

AHS Board and Executive Expense Report

Name: Michael Lam

Title: Chief Program Officer, Financial Operations

Location: Calgary

Expenses approved during the month of June 2022

			Travel (1)					
Approved Source MMM-YY Document Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
P-Card Meetings Jun-22 Expense Claim Meetings Jun-22 Direct Bill Meetings		48	166	313	361 166			
Total	\$ -	\$ 48	\$ 166	\$ 313	\$ 527	\$ -	\$ -	\$ -

Total for

the Month \$ 527

Maximum daily single meal expense claimed in the month \$ 24
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) Othe

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

AHS Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense	Claim									
			Total										
LAM, MICHAEL CHI-CHUNG	Chief Program Officer Financial	Calgary	\$	360.60									
	Operations												
Expense Date	Business reason	Expense Location	Expense	Туре	Amou	ınt	From	To Location	Justification	# of days	# of	Attendee	Trip
							Location				Attendees	Name(s)	Distance
5/24/2022	Meetings in Edmonton SSP - Direct		Mileage	-Other	\$	313.10	Calgary	Edmonton SSP		1			620
	reports and Executive												
5/24/2022	Meetings in Edmonton SSP - Direct	AB - Other Zones	Meals P	er Diem	\$	47.50				1			
	reports and Executive												
Approver(s) for the claim	Approval Status	Approval Date											
PURDY, COLLEEN ANNE	Approve	2-Jun-22	1										



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.

Indicate whether you have expenses to report in this section for this reporting period:

- 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.

Name: Michael Lam Reporting Period for the Month of: lun-22			
	Name :	Michael Lam	

YES

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
24-May-22	Direct Billing	Hotel	Meetings Edmonton - Direct reports and Executive.	Vision Travel DT Ontario-West Inc	\$166.04
	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 th	ne Month				\$ 166.04



AB Health Services

Accounts Payable

Company Name Group Name

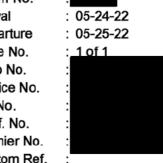
Guest Name : Lam, Michael Mr COPY OF INVOICE

Room No. Arrival Departure

Page No. Folio No. Invoice No.

AR No. Conf. No. Cashier No.

Custom Ref.



Date	Description		Charges	Credits
05-24-22	Room Revenue		155.00	
05-24-22	Destination Marketing Fee		4.65	
05-24-22	Tourism Levy		6.39	
		Total Charges	166.04	
		Total Credits		0.00
		Balance		166.04

I agree that I am personally liable for payment of this account, and if this person, company or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company or association.