

## AHS Board and Executive Expense Report

**Name:** Dr Mark Anselmo  
**Title:** Calgary Zone Medical Director  
**Location:** Calgary  
 Expenses posted during the month of July 2025

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					-			
Jul-25	Direct Bill	Meetings	320				320			
<b>Total by category</b>			\$ 320	\$ -	\$ -	\$ -	\$ 320	\$ -	\$ -	\$ -

**Total  
posted for  
the Month** \$ 320

Maximum daily single meal expense posted in the month \$ -  
 Maximum daily base hotel rate posted 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 membership dues, 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**

<b>Name :</b>	Dr Mark Anselmo	<b>Reporting Period for the Month of :</b>	Jul-25
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
11-Jun-2025	Direct Billing	Airline Ticket	Leadership Retreat in Edmonton June 13, 2025	Direct Travel	\$320.15
	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	
<b>Total Paid in the Month</b>					\$ 320.15



Your Direct Itinerary

DIRECT TRAVEL  
9929-108TH STREET NW  
EDMONTON AB T5K 1G8  
1-833-692-4120

ALBERTA HEALTH SERVICES  
10030 107 STREET  
EDMONTON AB Z/T5H3E4

Agency reference: [redacted]Agent name: [redacted]

Traveler nameClient reference

MARK ANSELMO

Itinerary summary				
	From / To	Flight / Provider	Departure / Arrival	
Flight	Fri. Jun. 13, 2025 Saskatoon, SK(YXE) - Edmonton(YEG)	Westjet [redacted] OPERATED BY WESTJET ENCORE	8:50 a.m.- 10:10 a.m.	<a href="#">Check in</a>
Flight	Fri. Jun. 13, 2025 Edmonton(YEG) - Calgary(YYC)	Westjet [redacted]	4:00 p.m.- 4:56 p.m.	<a href="#">Check in</a>

Quick links

CSR

Twitter

Linkedin

Airport Status

Currency Converter

Weather

	Saskatoon Saskatoon, SK (YXE)	Edmonton Edmonton (YEG)	
Departure	Fri. Jun. 13, 2025 8:50 a.m.	Arrival	Fri. Jun. 13, 2025 10:10 a.m.
Departure terminal		Arrival terminal	
Class	Economy/Coach Discounted(K)	Seat	
Status	Confirmed	<a href="#">Airline check-in ID</a>	[redacted]
Special requests		Frequent traveler	
Equipment	DHC8 Dash 8-400	Duration/ Meal service	02:20/Snack
eTicket	[redacted]		
Remarks	OPERATED BY WESTJET ENCORE **CHECK IN WITH WESTJET ENCORE**		

[Baggage](#) ▶

	WS Edmonton Edmonton (YEG)	Calgary Calgary (YYC)	
Departure	Fri. Jun. 13, 2025 4:00 p.m.	Arrival	Fri. Jun. 13, 2025 4:56 p.m.
Departure terminal		Arrival terminal	
Class	Economy/Coach Discounted(L)	Seat	
Status	Confirmed	<a href="#">Airline check-in ID</a>	[redacted]
Special requests		Frequent traveler	
Equipment	Boeing 737-700	Duration/ Meal service	00:56/No meal service
eTicket	[redacted]		

[Baggage](#) ▶

ONE CLICK.  
ONE QUESTION.

TAKE SURVEY

**Invoice/Ticket information for MARK ANSELMO****Ticket:** Westjet  
[REDACTED]**Invoice:****Base:** CAD224.23**Other tax:** CAD95.92**GST/HST tax:** CAD0.00**QST tax:** CAD0.00**Amount:** CAD320.15**Payment:** CA XXXXXXXXXXXX [REDACTED] **Issue date:** 30-May-2025**Total invoiced amount:** CAD320.15**Balance due:** CAD0.00

## General remarks

AIRFARES ARE NOT GUARANTEED UNTIL TICKETED  
AIRLINES RECOMMEND CHECKING IN 2 HOURS PRIOR TO FLIGHT.  
THIS TICKET IS NON-REFUNDABLE. CHANGES/CANCELLATIONS MUST  
BE MADE PRIOR TO DEPARTURE OR TICKET WILL HAVE ZERO VALUE  
AIRLINE CHANGE/CANCELLATION FEES MAY APPLY.