

AHS Board and Executive Expense Report

Name: Janice Stewart
Title: Chief Zone Officer, Central Zone
Location: Red Deer
 Expenses approved during the month of August 2022

Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Travel (1)										
Aug-22	P-Card	Meetings					-		355	
	Expense Claim	Meetings					-			
	Direct Bill	Meetings					-			
Total			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 355	\$ -

**Total for
the Month** \$ 355

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	\$ 354.90								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
6/14/2022	June 9th Team Building date for Central Zone Team Building Strategic Planning and Performance	AB - Local	Working Session	\$ 354.90				1	26	see attached	
Approver(s) for the claim	Approval Status	Approval Date									
GORDON, DEBORAH A	Approve	9-Aug-22									

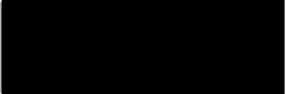
Main Street Eatery LTD

105, 5015 50th St.
Sylvan Lake AB T4S 1P9
(403)506-0236
mainstreeteaterysylvanlake@gmail.com
www.mainstreeteatery.ca
GST/HST Registration No.: 741707277RT0001



INVOICE

BILL TO



INVOICE



DATE

08/06/2022

TERMS

Due on receipt

DUE DATE

08/06/2022

DATE	DESCRIPTION	TAX	QTY	RATE	AMOUNT
09/06/2022	Catering Revenue Soup, Sandwich, Cinz Bun Combs	GST	26	13.00	338.00

As a small local business your support is greatly appreciated.

SUBTOTAL 338.00

GST @ 5% 16.90

TOTAL 354.90

BALANCE DUE **\$354.90**

MAIN STREET EATERY LTD

UNIT 105 5015 50TH STREET
SYLVAN LAKE, AB T4S 1P9
4035060236

Cashier:

Transaction:

Total CA\$354.90

CREDIT CARD SALE CA\$354.90

MASTERCARD

14-Jun.-2022 4:33:23p.m.

CA\$354.90 | Method: EMV



Catering's 50% due at time of order and remaining 50% upon delivery or pick up.

All other orders: Full payment due at time of order.

Invoice does not include gratuities.

e-Transfers can be sent to mainstreeteaterysylvanlake@gmail.com

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		
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

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
Elisabeth Smythe