Alberta Health Services

www.albertahealthservices.ca

AHS Board and Executive Expense Report

Name Penny Rae
Title Chief Information Officer
Location Calgary
Expenses submitted during the month of October 2017

			Travel (1)							
MMM-YY	**Source Document**	**Purpose**	**Airfare**	**Meals**	**Accommodation**	**Other Travel**	**Total Travel**	**Professional Development (2)**	**Working Sessions Hosting and Hospitality (3)**	**Other (4)**
Oct-17	P-Card	Meetings					-		281	
Oct-17	Expense Claim	Meetings		242		401	643			
Oct-17	Direct Billing	Meetings	876				876			
Total			$ 876	$ 242	$ -	$ 401	$ 1,519	$ -	$ 281	$ -

Total for the Month $ 1,800

Maximum daily single meal expense claimed in the month	$	31
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.

5) Remuneration, Allowances Reported in the Financial Statements
Car allowance, honoraria, meeting fees, and any other employment benefits reported in the annual financial statements are excluded from this report.

AHS Public Disclosure P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total
RAE, PENELOPE JANE	Chief Information Officer	Calgary	$ 281.25

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
10/18/2017	Working Dinner w/ EPIC/AHS after ELT & IM/IT Exec Retreat to continue discussions on Connect Care. Epic paid for their own meals.	AB - Other Zones	Hospitality	$ 281.25			Working dinner between EPIC and AHS Leadership on Oct 18th after all day ELT & IM/IT Exec retreat. Attendees from Epic paid for their own dinner	1	9	Attendee's names kept on file	

Approver(s) for the claim	Approval Status	Approval Date
RHODES, DEBORAH	Approve	1-Nov-17

[redacted]

GST#R889541298
Sorrentino's Downtown
10162 - 101 Street
(780) 424-7500

27 MARK

Tbl[redacted] Chk[redacted] Gst 1
Oct18'17 05:55PM
*** Reprint Memo Check ***

SEAT:1

1	MISTA	14.00
2	CHICKEN SUPREME	68.00
1	GAMBERONI RISOTT	26.00
1	CANELLONI	25.00
1	SALMON&PRAWNS	39.00
1	SCALLOPS	19.00
1	VEAL SCALOPPINE	36.00
	18 %	
	GRAT 18%	40.86
	Subtotal	227.00
	Grat	40.86
	GST	13.39
	Amount Due	281.25

Open Mon - Fri Lunch 11:30 - 2PM
Join us for Dinner Mon - Sun 5-9PM!

Dinner on October 18th with EPIC and AHS Senior Leaders following Executive Leadership Retreat -

[redacted]

SORRENTINO'S DOWNTOWN
10162-100 STREET

EDMONTON, AB T5J-0P5
TEL 780-424-7500

TERM ID:[redacted] BATCH#:[redacted]
EMPLOYEE ID:[redacted] SHIFT#:[redacted]
CLERK NAME[redacted]

Sale

INV#: [redacted]
MCARD Chip
SEQ#:1[redacted]
Application Label: MasterCard

[redacted]

Total:CAD$ 281.25

APPROVED[redacted]
001/[redacted]
18-Oct -17 19:12:42

CUSTOMER COPY
THANK YOU

AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim
RAE, PENELOPE JANE	Chief Information Officer	Calgary	$ 643.26

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
9/24/2017	Meals while in Madison, WI on Sept 24	International	Meals Per Diem	$ 61.70			Breakfast and lunch while travelling and dinner in Madison, WI on September 24th Bfast $13.70 Lunch $17.00 Dinner $31.00	1			
9/25/2017	Dinner in Madison, WI on Sept 25	International	Meals Per Diem	$ 31.00			Dinner in Madison, WI on September 25th Dinner $31.00	1			
9/28/2017	Dinner when travelling back from Madison, WI	International	Meals Per Diem	$ 31.00			Dinner on September 28th when travelling back from Madison, WI Dinner $31.00	1			
10/2/2017	Meetings in Edmonton on October 2nd	AB - Other Zones	Meals Per Diem	$ 37.00			Meals while attending the following meetings in Edmonton on October 2nd: (1) Lunch $ 13.00 Dinner $ 24.00	1			
10/11/2017	Taxi on October 11 from UNA offices, #700, 11150 Jasper Avenue to Edm International Airport	AB - Other Zones	Taxi	$ 65.00	#700, 11150 Jasper Avenue	Edmonton International Airport	Taxi on October 11th from UNA offices to Edmonton International Airport after attending the following mtgs.: (1) Telus/AHS Joint Executive (2) Internal Communications (3) IM/IT Executive Committee (4) AHS/CIS Demo to UNA	1			
10/11/2017	Meetings in Edm on October 11th	AB - Other Zones	Meals Per Diem	$ 23.50			Meals in Edmonton on October 11th while attending the following mtgs.: (1) Telus/AHS Joint Executive (2) Internal Communications Plan (3) IM/IT Executive Committee (4) AHS/CIS Demo to UNA Bfast $10.50 Lunch $13.00	1			

AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim
RAE, PENELOPE JANE	Chief Information Officer	Calgary	$ 643.26

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
10/16/2017	Meetings in Edm. on October 16	AB - Other Zones	Meals Per Diem	$ 10.50			Meals on October 16th while attending the following mtgs. in Edmonton (1) Clinical and Ops IT Town Hall re Connect Care (2) Presentation to Alberta Federation of Regulated Health Professions Bfast $10.50	1			
10/18/2017	ELT & IM/IT Executive Retreat		Mileage-Other	$ 154.03	2033 Bowness Road N.W., Calgary	Seventh Street Plaza	Travel from Calgary to Edmonton on October 18th to attend all day ELT & IM/IT Executive Retreat - Connect Care	1			305
10/19/2017	IT Leadership mtg in Red Deer and then return to Edmonton	AB - Other Zones	Meals Per Diem	$ 47.50			Bfast $10.50 Lunch $13.00 Dinner $24.00	1			
10/20/2017	Attendance in Edmonton at all day Governance Review meeting		Mileage-Other	$ 154.03	Seventh Street Plaza	2033 Bowness Road N.W., Calgary	Travel from Edmonton to Calgary on October 20th after attending all day Governance Review meeting	1			305
10/20/2017	Parking at Seventh Street Plaza on October 20th to attend all day Governance Review meeting - declaration re lost receipt attached	AB - Other Zones	Parking - Lot or Parkade	$ 28.00			Parking at Seventh Street Plaza on October 20th for all day Governance Review meeting - Declaration re lost receipt attached	1			

Approver(s) for the claim	Approval Status	Approval Date
RHODES, DEBORAH	Approve	1-Nov-17

AIRPORT TAXI SERVICE
4608 101 ST.
(7808907070)
EDMONTON AB

Taxi on October 11th to Edmonton International Airport after attending the following mtgs.: (1) Telus/AHS Joint Executive (2) Internal Communications (3) IM/IT Executive Committee (4) AHS/CIS Demo to UNA

CARD [redacted]
CARD TYPE VISA
DATE 2017/10/11
TIME 0849 15:01:24
RECEIPT NUMBER
[redacted]

PURCHASE
AMOUNT $59.00
TIP $6.00
TOTAL
$65.00

VISA CREDIT
[redacted]

APPROVED
AUTH# [redacted]
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

GST#807011978

Alberta Health Services

May 24th, 2017

TO WHOM IT MAY CONCERN:

Re: Parking Receipt - $28.00
October 20th, 2017

On Friday, October 20th I parked at the Impark lot across from Seventh Street Plaza in Edmonton in order to attend the all-day Governance Review meeting. Using my personal credit card, I paid for this parking in the amount of $28.00. Unfortunately the receipt for this parking has been misplaced/lost. I am therefore unable to attach the receipt to my expense claim.

I can attest as follows:

1. The expense was incurred and related to Alberta Health Services business;
2. The expense was not claimed previously; and,
3. The receipt has been lost/misplaced.

Sincerely,
Alberta Health Services

Penny Rae, P.Eng.
Chief Information Officer

Alberta Health Services

www.albertahealthservices.ca

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.
- 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 :	Penny Rae	**Reporting Period for the Month of :**	September 21 to October 20, 2017

DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
6-Oct-2017	**Direct Billing**	**Airline Ticket**	Airfare Calgary/Edmonton return on October 11th in order to attend the following meetings: (1) Telus/AHS Joint Executive Committee (2) Internal Communications Plan (3) IM/IT Executive Committee and (4) AHS/CIS Demo to United Nurses of Alberta (UNA)	**Marlin Travel**	$465.66
6-Oct-2017	**Direct Billing**	Airline Ticket [redacted]	Airfare Calgary/Edmonton return on October 16th to attend the following mtgs.: (1) Clinical and Ops IT Town Hall re Connect Care (2) Presentation to the Alberta Federation of Regulated Health Professions	**Marlin Travel**	$410.56
	Direct Billing	**Choose from Drop-down List**		**Choose from Drop-down List**	
	Direct Billing	**Choose from Drop-down List**		**Choose from Drop-down List**	
	Direct Billing	**Choose from Drop-down List**		**Choose from Drop-down List**	-
Total Paid in the Month					**$ 876.22**

marlin travel™

Invoice

ALBERTA HEALTH SERVICES
ALBERTA HEALTH SERVICES
10030 - 107 STREET
EDMONTON AB
T5J 3E4

Trip #: [redacted]
Booking Date: 06 Oct 17
Client: [redacted]
Agent:
File Locator:

PASSENGERS: MRS PENELOPE RAE

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL	
AIR CANADA Ticket # [redacted]	390.70	0.00	$0.00	74.96	0.00	465.66	CAD
Total:	**390.70**	**0.00**	**0.00**	**74.96**	**0.00**	**465.66**	**CAD**

PAYMENTS

Invoice #	Payment Date	Card Holder	Form of Payment	Amount
[redacted]	10/05/2017		[redacted]	465.66 CAD
			Total Payment:	465.66 CAD

Balance Due CAD Currency **0.00 CAD**

Total GST 0.00 Total HST $0.00

CORPORATE UNIT 101
REASON FOR TRAVEL AHS CIS DEMO TO UNA

----------AIR CANADA RULES---------- TICKET IS NON REFUNDABLE CHANGES PERMITTED UP TO 2 HOURS PRIOR TO FLIGHT TIME CHANGE FEES PLUS ANY FARE INCREASE WILL APPLY 24HOURS IN ADVANCE GO TO WWW.AIRCANADA.COM TO CHECK IN AND PRINT YOUR BOARDING PASS.

Airfare Calgary/Edmonton return on October 11th in order to attend the following meetings: (1) Telus/AHS Joint Executive Committee (2) Internal Communications Plan (3) IM/IT Executive Committee (4) AHS/CIS Demo to United Nurses of Alberta

ALBERTA HEALTH SERVICES
ALBERTA HEALTH SERVICES
10030 - 107 STREET
EDMONTON AB
T5J 3E4

Trip #: [redacted]
Booking Date: 06 Oct 17
Client: [redacted]
Agent:

File Locator:

MY ITINERARY

Passengers	Citizenship	Required Travel Documents
PENELOPE RAE	Not Specified	Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada

AIR

Passengers: PENELOPE RAE

Booking Date: 10/05/2017
File Locator/Ticket #: [redacted]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	08130	CALGARY INTL 10/11/2017 7:00AM		EDMONTON INTL 10/11/2017 7:54AM	V		
AIR CANADA	08169	EDMONTON INTL 10/11/2017 5:05PM		CALGARY INTL 10/11/2017 5:58PM	V		

marlin travel™

Invoice

ALBERTA HEALTH SERVICES
ALBERTA HEALTH SERVICES
10030 - 107 STREET
EDMONTON AB
T5J 3E4

Trip #: [redacted]
Booking Date: 06 Oct 17
Client: [redacted]
Agent:
File Locator:

PASSENGERS: MRS PENELOPE RAE

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
AIR CANADA Ticket # [redacted]	335.60	0.00	$0.00	74.96	0.00	410.56 CAD
Total:	**335.60**	**0.00**	**0.00**	**74.96**	**0.00**	**410.56 CAD**

PAYMENTS

Invoice #	Payment Date	Card Holder	Form of Payment	Amount
[redacted]	10/05/2017		[redacted]	410.56 CAD
			Total Payment:	410.56 CAD

Balance Due CAD Currency **0.00 CAD**

Total GST 0.00 Total HST $0.00

CORPORATE UNIT 101
REASON FOR TRAVEL PRESENTATION TO AB FEDERATION OF REGULATED HEALTH PRO

Airfare Calgary/Edmonton return on October 16th to attend the following mtgs.: (1) Clinical and Ops IT Town Hall re Connect Care (2) Presentation to the Alberta Federation of Regulated Health Professions

ALBERTA HEALTH SERVICES
ALBERTA HEALTH SERVICES
10030 - 107 STREET
EDMONTON AB
T5J 3E4

Trip #: [redacted]
Booking Date: 06 Oct 17
Client: [redacted]
Agent:
File Locator:

MY ITINERARY

Passengers	Citizenship	Required Travel Documents
PENELOPE RAE	Not Specified	Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada

AIR

Passengers: PENELOPE RAE

Booking Date: 10/05/2017
File Locator/Ticket #: [redacted]

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	08130	CALGARY INTL 10/16/2017 7:00AM		EDMONTON INTL 10/16/2017 7:54AM	G		
AIR CANADA	08151	EDMONTON INTL 10/16/2017 3:35PM		CALGARY INTL 10/16/2017 4:28PM	G		