

## AHS Board and Executive Expense Report

**Name:** Dr. Michael Mulholland  
**Title:** Zone Medical Director Central Zone (Acting)  
**Location:** Red Deer  
 Expenses approved during the month of March 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)
Mar-23	P-Card Expense Claim Direct Bill	Meetings Membership Dues Meetings				591	591			
							-			
							-			
<b>Total</b>			\$ -	\$ -	\$ -	\$ 591	\$ 591	\$ -	\$ -	\$ -

**Total for  
the Month** \$ 591

Maximum daily single meal expense claimed in the month \$ -  
 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

**MEDICAL STAFF COMMITTEE, PROJECT OR EVENT INVOICE**

**Practitioner Name:** Dr Michael Mulholland      **AHS Medical Staff:**  Yes  No      **Phone Number with Area Code:** [REDACTED]  
**Prof Corp:** No      **Name:** \_\_\_\_\_      **Email Address:** [REDACTED]  
**Primary Work Location:** [REDACTED] Red Deer      **Primary Zone:** Central

Committee, Project or Event Name	Meeting Event Date	Participation Method	Meeting Commitment Time	Stipend	Travel Expenses (if applicable)	Comments
Coronation Town Council	27-Feb-23	In Person	2-4 Hrs		YES Proceed to pg2	
Olds Town Council	24-Jan-23	In Person	2-4 Hrs		YES Proceed to pg2	
CMO Strategic Planning meeting	17-Oct-22	In Person	4+ Hrs		YES Proceed to pg2	
Health Minister Community Engagement - Stettler	20-Sep-22	In Person	2-4 Hrs		YES Proceed to pg2	
Health Minister Community Engagement - Rimbey	21-Sep-22	In Person	2 Hr or Less		YES Proceed to pg2	
Health Minister Community Engagement	22-Sep-22	In Person	2-4 Hrs		YES Proceed to pg2	
				<b>Stipend Total</b>	<b>\$ 0.00</b>	

**Required Participation Review/Confirmation:** Cannot be signed by claimant

Dr. Francois Belanger      VP Quality & CMO  
 Name                                      Title

\_\_\_\_\_  
 Signature

March 3, 2023  
 Date

Please send the completed invoice and receipts (if applicable) to:

[REDACTED]

**Prepared By:** \_\_\_\_\_

# Dr Michael Mulholland

## Expense Claim Details - Medical Staff Reimbursement for Approved AHS Committee/Project/Event Participation

<b>ATTN: Please enter PER DATE, not per category</b>		<b>Meals -Per Diem (Refer Below)</b>			<b>Transportation &amp; Accommodation</b>					<b>Mileage</b>		
<b>Committee/ Project/ Event Name</b>	<b>Expense Date (MM/DD/YY)</b>	<b>B</b>	<b>L</b>	<b>D</b>	<b>Hotel</b>	<b>Airfare</b>	<b>Taxi</b>	<b>Parking</b>	<b>Rental</b>	<b>KM</b>	<b>Rate</b>	<b>Destination (To &amp; From)</b>
Town of Coronation Town Council	2/27/23									350	0.505	Red Deer to Coronation return
Town of Olds Town Council	1/24/23									120	0.505	Red Deer to Olds return
CMO Strategic Planning Meeting	10/17/22									280	0.505	Red Deer to Calgary Airport return
Health Minister Community Engagement - Stettler	9/20/22									170	0.505	Red Deer to Stettler return
Health Minister Community Engagement - Rimbey	9/21/22									130	0.505	Red Deer to Rimbey return
Health Minister Community Engagement - Olds	9/22/22									120	0.505	Red Deer to Olds return
											0.505	
											0.505	
<b>Sub Totals:</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>1170</b>	<b>0.505</b>	

Expense Limits – Note this is summary information only. For full terms and conditions, please refer to AHS Travel, Hospitality and Working Sessions Policy, available on the AHS intranet at: <https://www.albertahealthservices.ca/Assets/about/policies/ahs-pol-expenses.pdf>

Travel and accommodation are to be booked with the AHS travel provider to ensure AHS/government rates. Expenses to be paid by the individual claimant and then submitted via this expense claim for consideration for reimbursement.

### Travel – Section 3.1, 3.2, 3.3, 5, 9.1, 9.2, 9.3, 9.4, and Appendix A

- Travel expenses can be minimized by utilizing technology (teleconference, video conference, Telehealth) where it meets business objectives.
- Individuals are expected to consider the cost effectiveness of their travel expenses. Cost effectiveness does not necessarily mean the most inexpensive method of travel; consideration of time, impact to service delivery and safety should be considered when assessing cost effectiveness.
- Where use of technology is not an effective means of achieving the desired business objectives, the following is a list to consider when selecting a mode of transportation: a) AHS fleet vehicle, b) rental vehicle or bus, c) personal vehicle, d) airfare.
- Regular commuting between residence and designated home site(s) will not be reimbursed. AHS will reimburse mileage for approved business travel from residence to an alternate work site or bus/car rental agency/airport only for the portion of mileage that is above their normal commute (or the shorter of the two distances).
- Mileage incurred while traveling between sites is eligible for reimbursement
- Mileage reimbursement are at the general rate of \$0.505/km for 5,000 km/calendar year and below, \$0.47/km for over 5,000 km/calendar year.
- Vehicle owners responsible for any losses that may occur.
- Airfare within Alberta should not exceed \$600 for a roundtrip or \$1,000 roundtrip within Canada (inclusive of all fees and taxes). Travel outside Canada requires pre-approval by an AHS VP and cannot exceed \$2,000. Seat selection will not be reimbursed. Must be Economy class.
- Taxi fare limit of \$100 within city limits and including gratuity of up to 20%

<b>Totals:</b>	
<b>Total Stipend</b>	<b>\$ 0.00</b>
<b>Total KM Rate</b>	<b>\$ 590.85</b>
<b>Total Expense</b>	<b>\$ 0.00</b>
<b>Total Payment</b>	<b>\$ 590.85</b>

### Meal Allowance – Section 8.1, Appendix A

- Individuals traveling on AHS approved business may only claim meals through a meal allowance and cannot claim using the receipt method for reimbursement.

<b>Expense Type:</b>	<b>Within Canada</b>	<b>Outside of Canada</b>
<b>Breakfast</b>	\$10.50	\$13.70
<b>Lunch</b>	\$13.00	\$17.00
<b>Dinner</b>	\$24.00	\$31.00

### Accommodations – Section 8.2 and Appendix A

- Reimbursed at the actual cost of the room including applicable taxes and surcharges (with receipt provided).
- Hotel base room rate shall not exceed \$200 (South, Calgary, Central and Edmonton Zone) and \$250 (North Zone).