

## AHS Board and Executive Expense Report

**Name:** Natalie McMurtry  
**Title:** VP Provincial Clinical Excellence  
**Location:** Edmonton  
 Expenses approved during the month of October 2023

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					-			
Oct-23	Expense Claim	Meetings					-	709		
Oct-23	Direct Bill	Meetings	303				303			
<b>Total</b>			<u>\$ 303</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 303</u>	<u>\$ 709</u>	<u>\$ -</u>	<u>\$ -</u>

**Total for  
the Month** \$ 1,012

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

## AHS Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
MCMURTRY, NATALIE E	VP Provincial Clinical Excellence	Edmonton	\$ 708.75								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
8/23/2023	Conference Registration to attend 23rd Annual Healthcare Summit Revolutionizing Healthcare Through Data-Driven Innovation (October 3 & 4, 2023 in Vancouver)	AB - Local	Conference Fees	\$ 708.75				1			
Approver(s) for the claim	Approval Status	Approval Date									
CHIES, MAURO A	Approve	10-Oct-23									



Reboot Communications Ltd.  
#814-21 Dallas Road  
Victoria, BC  
V8V 4Z9  
Canada  
(250) 388-6060

# INVOICE

GST #87485 9820 RT

BILLED TO	INVOICE NUMBER	DATE OF ISSUE	STATUS
Natalie McMurtry	[REDACTED]	24 Aug 2023	<b>PAID</b>

ITEM	UNIT COST	FEE	QUANTITY	AMOUNT
Public Sector Regular Registration 23rd Annual Healthcare Summit, Tue 3 Oct 2023 8:00 AM - Wed 4 Oct 2023 5:00 PM PDT	\$675.00	\$0.00	1	\$675.00

Subtotal	\$675.00
GST	\$33.75
Total	\$708.75
Payments	-\$708.75
Amount due	\$0.00

## PAYMENT

Paid on Thu 24 Aug 2023 12:21 PM [REDACTED]

## 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.
- Refer to Quick Reference Guide for: [Providing a Standard Business Reason\(s\)](#)
- 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

<b>Name :</b> Natalie McMurtry	<b>Reporting Period for the Month of :</b> Oct-23
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
5-Sep-23	<b>Direct Billing</b>	<b>Airline Ticket</b>	23rd Annual Healthcare Summit Oct 2-4, 2023 in Vancouver, BC. Travel to Vancouver on Sep 29-23, return on Oct 05-23.	<b>Vision Travel DT Ontario-West Inc</b>	\$303.17
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Choose from Drop-down List</b>	
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Choose from Drop-down List</b>	
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Choose from Drop-down List</b>	
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Choose from Drop-down List</b>	
<b>Total Paid in the Month</b>					\$ 303.17



Vision Travel DT Ontario-West Inc  
 9929 - 108th Street  
 Edmonton AB T5K 1G8  
 833-692-4120

www.dt.ca  
 GST Reg : 723782728 RT 0001

## Invoice/Itinerary

Invoice [REDACTED]  
 Issued: 05 September 2023  
 ALBERTA HEALTH SERVICES

Agency Ref. [REDACTED]  
 Sales Person [REDACTED]

Customer Number [REDACTED]  
 Customer Ref.: N/A

Passenger(s): MCMURTRY/NATALIE E MS

**Disclaimer:** It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

**Important Information Related To Your Travels:**

For complete Canadian Government details for returning to or travelling to Canada – click [here](#)  
 Please [click here](#) upon receipt of your itinerary for valuable information that may be critical to the success of your travels. We strongly recommend you continue to come back to this information regularly in advance of and during travel as requirements and restrictions could change.

AIR - Friday, September 29 2023		<a href="#">Add To Calendar</a>	
WestJet Flight	[REDACTED]	Economy Class	
Depart	Edmonton, Alberta <a href="#">Weather</a> Edmonton International Airport 01:20 PM Friday, September 29 2023	Arrive	Vancouver, British Columbia <a href="#">Weather</a> Vancouver International 01:58 PM Friday, September 29 2023
Duration:	1 hour(s) and 38 minute(s) Non-stop		
Status:	Confirmed - WestJet Booking Reference: [REDACTED]		
Online Check In:	Available 24 hours prior - <a href="#">click here</a>		
Baggage Allowance:	0 Piece(s)		
Remarks:	PLEASE CHECK IN WITH WESTJET ARR TERMINAL M		

AIR - Thursday, October 5 2023		<a href="#">Add To Calendar</a>	
WestJet Flight	[REDACTED]	Economy Class	
Depart	Vancouver, British Columbia <a href="#">Weather</a> Vancouver International 12:00 PM Thursday, October 5 2023	Arrive	Edmonton, Alberta <a href="#">Weather</a> Edmonton International Airport 02:32 PM Thursday, October 5 2023
Duration:	1 hour(s) and 32 minute(s) Non-stop		
Status:	Confirmed - WestJet Booking Reference: [REDACTED]		
Online Check In:	Available 24 hours prior - <a href="#">click here</a>		
Baggage Allowance:	0 Piece(s)		
Remarks:	PLEASE CHECK IN WITH WESTJET DEP TERMINAL M		

**Invoice Details**

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	██████████					
WestJet	██████████	228.92	74.25	0.00	0.00	303.17
					Billed to ██████████	
<b>Totals:</b>		<b>228.92</b>	<b>74.25</b>	<b>0.00</b>	<b>0.00</b>	<b>303.17</b>
				<b>Total Credit Card Billing:</b>		<b>303.17</b>
				<b>Balance Due:</b>		<b>0.00</b>

**Remarks**

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 24 HOUR EMERGENCY TRAVEL ASSISTANCE  
 OUTSIDE REGULAR BUSINESS HOURS - MONDAY TO FRIDAY  
 A SERVICE FEE MAY APPLY FOR CALLS TO THIS SERVICE  
 WITHIN NORTH AMERICA - CALL 1-888-700-6063  
 OUTSIDE NORTH AMERICA - CALL COLLECT 1-514-855-4263  
 PLEASE QUOTE ACCESS CODE ██████████

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 RECOMMENDED CHECK-IN TIME IS AT LEAST 120 MINUTES  
 PRIOR TO DEPARTURE. AFTER CHECK-IN YOU MUST BE  
 AVAILABLE AT THE BOARDING GATE AT LEAST 60 MINUTES  
 PRIOR TO DEPARTURE OR YOU MAY BE DENIED BOARDING.  
 PLEASE ENSURE THAT YOU HAVE VALID GOVERNMENT ISSUED  
 PHOTO I.D. GATE ASSIGNMENTS AND DEPARTURE  
 ARRIVAL INFORMATION ARE SUBJECT TO CHANGE.  
 PLEASE CHECK MONITORS AT THE AIRPORT.  
 PLEASE RECONFIRM ALL FLIGHTS  
 IT IS YOUR RESPONSIBILITY TO VERIFY FLIGHT TIMES WITH  
 THE AIRLINE PRIOR TO YOUR DEPARTURE. SCHEDULE CHANGE  
 MAY OCCUR AT ANY TIME WITHOUT NOTICE BY THE AIRLINE.

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 ENSURE ALL TRAVELLERS HAVE PROPER TRAVEL DOCUMENTS  
 CHECK THIS WEBSITE FOR AIRPORT SECURITY INFO  
 WWW.CATSA.GC.CA

---AIRPORT SECURITY REVISIONS---

BAGGAGE ALLOWANCE-SPECIFIC SIZE AND WEIGHT  
 RESTRICTIONS VARY BETWEEN AIRLINES. EXCESS CHARGES  
 MAY APPLY. VISIT THE AIRLINES WEBSITE TO SEE THE  
 EXACT BAGGAGE RESTRICTIONS AND FEES.

MOST AIRLINE BAGGAGE LINKS ARE AVAILABLE BY VISITING  
 WWW.DT.CA/BAGGAGE/

--- WS AIRPORT ARRIVAL TIMES ---

SEVERAL AIRPORTS ACROSS WESTJETS NETWORK ARE EXPERIENCING  
 AN INCREASE IN PROCESSING TIMES RESULTING IN LONG LINEUPS  
 THROUGH CHECK-IN AND SECURITY.

TO SUPPORT A STRESS-FREE AND SAFE JOURNEY  
 PLEASE ADVISE YOUR CLIENTS TO ARRIVE EARLY TO ENSURE  
 THEY HAVE PLENTY OF TIME BEFORE DEPARTURE.

AS A REMINDER THE RECOMMENDED CHECK-IN TIMES AS  
 OUTLINED ON WESTJET.COM ARE AS FOLLOWS

DOMESTIC TRAVEL ARRIVE 120 MINUTES BEFORE DEPARTURE  
 THIS IS AN ELECTRONIC TICKET VALID ONLY ON ISSUING AIRLINE  
 PHOTO ID REQUIRED FOR CHECK IN.

BOARDING PASS REQUIRED PRIOR TO ENTERING SECURITY.  
 YOUR AIRLINE FILE NUMBER IS ██████████

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 FOR MORE INFORMATION ON CANADAS CANNABIS ACT EFFECTIVE  
 17 OCTOBER 2018 AND HOW IT RELATES TO TRAVEL PLANS PLEASE VISIT