

AHS Board and Executive Expense Report

Name: Dr Kirstie McLelland
Title: Zone Medical Director Edmonton Zone (Interim)
Location: Edmonton
 Expenses approved during the month of April 2023

			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					-			
	Expense Claim	Meetings					-			
Apr-23	Direct Bill	Meetings					-		1,172	
Total			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,172	\$ -

**Total for
the Month** \$ 1,172

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

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. Kirstie McLelland	Reporting Period for the Month of : Apr-23
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
31-Mar-23	Direct Billing	Working Session	Business working session for the purpose of strategy and planning leadership priorities, staff training, employee engagement. This included room rental, AV presentation equipment rental and food.	Other - Highlands Golf Club	\$1,172.02
	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					\$ 1,172.02

Highlands Golf Club



----- Chit Details -----

Member: [REDACTED] Alberta Health Service

Server: Events

Area: Banquets

Chit #: [REDACTED]

Date: Mar 18/23 Time: 2:40pm

Room Rental Bl.Room 200.00

Multi-Media L.C.D. 100.00

11 Event Breakfast 324.50

Discount -49.50

11 3 Course Lunch 519.20

Discount -79.20

8 BangPop/Juice(H) 28.32

Discount -4.32

Sub-Total: 1,039.00

S/Charge Food 133.02

Chit Total: \$1,172.02

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MEMBER CHARGE \$1,172.02-

Gratuity: _____

Total: _____

Our GST/HST# is 102350345

Member Number: [REDACTED]

Signature: Alberta Health Services

Statement



Highlands Golf Club

6603 Ada Blvd.
Edmonton AB T5W 4N5
Ph# 780-474-4211 Fax# 780-477-7353
www.highlandsgolfclub.com

Alberta Health Services

[REDACTED]	Mar 31/23
MEMBER	DATE

AMOUNT ENCLOSED: \$ 1,172.02

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

DATE	REF. NO.	DESCRIPTION	AMOUNT	SVC/GRAT	GST	TOTAL	
Mar 17/23	[REDACTED]	Banquets	0.00	0.00	0.00	0.00	
Mar 18/23	[REDACTED]	Banquets	1,038.00	133.02	0.00	1,172.02	
	Club.	<i>Thank you for your continued support of the Highlands Golf Club.</i>					
			1,038.00	133.02	0.00	1,172.02	
0.00	0.00	0.00					
MINIMUM REQUIRED	MINIMUM SPENT	MINIMUM REMAINING	SPEND BY DATE				
8888	1,172.02	0.00	0.00	0.00	0.00	1,172.02	
MEMBER	CURRENT BAL.	30 DAYS EARL.	60 DAYS EARL.	90 DAYS EARL.	AMOUNT DUE		

Interest of 2% per annum (2% per month) will be charged on accounts not settled within 30 days of statement date.



As requested the attendees at the March 17, 2023 working session where:

Dr. Kirstie McLelland

Dr. Carina Majaesic

Dr. Christopher Sikora

Dr. Tim Graham

Dr. Dylan Taylor

Dr. Neil Gibson

Dr. Cliff Sample

Dr. Warren Ma

Matthew Smolak

Jorn Starko

Don Winn

Tracey West

Best regards,

Jorn



Office of Dr. Kirstie McLelland, Edmonton Zone Medical Director

