

AHS Board and Executive Expense Report

Name Michael Lam
Title Chief Program Officer, Financial Operations
Location Calgary
 Expenses submitted during the month of October 2019

Travel (1)

MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Oct-19	Expense Claim	Meetings		87		298	385			
Oct-19	Direct Billing	Meetings			353		353			
Total			\$ -	\$ 87	\$ 353	\$ 298	\$ 738	\$ -	\$ -	\$ -

Total for the Month \$ 738

Maximum daily single meal expense claimed in the month \$ 24
 Maximum daily base hotel rate claimed in the month \$ 165
 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.

5) Remuneration, Allowances Reported in the Financial Statements

Car allowance, honoraria, meeting fees, and any other employment benefits reported in the annual financial statements are excluded from this report.

AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total									
LAM, MICHAEL CHI-CHUNG	Chief Program Officer, Financial Operations	Calgary	\$ 384.95									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
10/15/2019	Meetings in Red Deer & Edmonton - including ConnectCare, E&Y review, exec - claim reduced by regular commute of 20 kms each way		Mileage-Local-Home Zone	\$ 297.95	Calgary	Red Deer Michener Bend and Edmonton SSP		1			590	
10/15/2019	Meetings in Red Deer & Edmonton - including ConnectCare, E&Y review, exec	AB - Local	Meals Per Diem	\$ 37.00				1				
10/16/2019	Meetings in Red Deer & Edmonton - including ConnectCare, E&Y review, exec	AB - Local	Meals Per Diem	\$ 37.00				1				
10/17/2019	Meetings in Red Deer & Edmonton - including ConnectCare, E&Y review, exec	AB - Local	Meals Per Diem	\$ 13.00				1				
Approver(s) for the claim		Approval Status		Approval Date								
RHODES, DEBORAH		Approve		24-Oct-19								

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:

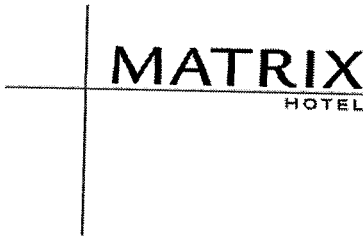
AHS may have established accounts with certain vendors used to book travel and other expenses that are billed directly to AHS. Examples include but are not limited to hotels, travel agencies, car rental agencies, conferences, courses and expenses reimbursed from a petty cash fund. It is mandatory to 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

Name : Michael Lam	Reporting Period for the Month of : Oct-19
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
17-Oct-2019	Direct Billing	Hotel	Accommodations in Edmonton for 2 nights - Meetings in Red Deer & Edmonton - including Connect Care, E&Y Review, Executive etc.	Marlin Travel	353.50
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
Total Paid in the Month					\$ 353.50



**AB Health Services
 Accounts Payable
 P.O. Box 1600
 Suite 300, 10030 - 107 Street NW
 Edmonton AB T5J 2N9
 Canada**

Room No. [REDACTED]
 Arrival : 10-15-19
 Departure Date : 10-17-19
 Folio No. [REDACTED]

Lam, Michael
 Company Name:
 Group Name:

Conf. No. [REDACTED]
 P.O. No. :

INFORMATION INVOICE

Date	Description	Charges	Credits
10-15-19	Room Revenue	165.00	
10-15-19	Destination Marketing Fee	4.95	
10-15-19	Tourism Levy	6.80	
10-16-19	Room Revenue	165.00	
10-16-19	Destination Marketing Fee	4.95	
10-16-19	Tourism Levy	6.80	
		Total Charges	
		353.50	
		Total Credits	0.00
		Balance	353.50