



## AHS Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
IWASIW, LINDA	Chief Zone Officer South Zone	Medicine Hat	\$ 108.00								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
4/27/2022	Lethbridge and Area Site Visits	AB - Other Zones	Meals Per Diem	\$ 47.50				2			
5/2/2022	Lethbridge and Area Site Visits	AB - Other Zones	Meals Per Diem	\$ 60.50				2			
Approver(s) for the claim	Approval Status	Approval Date									
GORDON, DEBORAH A	Approve	17-May-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.
- 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> Linda Iwasiw	<b>Reporting Period for the Month of :</b> May-22
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
27-Apr-22	Direct Billing	Hotel	Travel for Rural Site Visits	Best Western Plus	\$91.05
2-May-22	Direct Billing	Hotel	Travel for Rural Site Visits	Best Western Plus	\$91.05
	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>					<b>\$ 182.10</b>

Best Western Plus Service Inn & Suites  
209-41 Street South  
Lethbridge, AB T1J1Z3

Fax: 403-327-8807  
Email: info@bestwesternlethbridge.ca

Phone: 403-329-6844

Web: www.bestwesternlethbridge.ca



### Invoice

Guest Name: IWASIW, LINDA MRS

Contact:

PO Box 1600  
EDMONTON, AB T5J 2N9

Phone :

E-mail :

Invoice # :

Account Name : Alberta Health Services

Account # :

Confirmation #:

Invoice Printed : Monday, May 2, 2022 02:22 PM

Folio # :

Department	Date	Reference	Voucher	Folio	Charge	Credit
Room Charge	4/27/2022	Auto Posted			\$85.00	
Provincial Tourism Le	4/27/2022	Auto Posted			\$3.40	
DMF	4/27/2022	Auto Posted			\$2.55	
Provincial Tourism Le	4/27/2022	Auto Posted			\$0.10	
GST	4/27/2022	Auto Posted			\$4.25	
GST	4/27/2022	Auto Posted			\$0.13	
<b>Sub Total</b>						
Direct Bill Transfer	4/28/2022	From Account [REDACTED] LINDA MRS IWASIW			\$95.43	
<b>Payments</b>						

Current Balance:

\$95.43 \$91.05

GST \$4.38 was short paid.

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## Invoice

Guest Name: IWASIW, Linda

Invoice # : [REDACTED]

Contact:

Account Name : Alberta Health Services

PO Box 1600  
EDMONTON, AB T5J 2N9

Account # : [REDACTED]

Confirmation #:

Invoice Printed : Sunday, May 8, 2022 12:26 PM

Folio # : [REDACTED]

Phone :

E-mail :

Department	Date	Reference	Voucher	Folio	Charge	Credit
Room Charge	5/2/2022	Auto Posted		[REDACTED]	\$85.00	
Provincial Tourism Le	5/2/2022	Auto Posted		[REDACTED]	\$3.40	
DMF	5/2/2022	Auto Posted		[REDACTED]	\$2.55	
Provincial Tourism Le	5/2/2022	Auto Posted		[REDACTED]	\$0.10	
GST	5/2/2022	Auto Posted		[REDACTED]	\$4.25	
GST	5/2/2022	Auto Posted		[REDACTED]	\$0.13	
Tax Adjustments	5/3/2022	GST Exempt		[REDACTED]		\$4.38
<b>Sub Total</b>						
Direct Bill Transfer	5/3/2022	From Account [REDACTED] Linda IWASIW		[REDACTED]	\$91.05	
<b>Payments</b>						
<b>Current Balance:</b>					<b>\$91.05</b>	