

AHS Board and Executive Expense Report

Name Michael Lam
Title Chief Program Officer, Financial Operations
Location Calgary
 Expenses submitted during the month of March 2020

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)
Mar-20	Expense Claim	Meetings		37		329	366	20		
Mar-20	Direct Billing	Meetings			166		166			
Total			\$ -	\$ 37	\$ 166	\$ 329	\$ 532	\$ 20	\$ -	\$ -

Total for the Month \$ 552

Maximum daily single meal expense claimed in the month \$ 13
 Maximum daily base hotel rate claimed in the month \$ 155
 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	\$ 385.53									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
11/13/2019	Calgary Health Trust Finance & Audit Committee in Calgary	AB - Local	Parking - Lot or Parkade	\$ 21.00				1				
3/3/2020	UofC SPP panel on provincial budget in Calgary	AB - Local	Conference Fees	\$ 20.00				1				
3/3/2020	UofC SPP panel on provincial budget in Calgary	AB - Local	Parking - Lot or Parkade	\$ 12.60				1				
3/4/2020	2 days meetings in Edm at SSP - FLT, E&Y, ITCC, ARCC - Exp claim has been reduced to reflect normal travel of 20 kms each way from home to Calgary SPT.		Mileage-Other	\$ 295.43	Calgary home	Edmonton SSP		1			585	
3/4/2020	2 days meetings in Edm at SSP - FLT, E&Y, ITCC, ARCC	AB - Local	Meals Per Diem	\$ 23.50				1				
3/5/2020	2 days meetings in Edm at SSP - FLT, E&Y, ITCC, ARCC	AB - Local	Meals Per Diem	\$ 13.00				1				
Approver(s) for the claim		Approval Status	Approval Date									
HAWES, ROBERT		Approve	6-Mar-20									

CHT Finance & Audit
Committee RECEIPT

License Plate Number



Expiration Date/Time*

02:15 PM
NOV 13, 2019

Purchase Date/Time: 11:45am Nov 13, 2019

Total Parking: \$20.00
Total FEDERAL: \$1.00

Total Due: \$21.00 Rate: \$20 - 2 hrs 30 M
Total Paid: \$21.00 Pmt Type: CC (Swip)

Ticket # [Redacted]
S/N #: [Redacted]
Setting: Lot 305
Mach Name: Lot 305-1

[Redacted] MasterCard

Auth # [Redacted]

*GST REG #887315638

U DE STATIONNEMENT
PARKING RECEIPT
RECU DE STATIONNEMENT
PARKING RECEIPT
RECU DE STA
PARKING RECEIPT

YOU
THANK YOU
THANK YOU
THANK YOU

UofC SPP budget 2020
panel discussion

INDIGO
LOT 162

DOOR CODE [Redacted]

Meter: [Redacted]
Trans: [Redacted]
Paid: \$12.60
Purchase Time:
7:21AM MAR 03, 2020

License Plate:
[Redacted]

Base Price: \$12.00
GST: \$0.60
Total Price: \$12.60
Card: [Redacted]
Auth: [Redacted]

Expires:

MAR03 2020
7:00PM

THANK YOU

GST 120996095RT0004

RECEIPT
PARKING RECEIPT
PARKING RECEIPT
PARKING REC

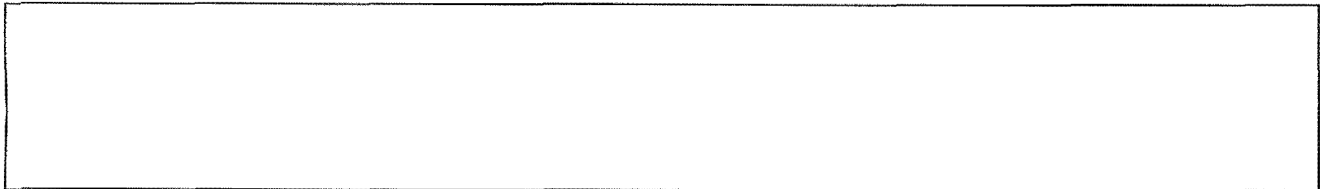
Registration Confirmation - Analysing the UCP's 2nd Provincial Budget

The School of Public Policy [REDACTED]

Sent: February 20, 2020 7:43 AM

To: Michael Lam (Finance)

Caution - This email came from an external address and may contain unsafe content. Ensure you trust this sender before opening attachments or clicking any links in this message.



Dear Michael ,

Thank you for registering for ***Analysing the UCP's 2nd Provincial Budget***, hosted by The School of Public Policy. We look forward to having you join us.

Date: March 3, 2020

Time: Registration and breakfast - 7:30 a.m.
Panel and Q&A - 8:00 a.m.
Conclusion - 9:30 a.m.

Location: University of Calgary Downtown Campus
Event Centre
906 8th Ave SW
Calgary, AB

If you have any questions, please contact us at [REDACTED]. Please note that you do not need to print a copy of this email. We will have a nametag prepared for you. Please keep this email as your receipt of payment.

Registration Details:

<
Analyzing the UCP's 2nd Provincial Budget - Individual (Attendees: 1)
Name: Michael Lam

Email: [REDACTED]

Payment Details:

Date: 2/20/2020

Amount: \$20.00

Card Type: MasterCard

Name on Card: Michael Lam

Reference Number: [REDACTED]

**The School of Public Policy
906 8th Ave SW
Calgary, AB T2P 1H9**

[Customize your communications and news from the University of Calgary](#)
[Privacy notice](#)

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:

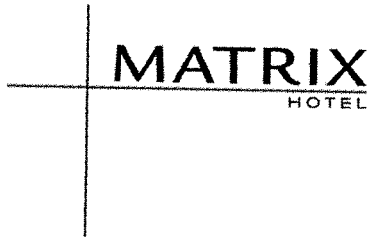
AHS may have established accounts with certain vendors used to book travel and other expenses that are billed directly to AHS. Examples include but are not limited to hotels, travel agencies, car rental agencies, conferences, courses and expenses reimbursed from a petty cash fund. It is mandatory to 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 : Mar-20
---------------------------	---

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
4-Mar-2020	Direct Billing	Hotel	Meetings Edmonton - including E&Y, AHS review, direct reports, Executive, etc.	Marlin Travel	166.04
	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					\$ 166.04



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

Room No. [REDACTED]
 Arrival : 03-04-20
 Departure Date : 03-05-20
 Folio No. [REDACTED]

Lam, Michael Mr
 Company Name:
 Group Name:

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

INFORMATION INVOICE

Date	Description	Charges	Credits
03-04-20	Room Revenue	155.00	
03-04-20	Destination Marketing Fee	4.65	
03-04-20	Tourism Levy	6.39	
Total Charges		166.04	
Total Credits			0.00
Balance			166.04