

AHS Board and Executive Expense Report

Name: Paul George Haggis
Title: AHS Board Member
Location: Calgary
 Expenses posted during the month of December 2024

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					-			
Dec-24	Expense Claim	Meetings		158		87	245			
Dec-24	Direct Bill	Meetings	1,024				1,024			
Total by category			\$ 1,024	\$ 158	\$ -	\$ 87	\$ 1,269	\$ -	\$ -	\$ -

**Total
posted for
the Month** \$ 1,269

Maximum daily single meal expense posted in the month \$ 27
 Maximum daily base hotel rate posted 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 membership dues, small item technology purchases, books, etc.

Car allowance and any other employment benefits reported in the annual financial statements are excluded from this report

BOARD MEMBER EXPENSE CLAIM FORM

SECTION 1: PAYEE INFORMATION				
Name:	Paul George Haggis		Expense Period Month:	Oct-24
Address:		City:		
Province:	AB	Postal Code:	Country:	Canada
Reason for Expense	Attended Board Meetings in Edmonton on October 28 and 31, 2024.			

SECTION 2: FINANCE CODING & TOTAL CLAIM					
Description	Corp/BU/Or g	Location (If applicable)	Functional Centre/Primary	Expense/ Secondary Acct	Total (Note: This column will auto fill)
					\$158.00
					\$86.80
					\$0.00
					TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE
					\$244.80

SECTION 3: AUTHORIZATION - Note: Electronic or digital signatures are not accepted			
I attest that I have read and understand the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and confirm expenses being claimed are in compliance with such policy to the best of my understanding and belief.			
I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services Board and that this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization.			
I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided below.			
Claimant (Print Name)	Signature: I, by signing this form, attest that I am compliant to all the above statements	Date	Phone#
Paul Haggis	Approval kept on file	Nov 26, 2024	

I attest that I have read and understand the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and confirm expenses being claimed are in compliance with such policy to the best of my understanding and belief.	
I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services Board and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization.	
I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided below.	
Approved by (Print Name)	Position Title/Program Group
Angela Fong	Board Chair
Signature: I, by signing this form, attest that I am compliant with all the above statements	Date
Approval kept on file	December 05, 2024

Health and Personal Information on this form is collected by AHS under the authority of section 20(b) of the Health Information Act (HIA) and sections 33(c) and 34(2) of the Freedom of Information and Protection of Privacy (FOIP) Act, respectively, for the purpose of administering AHS Procure to Pay program.

Approval kept on file
November 26, 2024

Michael Lam, Interim VP Corporate Services & CFO Date

For payment please submit to:

14th Floor, North Tower, Seventh Street Plaza, 10030 - 107 St, Edmonton AB T5J 3E4, Attention:

Carry forward from Section 1										
Name:	Paul George Haggis						Expense Period Month:	Oct-24		
Completion of the "cost effective method used" Column is required. If you select "No" in this column, Further Explanation is Required in the "Rationale is Required" section below										
Rationale is Required for expenses that are not Cost Effective: (supporting analysis and documentation must be attached to this form)										
SECTION 4A: BOARD MEMBER - TRAVEL EXPENSE CLAIM										
The Board Members follow the Government of Alberta (GOA) Travel, Meal and Hospitality										
Note: For meal allowances outside Canada, the GOA policy redirects to the National Joint Council (NJC) travel directive for rates (Appendix C for USA , Appendix D for International).										
Date	Description: (include purpose of trip, mode of travel, starting point, details of expenditure)	Cost Effective method used?	Meal (Allowance OR Receipt)(A)				Accommodation (B)	Transportation (Flight, Car Rental, Fuel, Parking, Taxi) (C)	Other (Itemize) (D)	Mileage km (E)
			Allowance Within Canada		With Receipt or Allowance Outside Canada					
			Meal Type	Allowance	Meal Type	Amount				
27-Oct-2024	Transportation - transit ticket to YYZ (no receipt).	Yes						\$5.80		
27-Oct-2024	Transportation from YEG to hotel.	Yes						\$71.00		
27-Oct-2024	Lunch and dinner per diems.	Yes	LD-\$44.00	\$44.00						
28-Oct-2024	Transportation from hotel to SSP.	Yes						\$10.00		
28-Oct-2024	Daily per diems.	Yes	BLD-\$57.00	\$57.00						
29-Oct-2024	Breakfast and lunch per diems.	Yes	BL-\$30.00	\$30.00						
31-Oct-2024	Dinner per diems.	Yes	D-\$27.00	\$27.00						
Total: (amount auto fills to page 1)			\$158.00		\$0.00		\$0.00	\$86.80	\$0.00	0.00
BOARD MEMBER Mileage Rate							0.55	Total Mileage	\$	-
Carry forward from Section 1										

TRANSACTION RECORD

CO-OP TAXI LINE

10538 114 ST NW

EDMONTON AB

Purchase

Oct 27, 2024

18:24:54

MASTERCARD

TID: ****

Entry: Tap EMV (H)

Sequence

Auth#:

Response:

Batch:

Clerk:

Amount

\$ 62.00

Tip

\$ 9.00

Total

\$ 71.00

Mastercard

Approved

Signature Not Required

Important: Retain this copy for your

Cardholder

TRANSACTION RECORD

CO-OP TAXI LINE

10538 114 ST NW

EDMONTON AB

Cash Purchase

Oct 28, 2024

08:49:15

TID: *****

Amount

\$ 10.00

Approved

Cardholder copy

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**

Name :	Paul George Haggis	Reporting Period for the Month of :	Dec-24
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
11-Nov-2024	Direct Billing	Airline Ticket	Flight from Toronto to Edmonton to attend Board Meetings on October 28 and 31, 2024.	Vision Travel DT Ontario-West Inc	\$614.46
11-Nov-2024	Direct Billing	Airline Ticket	Return flight from Edmonton to Toronto to attend Board Meetings on October 28 and 31, 2024.	Vision Travel DT Ontario-West Inc	\$409.46
	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 the Month					\$ 1,023.92



Your Direct Itinerary

DIRECT TRAVEL
9929-108TH STREET NW
EDMONTON AB T5K 1G8
1-833-692-4120

ALBERTA HEALTH SERVICES
10030 107 STREET
EDMONTON AB Z/T5H3E4

Agency reference: [redacted] Agent name: [redacted]

Traveler name	Client reference
PAUL GEORGE HAGGIS	

Thank you for choosing Direct Travel. Complete details for your trip are below. Please review this document and the trip details thoroughly. If a discrepancy exists, please contact us immediately upon receipt. Missing your flight without cancelling will result in the forfeiture of the value of your airline ticket.

Government issued photo I.D. is required for all travel and the name on your photo I.D. must match the name on your ticket.

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 come back to this information regularly in advance of and during travel as documentation and health requirements could change without notice.

Join today.
Earn 1,000 points
[REGISTER NOW](#)

Itinerary summary				
	From / To	Flight / Provider	Departure / Arrival	
Flight	Sun. Oct. 27, 2024 Toronto Pearson(YYZ) - Edmonton(YEG)	Air Canada [redacted]	3:10 p.m.- 5:28 p.m.	Check in

TRAVEL INTELLIGENCE HUB
Get the latest information & advisories

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 - [Passport & Visa Requirements](#)
 - [Canadian Government Travel Advisories](#)
 - [Airport & Flight Status](#)
 - [Weather](#)

	AC	Toronto Toronto Pearson (YYZ)	Edmonton Edmonton (YEG)
Departure	Sun. Oct. 27, 2024 3:10 p.m.	Arrival	Sun. Oct. 27, 2024 5:28 p.m.
Terminal	1	Terminal	
Class	Economy(H)	Seat	
Status	Confirmed	Airline check-in ID	[redacted]
Special requests		Frequent traveler	[redacted]
Equipment	Airbus A321	Duration/ Meal service	04:18/Food to buy
eTicket	[redacted]		
Baggage		Travel information for Edmonton	

ONE CLICK.
ONE QUESTION.

TAKE SURVEY

Invoice/Ticket information for PAUL GEORGE HAGGIS

Ticket: Air Canada

Invoice:

Base: CAD570.00

Other tax: CAD44.46

GST/HST tax: CAD0.00

QST tax: CAD0.00

Amount: CAD614.46

Payment: CA XXXXXXXXXXXX Issue date: 16-Oct.-2024

Total invoiced amount: CAD614.46

Balance due: CAD0.00

General remarks

AIRFARES ARE NOT GUARANTEED UNTIL TICKETED
AIRLINES RECOMMEND CHECKING IN 2 HOURS PRIOR TO FLIGHT.

Agency registration

TPS/GST-723782728 RT 0001



Your Direct Itinerary

DIRECT TRAVEL
9929-108TH STREET NW
EDMONTON AB T5K 1G8
1-833-692-4120

ALBERTA HEALTH SERVICES
10030 107 STREET
EDMONTON AB Z/T5H3E4

Agency reference: [redacted] Agent name: [redacted]

Traveler name	Client reference
PAUL GEORGE HAGGIS	

Thank you for choosing Direct Travel. Complete details for your trip are below. Please review this document and the trip details thoroughly. If a discrepancy exists, please contact us immediately upon receipt. Missing your flight without cancelling will result in the forfeiture of the value of your airline ticket.

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Join today.
Earn 1,000 points

REGISTER NOW

Itinerary summary				
	From / To	Flight / Provider	Departure / Arrival	
Flight	Fri. Nov. 01, 2024 Edmonton(YEG) - Toronto Pearson(YYZ)	Air Canada AC162	9:35 a.m.- 3:27 p.m.	Check in

TRAVEL INTELLIGENCE HUB

Get the latest information & advisories

LEARN MORE

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- Canadian Government Travel Advisories
- Airport & Flight Status
- Weather

	AC	Edmonton Edmonton (YEG)	Toronto Toronto Pearson (YYZ)
Departure	Fri. Nov. 01, 2024 9:35 a.m.		Arrival Fri. Nov. 01, 2024 3:27 p.m.
Terminal			Terminal 1
Class	Economy(S)		Seat
Status	Confirmed		Airline check-in ID [redacted]
Special requests			Frequent traveler [redacted]
Equipment	Airbus A321		Duration/ Meal service 03:52/Food to buy
eTicket	[redacted]		
Baggage		Travel information for Toronto	

ONE CLICK.
ONE QUESTION.

TAKE SURVEY

Invoice/Ticket information for PAUL GEORGE HAGGIS

Ticket:	Air Canada [REDACTED]	Invoice:	[REDACTED]
Base:	CAD365.00		
Other tax:	CAD44.46		
GST/HST tax:	CAD0.00		
QST tax:	CAD0.00		

Amount: CAD409.46

Payment: CA XXXXXXXXXXXX [REDACTED] Issue date: 16-Oct.-2024

Total invoiced amount: CAD409.46

Balance due: CAD0.00

General remarks

AIRFARES ARE NOT GUARANTEED UNTIL TICKETED
AIRLINES RECOMMEND CHECKING IN 2 HOURS PRIOR TO FLIGHT.

Agency registration

TPS/GST-723782728 RT 0001