

AHS Board and Executive Expense Report

Name: Dr John Cowell
Title: Official Administrator
Location: Calgary

Expenses approved during the month of December 2023

| 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) | | | | | | | | | | |
| | P-Card | Meetings | | | | | - | | | |
| | Expense Claim | Meetings | | | | | - | | | |
| Dec-23 | Direct Bill | Meetings | | | 177 | | 177 | | | |
| Total | | | \$ - | \$ - | \$ 177 | \$ - | \$ 177 | \$ - | \$ - | \$ - |

**Total for
the Month** \$ 177

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

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 : Dr. John Cowell | Reporting Period for the Month of : Dec-23 |
|-------------------------------|---|

| Invoice Date DD-MMM-YYYY | Payment Method | Category | Business Reason | Name of Vendor | Amount Paid |
|--------------------------------|-----------------------|-----------------------------------|--|-----------------------------------|-------------|
| 7-Nov-23 | Direct Billing | Hotel | Meeting with Minister LaGrange in Edmonton on November 08, 2023. | Matrix Hotel | \$176.75 |
| | 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 | |
| Total Paid in the Month | | | | | \$ 176.75 |



Alberta Health Services
Accounts Payable
P.O. Box 1600
Edmonton AB T5K 1G8
Canada

COPY OF INVOICE

Room No. [REDACTED]
Arrival : 11-07-23
Departure : 11-08-23
Page No. : 1 of 1
Folio No. [REDACTED]
Invoice No. [REDACTED]
AR No. [REDACTED]
Conf. No. [REDACTED]
Cashier No. [REDACTED]
Custom Ref. .

[REDACTED]
Company Name :
Group Name :
Guest Name : Cowell, John Dr

| Date | Description | Charges | Credits |
|---------------|---------------------------|---------|---------|
| 11-07-23 | Room Revenue | 165.00 | |
| 11-07-23 | Destination Marketing Fee | 4.95 | |
| 11-07-23 | Tourism Levy | 6.80 | |
| Total Charges | | 176.75 | |
| Total Credits | | | 0.00 |
| Balance | | | 176.75 |

I agree that I am personally liable for payment of this account, and if this person, company or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company or association.

Matrix Hotel | 10640 100 Ave NW | Edmonton, AB T5J 3N8
Reservations: (866) 465-8150 | Telephone: (780) 429-2861 | Fax: (780) 420-4962
Email: info@matrixedmonton.com
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