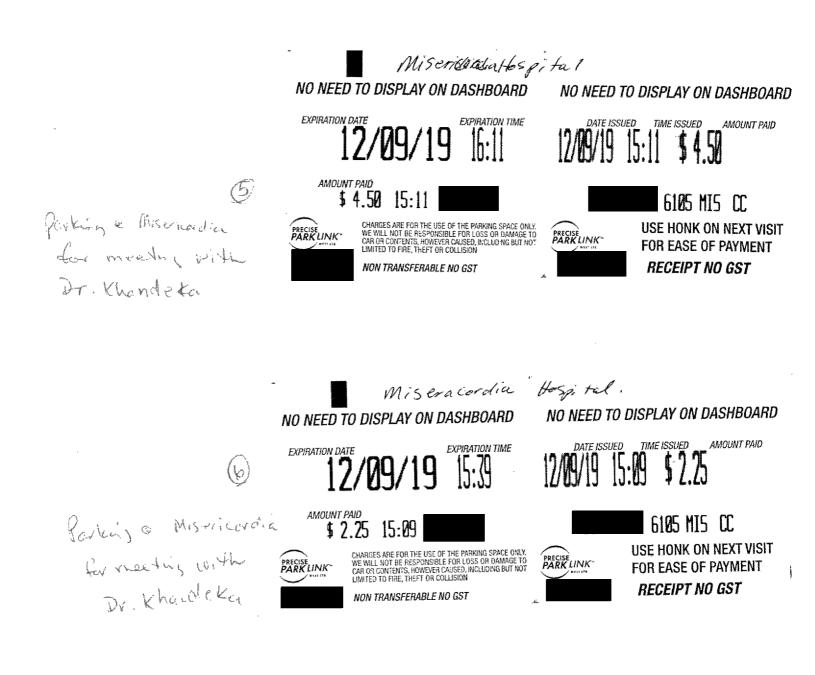


To: Dr. Debrah Wirtzfeld

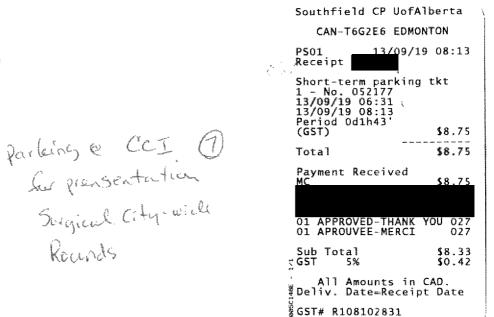
Purchase of 1 event ticket to YEG WiHN "Women in Politics" On Sept. 12, 2019	\$60.00
Total received	\$60.00

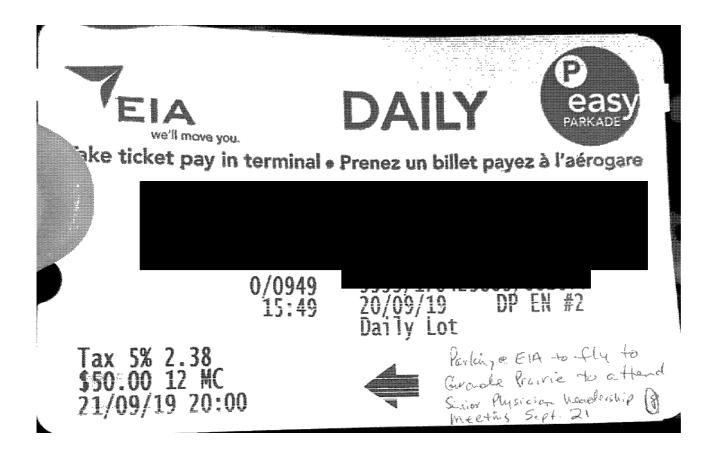
(A)

- Conference file for Wemenin Health on Sept 12, 201



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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.
- 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:

Nama	Debrah Wirtzfeld	Paparting Pariod for the Month of L. Sep. 19
Name :	Debrah Wirtzfeld	<b>Reporting Period for the Month of :</b> Sep-19

YES

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense Name of Vendor		Ame	ount Paid
22-Aug-2019			In-person meetings: 1.) PPEC and 2.) ACMOs - Edmonton to Calgary Sep 4,			
22-Aug-2019	Direct Billing	Airline Ticket	2019, return on Sep 4, 2019	Vision Travel		\$448.16
20 Aug 2010			Attend Senior Physician Leader Meeting for North Zone - Edmonton to			
29-Aug-2019	Direct Billing	Airline Ticket	Grande Prairie Sep 20, 2019, return on Sep 21, 2019	Vision Travel		\$454.91
0.5 cm 2010			Attend Department of Medicine Annual Retreat U of C - Calgary to			
9-Sep-2019	Direct Billing	Airline Ticket	Edmonton Sep 26, 2019	Vision Travel		\$158.26
12 Com 2010			AHS Women in Medical Leadership - Edmonton to Calgary Nov 18, 2019,			
13-Sep-2019	Direct Billing	Airline Ticket	return on Nov 18, 2019	Vision Travel		\$374.55
	Direct Billing	Airline Ticket		Vision Travel		
Fotal Paid in th	e Month				ć	1,435.88

From:	tripinfo@visiontravel.ca
Sent:	Thursday, August 22, 2019 9:40 AM
То:	Debrah Wirtzfeld;
Subject:	Invoice and Itinerary for WIRTZFELD/DEBRAH DR - 04September19 - Vision Travel
	Locator:
Attachments:	E-Ticket Receipt 1 - September 4 2019 15401508.pdf

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Vision Travel DT Ontario-West Inc

,, Canada,

www.visiontravel.ca GST Reg : 723782728 RT 0001

# Invoice/Itinerary

Invoice Issued: 22 August 2019

Agency Ref.: Sales Person:

Customer Number: Customer Ref.:

ALBERTA HEALTH SERVICES 10030 107 STREET EDMONTON AB T5J 3E4 Passenger(s):

WIRTZFELD/DEBRAH DR

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

Air Passenger Protection Regulations:

As of July 15, 2019, airlines will be required to meet new obligations concerning communication, denied boarding, tarmac delay, baggage and the transportation of musical instruments. For more information visit : https://rppa-appr.ca

WS : www.westjet.com/canadian-passenger-rights

AIR - Wednesday	, September 4 2019				Add	To Calendar
WestJet Flight WS	238 Economy Class					
Edmont	ton, Alberta <u>Weather</u> ton International Airpo M Wednesday, Septe		Arrive 9		Alberta <u>Weather</u> nternational Airpo Wednesday, Se	
Duration: Status: FF Number: Online Check In: Baggage Allowance:	0 hour(s) and 51 m Confirmed - WestJ - WIRT Available 24 hours 0 Piece(s)	et Booking ZFELD/DE	Reference: BRAH DR -	please reco	onfirm at check-ir	
Remarks:	PLEASE CHECK I	N WITH WE	ESTJET			
AIR - Wednesday	, September 4 2019				Add	<u>To Calendar</u>
WestJet Flight WS	3229 Economy Class					
Calgary	<mark>/, A</mark> lberta <u>Weather</u> / International Airport PM Wednesday, Septe	mber 4 201	Arrive 9		n, Alberta <u>Weath</u> n International Air I Wednesday, Se	rport
Duration: Status: Operated By: FF Number: Online Check In: Baggage Allowance:	0 hour(s) and 53 m Confirmed - WestJ WESTJET ENCOF WIRT Available 24 hours 0 Piece(s)	et Booking RE TZFELD/DE	Reference: BRAH DR -	please reco	onfirm at check-ir	1
Remarks:	PLEASE CHECK I	N WITH WE	ESTJET EN	CORE		
Invoice Details					the second s	
Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number: WestJet		349.20	98.96	0.00	0.00 Billed to	448.16
	Totals:	349.20	98.96	0.00	0.00	448.16
			Тс	otal Credit C Ba	ard Billing: Ilance Due:	448.16 0.00

е 1 г

From:	@visiontravel.ca>
Sent:	Thursday, August 29, 2019 2:35 PM
То:	
Subject:	Invoice and Itinerary for WIRTZFELD/DEBRAH MS - 20September19 - Vision Travel
	Locato
Attachments:	E-Ticket Receipt 1 - Leptember 20 2019 20350576.pdf
	Vision Travel DT Ontario-West Inc
	9929 - 108 St.

Vision Travel DT Ontario-West Ind 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: Issued: 29 August 2019

visior

A DIRECT TRAVEL<sup>®</sup> COMPANY

Agency Ref.: Sales Person: Customer Number: Customer Ref.:

WIRTZFELD/DEBRAH MS

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

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

Passenger(s):

### Air Passenger Protection Regulations:

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AC : https://www.aircanada.com/ca/en/aco/home/legal/conditions-carriage-tariffs.html WS : www.westjet.com/canadian-passenger-rights

		1ber 20 2019 8367 Economy (	2 Class		<u>Add To Calendar</u>
Depart		<mark>, A</mark> lberta <u>Weat</u> International A Friday, Septem	irport	Arrive	Grande Prairie, Alberta <u>Weather</u> Grande Prairie'Municipal Airport 06:31 PM Friday, September 20 2019
Duration: Status: Operated By Online Chec E Upgrade:		Confirmed - Air AIR CANADA Available 24 hd	l minute(s) Non- r Canada Bookir EXPRESS - JAZ purs prior - <u>click h</u> ght - Aeroplan M	ng Reference ZZ <u>ere</u>	
Remarks:			RTZFELD/DEBF CK IN WITH AIR		EXPRESS - JAZZ
		tember 21 2019 42 Economy Cla			Add To Calendar
Depart	Grande Pr Grande Pr		<u>Weather</u> Airport	Arrive	Edmonton, Alberta <u>Weather</u> Edmonton International Airport 08:04 PM Saturday, September 21 2019
Duration: Status: Operated B Online Cheo Baggage Al	ck In:	Confirmed - W WESTJET EN	4 minute(s) Non- estJet Booking I CORE ours prior - <u>click P</u>	Reference	

ant / Rocking Bass				
ent / Booking Base	Fare Other Tax	GST/HST	QST	Tota
16	0.05 44.48	0.00	0.00	204 5
			Billed to:	
25	0.38 0.00	0.00	0.00	250.3
			Billed to:	
Totals: 41	10.43 44.48	0.00	0.00	454.9
	16 25	160.05 44.48 250.38 0.00	160.0544.480.00250.380.000.00	160.05 44.48 0.00 0.00   Billed to: 0.00 0.00   250.38 0.00 0.00 0.00   Billed to: 0.00 0.00 0.00

From:	tripinfo@visiontravel.ca
Sent:	Monday, September 09, 2019 11:28 AM
То:	Debrah Wirtzfeld
Subject:	Invoice and Itinerary for WIRTZFELD/DEBRAH DR - 26September19 - Vision Travel Locator:
Attachments:	E-Ticket Receipt 1 - September 26 2019 17273489.pdf

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www.visiontravel.ca GST Reg : 723782728 RT 0001

# Invoice/Itinerary

Passenger(s):

Invoice: Issued: 09 September 2019

Agency Ref.: Sales Person: Customer Number: Customer Ref.:

WIRTZFELD/DEBRAH DR



ALBERTA HEALTH SERVICES 10030 107 STREET EDMONTON AB T5J 3E4

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

Air Passenger Protection Regulations:

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WS : www.westjet.com/canadian-passenger-rights

AIR - Thursday, Se	Add T	<u>o Calendar</u>					
WestJet Flight WS1	55 Economy Class						
	<mark>Albe</mark> rta <u>Weather</u> International Airport M Thursday, Septemb				n International Airp		
Duration: Status: FF Number: Online Check In: Baggage Allowance:	0 hour(s) and 48 m Confirmed - WestJ WIRT Available 24 hours 0 Piece(s)	et Booking ZFELD/DE	Reference: BRAH DR -	please reco	onfirm at check-in		
Remarks:	PLEASE CHECK I	N WITH WE	ESTJET				
nvoice Details							
	Document / Booking	Base Fare	Other Tax	GST/HST	QST	Tota	
Invoice Number: WestJet	Number	108.78	49.48	0.00	0.00 Billed to:	158.26	
	Totals:	108.78	49.48	0.00	0.00	158.2	
	ard Billing: Ilance Due:	158.2 0.0					

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From:	Dvisiontravel.ca
Sent:	Friday, September 13, 2019 11:25 AM
То:	Debrah Wirtzfeld
Subject:	Invoice and Itinerary for WIRTZFELD/DEBRAH DR - 18November19 - Vision Travel
	Locator
Attachments:	E-Ticket Receipt 1 - November 18 2019 17243956.pdf

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www.visiontravel.ca GST Reg : 723782728 RT 0001

# Invoice/Itinerary

Invoice Issued: 13 September 2019 Agency Ref.: Sales Person:

Passenger(s):

Customer Number: Customer Ref.:

WIRTZFELD/DEBRAH DR

ALBERTA HEALTH SERVICES 10030 107 STREET EDMONTON AB T5J 3E4

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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WS : www.westjet.com/canadian-passenger-rights

AIR - Mond	ay, Nove	mber 18 2019			· · ·	<u>Ac</u>	<u>ld To Calendar</u>
WestJet Flig	ght WS339	4 Economy Class					
E		, Alberta <u>Weather</u> International Airpo Monday, Novembe		Arrive		nternational Air	
Duration: Status: Operated By: FF Number: Online Check Baggage Allor		1 hour(s) and 5 mi Confirmed - West WEST IET ENCOF WIRT Available 24 hours 0 Piece(s)	let Booking RE FZFELD/DE	Reference: BRAH DR -	please reco	onfirm at check	:-in
Remarks:		PLEASE CHECK	N WITH WE	ESTJET EN	CORE		
AIR - Mond	ay, Nove	mber 18 2019				Ac	<u>id To Calendar</u>
WestJet Flig	ght WS347	Economy Class					
0		lberta <u>Weather</u> ternational Airport Monday, Novembe	r 18 2019	Arrive		n International	<u>ather</u> Airport ember 18 2019
Duration: Status: FF Number: Online Check Baggage Allor		0 hour(s) and 54 n Confirmed - West WIR <sup>-</sup> WIR <sup>-</sup> 0 Piece(s)	let Booking FZFELD/DE	Reference BRAH DR -	please reco	onfirm at check	:-in
Remarks:		PLEASE CHECK		ESTJET		和 我们 计 不是 "	
Invoice Det	ails						
Transaction		cument / Booking mber	Base Fare	Other Tax	GST/HST	QST	Tota
Invoice Nun WestJet		Inder	275.59	98.96	0.00	0.00 Billed to:	374.55
		Totals:	275.59	98.96	0.00	0.00	374.55
Total Credit Card Billing: Balance Due:							374.55 0.00

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