

## AHS Board and Executive Expense Report

**Name:** Janice Stewart

**Title:** Chief Zone Officer, Central Zone

**Location:** Red Deer

Expenses approved during the month of December 2023

|                    |                    |          | Travel (1) |       |               |                 |                 |                                    |  |              |
|--------------------|--------------------|----------|------------|-------|---------------|-----------------|-----------------|------------------------------------|--|--------------|
| Approved<br>MMM-YY | Source<br>Document | Purpose  | Airfare    | Meals | Accommodation | Other<br>Travel | Total<br>Travel | Professional<br>Development<br>(2) | Working<br>Sessions<br>Hosting and<br>Hospitality<br>(3) | Other<br>(4) |
| Dec-23             | P-Card             | Meetings |            |       | 9             |                 | 9               |                                    |  |              |
| Dec-23             | Expense Claim      | Meetings |            | 45    |               | 345             | 390             |                                    |  | 557          |
| Dec-23             | Direct Bill        | Meetings |            |       | 319           |                 | 319             |                                    |  |              |
| <b>Total</b>       |                    |          | \$ -       | \$ 45 | \$ 328        | \$ 345          | \$ 718          | \$ -                               | \$ -   | \$ 557       |

**Total for  
the Month** \$ 1,274

Maximum daily single meal expense claimed in the month \$ 24

Maximum daily base hotel rate claimed in the month \$ 149

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          | \$ 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 |
| 10/26/2023                | Engagement Session Session with Leadership & Foundations at the Red Deer Hospital | AB - Local        | Parking - Lot or Parkade | \$ 8.50 |               |             |               | 1         |                |                  |               |
| Approver(s) for the claim | Approval Status   | Approval Date     |                          |         |               |             |               |           |                |                  |               |
| CHILTON, SEAN A           | Approve   | 6-Dec-23          |                          |         |               |             |               |           |                |                  |               |

RECEIPT  
Red Deer  
Regional Hospital

License Plate Number



Expiration Date/Time

08:08 AM  
OCT 27, 2023

Purchase Date/Time: 08:08am Oct 26, 2023

Total Due: \$8.50 Rate: \$8.50 - 24 Hours

Total Paid: \$8.50 Pmt Type: CC (Swipe)

Ticket #: [REDACTED]

S/N #: [REDACTED]

Setting: [REDACTED]

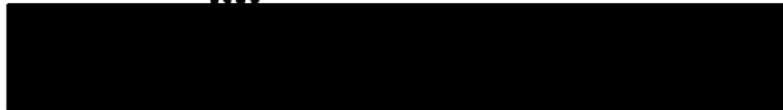
Mach Name: [REDACTED]

\*\*\*\* [REDACTED] MasterCard Auth #: [REDACTED]

Weekly/Monthly Passes  
Available @ Parking Office  
REFUNDS WILL NOT  
BE PROVIDED

## AHS Executive Expenses Report Expenses

| Claimant Name             | Claimant Title   | Claimant Location | Expense Claim Total |           |                           |                           |               |           |                |                  |               |
|---------------------------|--|-------------------|---------------------|-----------|---------------------------|---------------------------|---------------|-----------|----------------|------------------|---------------|
| STEWART, JANICE D         | Chief Zone Officer, Central Zone   | Red Deer          | \$ 946.64           |           |                           |                           |               |           |                |                  |               |
| Expense Date              | Business reason  | Expense Location  | Expense Type        | Amount    | From Location             | To Location               | Justification | # of days | # of Attendees | Attendee Name(s) | Trip Distance |
| 8/9/2023                  | Alberta Association of Nursing membership fees Jan 1 - Dec 31, 2024.     | AB - Local        | Membership Dues     | \$ 52.50  |                           |                           |               | 1         |                |                  |               |
| 8/9/2023                  | College of Registered Nurses Registration Fees for Jan 1 - Dec 31, 2024. | AB - Local        | Membership Dues     | \$ 504.00 |                           |                           |               | 1         |                |                  |               |
| 11/19/2023                | UNA (United Nurses of Alberta) Bargaining in Edmonton                    |                   | Mileage-Other       | \$ 81.31  | Red Deer                  | Edmonton                  |               | 1         |                |                  | 161           |
| 11/20/2023                | UNA Bargaining in Edmonton   | AB - Other Zones  | Meals Per Diem      | \$ 34.50  |                           |                           |               | 1         |                |                  |               |
| 11/20/2023                | UNA Bargaining transportation to meeting                                 | AB - Other Zones  | Taxi                | \$ 15.00  | 10235 101 st Edmonton     | 9925 109 st Edmonton      |               | 1         |                |                  |               |
| 11/20/2023                | UNA Bargaining - Transportation from meeting to hotel                    | AB - Other Zones  | Taxi                | \$ 15.00  | 9925 109 Street, Edmonton | 10235 101 Street Edmonton |               | 1         |                |                  |               |
| 11/21/2023                | UNA Bargaining in Edmonton   | AB - Other Zones  | Meals Per Diem      | \$ 10.50  |                           |                           |               | 1         |                |                  |               |
| 11/21/2023                | UNA Bargaining in Edmonton   |                   | Mileage-Other       | \$ 81.31  | Edmonton                  | Red Deer                  |               | 1         |                |                  | 161           |
| 11/22/2023                | Executive Education Presentations University of Calgary                  |                   | Mileage-Other       | \$ 76.26  | Red Deer                  | Calgary                   |               | 1         |                |                  | 151           |
| 11/22/2023                | Executive Education Presentations University of Calgary                  |                   | Mileage-Other       | \$ 76.26  | Calgary                   | Red Deer                  |               | 1         |                |                  | 151           |
| Approver(s) for the claim | Approval Status  | Approval Date     |                     |           |                           |                           |               |           |                |                  |               |
| CHILTON, SEAN A           | Approve  | 4-Dec-23          |                     |           |                           |                           |               |           |                |                  |               |



### Order [\[Redacted\]](#)



TECHNICAL SUPPORT

Order [\[Redacted\]](#) was placed on August 9, 2023 and is currently Completed .

### Order Details

| Product                      | Total   |
|------------------------------|---------|
| Active Member – Standard x 1 | \$50.00 |

**Obtain or Renew CNPS PLP at the AAN Member Rate**

by following this link [\[Redacted\]](#)

|                        |                        |
|------------------------|------------------------|
| <b>Subtotal:</b>       | <b>\$50.00</b>         |
| <b>Tax:</b>            | <b>\$2.50</b>          |
| <b>Payment method:</b> | <b>Credit Card</b>     |
| <b>Total:</b>          | <b>\$52.50</b>         |
| <b>AAN GST#</b>        | <b>781321104RT0001</b> |

### Customer Details

**AAN Number:** [\[Redacted\]](#)

**Email:** [\[Redacted\]](#)



11120 -178 Street NW  
Edmonton, Alberta T5S 1P2

Phone: 780.451.0043  
Fax: 780.452.3276

**GST#R106692643**

**College of Registered  
Nurses of Alberta**

**Registrant Name:** Janice Stewart-Strand  
**Registration Number:** [Redacted]  
**Bill To:** [Redacted]

**Receipt Date:** 08/09/2023  
**Date Paid:** 08/09/2023  
**Receipt Number:**

**Registered Nurse Permit Fee** \$480.00

Sub-Total: \$480.00  
GST: \$24.00  
Credit Card: \$504.00  
Total Amount Paid: \$504.00

URL: <https://connect.nurses.ab.ca> Authorization:



ALBERTA CO-OP TAXI LINE LTD.

DATE: 20/11/23 AMOUNT (\$): \$15

PICK UP: Sandman Hotel

TO: 9925 109ST

TO: \_\_\_\_\_

DRIVER ID #: \_\_\_\_\_

CAR #: \_\_\_\_\_

780-425-2525 780-425-8310 WWW.CO-OPTAXI.COM



ALBERTA CO-OP TAXI LINE LTD.

DATE: 20 NOV. 2023 AMOUNT (\$): 15-00

PICK UP: 10640 - 100 MP

TO: 10235 - 101 ST

TO: \_\_\_\_\_

DRIVER ID #: \_\_\_\_\_

CAR #: \_\_\_\_\_

780-425-2525 780-425-8310 WWW.CO-OPTAXI.COM

## 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

|                              |   |
|------------------------------|---|
| <b>Name :</b> Janice Stewart | <b>Reporting Period for the Month of :</b> Dec-23 |
|------------------------------|---|

| Invoice Date<br>DD-MMM-YYYY    | Payment Method | Category                   | Business Reason  | Name of Vendor             | Amount Paid |
|--------------------------------|----------------|----------------------------|--|----------------------------|-------------|
| 19-Nov-23                      | Direct Billing | Hotel                      | United Nurses of Alberta Bargaining in Edmonton November 20-21, 2023 | Sandman Hotel Group        | \$319.22    |
|                                | Direct Billing | Choose from Drop-down List |  | Choose from Drop-down List |             |
|                                | Direct Billing | Choose from Drop-down List |  | Choose from Drop-down List |             |
|                                | Direct Billing | Choose from Drop-down List |  | Choose from Drop-down List |             |
|                                | Direct Billing | Choose from Drop-down List |  | Choose from Drop-down List |             |
| <b>Total Paid in the Month</b> |                |                            |  |                            | \$ 319.22   |





Division of Northland Properties Corporation | Sandman Signature Edmonton Downtown |  
10235 101 St NW | Edmonton, AB, T5J 3E9 | Phone: 780-428-7111 | Email: reservations@sandman.ca

COPY OF INVOICE

Alberta Health Services/Accounts Payable  
Accounts Payable  
Box 1600  
Edmonton AB T5J 2N9  
Canada

Stewart, Janice D Ms

Invoice No. [REDACTED]  
Arrival 11/19/23  
Departure 11/21/23  
Page No. 1 of 1  
Folio No. [REDACTED]  
Room No. [REDACTED]  
Conf. No. [REDACTED]  
Po. Number [REDACTED]  
GST No: 121767065 RT 0001

Group Code:  
Company Name: Alberta Health Services/Accounts Payable  
Account No. [REDACTED]

| Date     | Description         | Charges<br>CAD | Credits<br>CAD |
|----------|---------------------|----------------|----------------|
| 11/19/23 | Government Rate     | 149.00         |                |
| 11/19/23 | Room - DMF          | 4.47           |                |
| 11/19/23 | Room - Tourism Levy | 6.14           |                |
| 11/20/23 | Government Rate     | 149.00         |                |
| 11/20/23 | Room - DMF          | 4.47           |                |
| 11/20/23 | Room - Tourism Levy | 6.14           |                |

|                 |               |            |
|-----------------|---------------|------------|
| Total           | 319.22        | 0.00       |
| <b>Balance</b>  | <b>319.22</b> | <b>CAD</b> |
| Net Amount      | 298.00        | CAD        |
| Total incl. vat | 319.22        | CAD        |

