

AHS Board and Executive Expense Report

Name: Janice Stewart

Title: Chief Zone Officer, Central Zone

Location: Red Deer

Expenses approved during the month of May 2022

			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)
May-22	P-Card	Meetings				17	17		200	
	Expense Claim	Meetings					-			
	Direct Bill	Meetings					-			
Total			\$ -	\$ -	\$ -	\$ 17	\$ 17	\$ -	\$ 200	\$ -

**Total for
the Month** \$ 217

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

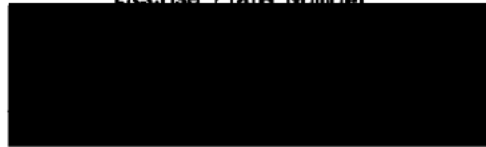
AHS Executive Expenses Report P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
STEWART, JANICE D	Chief Zone Officer, Central Zone	Red Deer	\$ 208.50								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
3/30/2022	Parking at Red Deer Regional Hospital Centre	AB - Local	Parking - Lot or Parkade	\$ 8.50			Pacemaker Update and ICU/CCU Redevelopment Meeting at Red Deer Regional Hospital Centre	1			
4/19/2022	Team Building - June 1, 2022	AB - Local	Working Session	\$ 100.00			Two day in person team meeting for strategy planning. Approved by Deb Gordon.	1	15	List attached	
4/19/2022	Team Building - June 9, 2022	AB - Local	Working Session	\$ 100.00			Two day in person team meeting for strategy planning. Approved by Deb Gordon.	1	26	List attached	
Approver(s) for the claim	Approval Status	Approval Date									
GORDON, DEBORAH A	Approve	5-May-22									

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RECEIPT
Red Deer
Regional Hospital

License Plate Number



Expiration Date/Time

04:02 PM
MAR 31, 2022

Purchase Date/Time: 04:02pm Mar 30, 2022

Total Due: \$8.50 Rate: \$8.50 - 24 Hours
Total Paid: \$8.50 Pmt Type: CC (Swipe)

Ticket #: [REDACTED]

S/N #: [REDACTED]

Setting: Red Deer Public

Mach Name: [REDACTED]

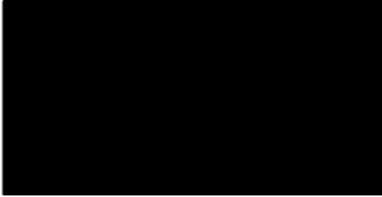


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Booking Invoice
DEPOSIT

Red Deer Cultural Heritage Society



Booking ID:	[REDACTED]
Created:	April 19, 2022
Booking Date:	June 1, 2022
Total (CAD):	\$480.00

Item	Rate	Amount
Hourly Rental without Catering Wed Jun 1, 2022 08:00 AM - 04:00 PM	Hourly Rental - no catering: (16 x 30 Mins) @ \$30.00	\$480.00
Purpose for Booking: Alberta Health Services - Central Zone Administration Team Meeting	Sub-Total:	\$480.00
	Total:	\$480.00
	Amount Paid:	\$100.00
	Balance Due (79%):	\$380.00

[PDF \(Print\)](#) [Pay Now](#)

Payments: Tue 19 Apr 2022 \$100.00 ([REDACTED])

Final bill must be paid prior to the event. Adjustments may be made after the event.

* NOTE: Prices subject to change without prior notice.

DUE TO COVID 19, BOOKINGS MAY BE CANCELLED ON SHORT NOTICE WITHOUT BEING PENALIZED



Central Zone Team Building Retreat – Organizational Design

Date: June 1, 2022

Time: 0800-0400

Venue: Cronquist House – Red Deer Bower Ponds

Attendees: Janice Stewart
Andrea Thain Liptak
Carolyn Trumper
Dawn Peterson
Kimberly Storey
Lori Sparrow
Sherie Allen
Gerard Stang
Jamie Cairney
Ryan Mullens
Tony Bennett
Jude Udedibia
Anne Fraser
Avery Acheson
New Exec Assistant - TBD

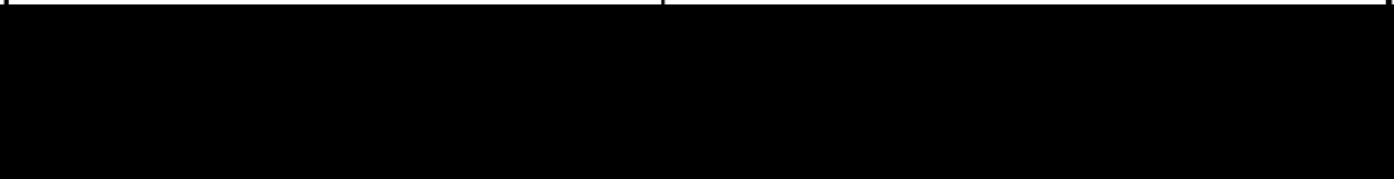
Working Session Pre-Approval Request

In accordance with the Travel, Hospitality & Working Session Expenses Policy #1122 this form must be pre-approved for working sessions estimated to cost \$500.00 or more, in accordance with the Delegation of Authority for Financial Commitments "Financial Authorization" Matrix.

Select healthy food and drink choices for working sessions to align with the Healthy Eating Environment policy (#1138). Refer to Eat Smart Meet Smart for planning.

Details of Working Session Request		
Describe the purpose of the working session		
Central Zone Team Building Day One: June 1 - Org design		
Name of Event		Date of Request (dd-mmm-yyyy)
Central Zone Team Building (2 Days)		19-Apr-2022
Event Lead (Name, Position, Department)		
Janice Stewart, Chief Zone Officer, Central Zone		
Location of Venue	Event Date(s)	Number of Attendees
Red Deer Cronquist House (480.00/per day)	1-Jun	15
Guest Speaker(s) /Facilitators	Title/Role	Organization
HR, Org Design, Talent Management		All guests are within AHS

Proposed Budget	
Venue cost	\$480.00
Meals	\$225.00
Non- Alcoholic Beverages	\$70.00
Other <input style="width: 80px;" type="text"/>	
GST (if applicable)	
Total Planned Event Budget	\$775.00



Authorization		
Name	Position/Title	DOA Level
Deb Gordon	VP	2
		Date (dd-mmm-yyyy)
		26-Apr-2022

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Thanks for your deposit!

Booking Invoice
DEPOSIT

Red Deer Cultural Heritage Society



Booking ID:	[REDACTED]
Created:	April 19, 2022
Booking Date:	June 9, 2022
Total (CAD):	\$480.00

Item	Rate	Amount
Hourly Rental without Catering Thu Jun 9, 2022 08:00 AM - 04:00 PM	Hourly Rental - no catering: (16 x 30 Mins) @ \$30.00	\$480.00
Purpose for Booking: Alberta Health Services - Central Zone Administration Team Meeting		Sub-Total: \$480.00
		Total: \$480.00
		Amount Paid: \$100.00
		Balance Due (79%): \$380.00

[PDF \(Print\)](#) [Pay Now](#)

Payments: Tue 19 Apr 2022 \$100.00 [REDACTED]

Final bill must be paid prior to the event. Adjustments may be made after the event.

* NOTE: Prices subject to change without prior notice.

DUE TO COVID 19, BOOKINGS MAY BE CANCELLED ON SHORT NOTICE WITHOUT BEING PENALIZED

Central Zone Team Building Retreat – Strategy Planning

Date: June 9, 2022

Time: 0800-0400

Venue: Cronquist House – Red Deer Bower Ponds

Attendees: Janice Stewart
Dr. Jennifer Bestard
Andrea Thain Liptak
Carolyn Trumper
Dawn Peterson
Kimberly Storey
Lori Sparrow
Sherie Allen
Dr. Michael Mulholland
Dr. Adam Hrdlicka
Dr. Jaco Hoffman
Dr. Christine Ellis
Dr. Max Ramsahoye
Dr. Ifeoma Achebe
Dr. Doug Urness
Dr. Valerie Smith
Dr. Steve Turner
Dr. Nicole Quigley
Gerard Stang
Jamie Cairney
Shannon Erfle
Emily Ellis
Josh McCutcheon
Simone Bailly
Allan Sinclair
New Exec Asst - TBD

Working Session Pre-Approval Request

In accordance with the Travel, Hospitality & Working Session Expenses Policy #1122 this form must be pre-approved for working sessions estimated to cost \$500.00 or more, in accordance with the Delegation of Authority for Financial Commitments "Financial Authorization" Matrix.

Select healthy food and drink choices for working sessions to align with the Healthy Eating Environment policy (#1138). Refer to Eat Smart Meet Smart for planning.

Details of Working Session Request		
Describe the purpose of the working session		
Central Zone Team Building Day Two: June 9 - Strategic Planning		
Name of Event		Date of Request (dd-mmm-yyyy)
Central Zone Team Building (2 Days)		19-Apr-2022
Event Lead (Name, Position, Department)		
Janice Stewart, Chief Zone Officer, Central Zone		
Location of Venue	Event Date(s)	Number of Attendees
Red Deer Cronquist House (480.00/per day)	9-Jun	26
Guest Speaker(s) /Facilitators	Title/Role	Organization
Planning & Performance		All guests are within AHS

Proposed Budget	
Venue cost	\$480.00
Meals	\$400.00
Non- Alcoholic Beverages	\$150.00
Other <input style="width: 80px;" type="text"/>	
GST (if applicable)	
Total Planned Event Budget	\$1,030.00



Authorization		
Name	Position/Title	DOA Level
Deb Gordon	VP	2
		Date (dd-mmm-yyyy)
		26-Apr-2022

AHS Executive Expenses Report P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
STEWART, JANICE D	Chief Zone Officer, Central Zone	Red Deer	\$ 8.50								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
5/5/2022	Tour of Red Deer Hospital with Health Minister	AB - Local	Parking - Lot or Parkade	\$ 8.50				1			
Approver(s) for the claim	Approval Status	Approval Date									
GORDON, DEBORAH A	Approve	24-May-22									

RECEIPT
Red Deer
Regional Hospital

License Plate Number



Expiration Date/Time

03:10 PM
MAY 06, 2022

Purchase Date/Time: 03:10pm May 05, 2022

Total Due: \$8.50

Rate: \$8.50 - 24 Hours

Total Paid: \$8.50

Pmt Type: CC (Swipe)

Ticket #: [REDACTED]

S/N #: [REDACTED]

Setting: Red Deer Public

Mach Name: [REDACTED]



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