

AHS Board and Executive Expense Report

Name: Michael Lam
Title: Chief Program Officer, Financial Operations
Location: Calgary
 Expenses approved during the month of May 2023

			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					-			
May-23	Expense Claim	Meetings		35		318	353			
	Direct Bill	Meetings					-			
Total			\$ -	\$ 35	\$ -	\$ 318	\$ 353	\$ -	\$ -	\$ -

**Total for
the Month** \$ 353

Maximum daily single meal expense claimed in the month \$ 24
 Maximum daily base hotel rate claimed 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 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 Operations	Calgary	\$ 352.65								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
5/12/2023	Meetings with Finance Leadership team members and Corporate Services Leadership team members - Edmonton	AB - Other Zones	Meals Per Diem	\$ 34.50				1			
5/12/2023	Round trip to Edmonton - meetings with Finance Leadership team members and Corporate Services Leadership team members		Mileage-Other	\$ 318.15	Calgary home location	Edmonton seventh street plaza (round trip)		1			630
Approver(s) for the claim	Approval Status	Approval									
PURDY, COLLEEN ANNE	Approve	26-May-23									