

AHS Board and Executive Expense Report

Name: Laura McDougall
Title: Senior Medical Officer of Health & Senior Medical Director
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	Conference Fee					-	250		
Total			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ -	\$ -

**Total for
the Month** \$ 250

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 : Laura McDougall	Reporting Period for the Month of : Dec-23
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
16-Nov-23	Direct Billing	Conference	Attended and Presented at the 2023 National Review Course Careers Session at the University of British Columbia October 31, 2023	University of British Columbia	\$250.00
	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					\$ 250.00



Bill To:

Alberta Health Services

Alberta Health Services Corporate Office, Seventh Street Plaza

Attention: Laura McDougall

UBC GST Registration # 108161779RT0001

Page	1	of	1
Date	Invoice Number		
November 16, 2023	[REDACTED]		
Payment Terms	Customer ID		
Net 30	[REDACTED]		
Contract Name			
PO Number			
	Due Date		
	December 16, 2023		

Please direct all questions related to this invoice to: fom.ar@ubc.ca

2023 National Review Course Careers Session

Line #	Item Description	Tax	Quantity	Measure	Unit Price	Memo	Net Amount
1	2023 National Review Course Careers Session	CAN Tax Exempt (GST/PST)	0		0.00		250.00

Net Amount:	250.00
Tax	0.00
Total Invoice Amount	CAD 250.00

Online Bill Payment is available for most banking institutions and is our preferred method of payment. To pay online please select "UBC Accounts Receivable" as the payee and enter your customer ID [REDACTED] as the account number.

To pay by cheque please attach the advice below and mail the cheque to the address stated.

Should you need to pay by wire or EFT, please email us at fom.accountsreceivable@ubc.ca for wire transfer instructions. Ensure you include your Customer ID and/or invoice number as part of this transaction.



Faculty of Medicine
Accounts Receivable
208-555 West 12th Ave
Vancouver, BC V5Z 3X7
Email:fom.ar@ubc.ca

Invoice No.:
Customer ID:
Amount Due:

INVOICE

CAD 250.00

Please make all cheques payable to "The University of British Columbia"

Late payment may be subject to interest charges