

## AHS Board and Executive Expense Report

**Name:** Kerry Bales  
**Title:** Chief Program Officer, Addictions & Mental Health and Correctional Health Services, Provincial  
**Location:** Red Deer  
 Expenses approved during the month of October 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)
	P-Card	Meetings					-			
Oct-22	Expense Claim	Meetings				239	239			
Oct-22	Direct Bill	Meetings			103	152	255			
<b>Total</b>			\$ -	\$ -	\$ 103	\$ 391	\$ 494	\$ -	\$ -	\$ -

**Total for  
the Month** \$ 494

Maximum daily single meal expense claimed in the month \$ -  
 Maximum daily base hotel rate claimed in the month \$ 99  
 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 Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
BALES, KERRY R	Chief Program Officer, Addictions & Mental Health and Correctional Health Services, Provincial	Red Deer	\$ 238.77								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
7/18/2022	Round Trip - Tour of the Red Deer Recovery Community		Mileage-Local-Home Zone	\$ 19.09	Red Deer - Office	Red Deer Recovery Community		1			37.8
9/16/2022	Round Trip - AMH PAC (Addiction and Mental Health Advisory Council) Meeting in Leduc - Sept 16 & 17		Mileage-Other	\$ 138.37	Red Deer	Leduc - Royal Hotel Edmonton Airport		1			274
9/21/2022	Round Trip - Health Engagement Tour with the Health Minister		Mileage-Other	\$ 81.31	Red Deer	Stettler		1			161
Approver(s) for the claim	Approval Status	Approval Date									
CHIES, MAURO A	Approve	29-Sep-22									

## 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> Kerry Bales	<b>Reporting Period for the Month of :</b> Oct-22
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
16-Sep-22	<b>Direct Billing</b>	<b>Hotel</b>	Provincial Addiction and Mental Health Advisory Council Meeting in Leduc (Sept 16 & 17)	<b>ROYAL HOTEL EDMONTON AIRPORT</b>	\$102.96
29-Sep-22	<b>Direct Billing</b>	<b>Car Rental</b>	Addiction Response Discussion with Alberta Health, Calgary Police and Edmonton Police Services (Sept 27th and Sept 28)	<b>ENTERPRISE RENT-A-CAR</b>	\$152.10
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Choose from Drop-down List</b>	
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Choose from Drop-down List</b>	
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Choose from Drop-down List</b>	
<b>Total Paid in the Month</b>					<b>\$255.06</b>



# ROYAL HOTEL

Royal Hotel Edmonton Airport Trademark Collection by Wyndham  
 8450 Sparrow Dr  
 Leduc, AB T9E7G4  
 info.rha@royalhotelgroup.ca  
 www.royalhoteledmontonairport.ca  
 GST # 879535953RT0004

Kerry Bales



**COPY OF INVOICE**

Membership No. :  
 Group Code :  
 Company Name : AB HEALTH SERVICES

Room No. [REDACTED]  
 Arrival : 09/16/22  
 Departure : 09/17/22  
 Page No. : 1 of 1

Cashier No. [REDACTED]  
 Folio No. [REDACTED]  
 Conf. No. [REDACTED]  
 TA Record  
 Locator:

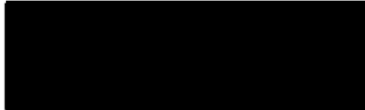
Thank You For Staying With Us

Date	Text	Charges CAD	Credits CAD
09/16/22	Room Charge	99.00	
09/16/22	Provincial Tourism Levy - 4%	3.96	
Total / Balance		102.96	0.00 / 102.96



Federal GST# : 889365821

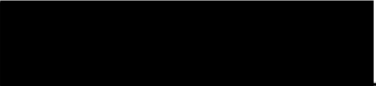
Consolidated Inv. #  
Rental Agreement #  
Bill Ref #  
Invoice Date



29-Sep-2022

**Bill To Information**

ALBERTA HEALTH SERVICES



**Vehicle Information**

Yr/Make/Model      Unit #      License No      Beg/End/Distance  
2021/NISN/MAXI      [Redacted]      [Redacted]      45127/45746/619

**Rental Branch**

RED DEER  
5437 45 ST  
RED DEER, AB - T4N 1L2

**Return Branch**

RED DEER  
5437 45 ST  
RED DEER, AB - T4N 1L2

**Rental Information**

Reservation Number : [Redacted]  
Driver: BALES, KERRY  
Pickup Date/Time : 09/26/2022 12:34  
Return Date/Time : 09/28/2022 17:00  
Miles/kms : 619  
Car Class : ICAR      Requested Class : ICAR

**Charge Detail**

Description	Qty	Period	Rate	Amount
TIME & DISTANCE	3	DAY	50.00	150.00
			Sub Total	150.00
VEHICLE LICENSE FEE RECOVERY	3	DAY	0.70	2.10
<b>Total Charges (CAD)</b>				<b>152.10</b>

Remit Payment in CAD to	For Billing Inquiries	Payment Terms
ENTERPRISE RENT A CAR CANADA COMPANY P.O. BOX 9716 STATION A TORONTO ON M5W 1R6 Email Remit To: <a href="mailto:CanadianAR@erac.com">CanadianAR@erac.com</a>	Tel#: +1 8773121084 <a href="mailto:AskARCanada@ehi.com">AskARCanada@ehi.com</a>	Payment Due Within 30 days of invoice date.  Late payments are subject to finance charge.

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.