

AHS Board and Executive Expense Report

Name Penny Rae
Title Chief Information Officer
Location Calgary

Expenses submitted during the month of March 2018

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)
Mar-18	P-Card	Meetings			762	212	974			
Mar-18	Expense Claim	Meetings		154		308	462			
Mar-18	Direct Billing	Meetings	423				423			
Total			\$ 423	\$ 154	\$ 762	\$ 520	\$ 1,859	\$ -	\$ -	\$ -

Total for the Month \$ 1,859

Maximum daily single meal expense claimed in the month \$ 24
 Maximum daily base hotel rate claimed in the month \$ 179
 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	\$ 974.46									
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance	
2/26/2018	Edm. hotel Feb 26-28 while attending three days of Connect Care meetings	AB - Other Zones	Accommodations	\$ 357.02			Edm. hotel Feb. 26-28 while attending three days of Connect Care meetings	2				
2/26/2018	Taxi on Feb. 26 from residence to Calgary International Airport to attend three days of Connect Care meetings in Edmonton	AB - Local	Taxi	\$ 42.32	Residence	Calgary International Airport	Taxi on Feb. 26 from residence to Calgary International Airport to attend three days of Connect Care meetings in Edmonton	1				
2/28/2018	Taxi on Feb. 28 from the Calgary International Airport to residence after three days of Connect Care meetings in Edm.	AB - Local	Taxi	\$ 42.90	Calgary International Airport	Residence	Taxi on Feb. 28 from Calgary International Airport after three days of Connect Care meetings in Edmonton	1				
2/28/2018	Taxi on Feb. 28 from Seventh Street Plaza to Edmonton International Airport after three days of Connect Care meetings	AB - Other Zones	Taxi	\$ 61.00	Seventh Street Plaza	Edmonton International Airport	Taxi on Feb. 28 from Seventh Street Plaza to Edm. International Airport after three days of Connect Care meetings in Edm.	1				
3/13/2018	Edmonton Hotel March 13-15 while attending Connect Care Direction Setting Sessions	AB - Other Zones	Parking	\$ 66.00			Edmonton Hotel March 13-15 while attending Connect Care Direction Setting Sessions	2				
3/13/2018	Edmonton Hotel March 13-15 while attending Connect Care Direction Setting Sessions	AB - Other Zones	Accommodations	\$ 405.22			Edmonton Hotel March 13-15 while attending Connect Care Direction Setting Sessions	2				
Approver(s) for the claim		Approval Status	Approval Date									
RHODES, DEBORAH		Approve	16-Apr-18									

MATRIX

HOTEL

MRS Penelope Rae

Room No. [REDACTED]
Arrival : 02-26-18
Departure Date : 02-28-18
Folio No. [REDACTED]
Conf. No. [REDACTED]
P.O. No. :

Company Name: Marlin Travel- AHS- GDS ONLY

Group Name:

INVOICE

Date	Description	Charges	Credits
02-26-18	Room Revenue	159.00	
02-26-18	Destination Marketing Fee	4.77	
02-26-18	Room GST	8.19	
02-26-18	Tourism Levy	6.55	
02-27-18	Room Revenue	159.00	
02-27-18	Destination Marketing Fee	4.77	
02-27-18	Room GST	8.19	
02-27-18	Tourism Levy	6.55	
02-28-18	Mastercard [REDACTED]		357.02
Total Charges		357.02	
Total Credits			357.02
Balance			0.00

Merchant ID [REDACTED]
Transaction ID [REDACTED]
Approval Code [REDACTED]
Approval Amount 357.02

Credit Card # [REDACTED]
Capture Method Swiped
Transaction Amount 357.02

Edmonton hotel Feb. 26-28 while attending three days of Connect Care meetings.

316 MERIDIAN ROAD SE
CALGARY, AB T2A 1X2

TERMINAL ID:
MERCHANT ID:
VEHICLE ID :
DRIVER ID :
GST ACCOUNT ID:
TRIP NUMBER:
PASSENGERS:



Taxi on Feb. 26 from residence to
Calgary International Airport to attend
three days of Connect Care meetings in
Edmonton.

02-26-2018

START: 05:59

END: 06:20

DISTANCE: 229.00

RATE: 1

FARE AMOUNT:

\$ 55.00

TAX AMOUNT:

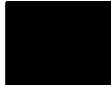
\$ 1.75

TIP AMOUNT:

\$ 5.52

TOTAL : \$ 42.32

MASTER CARD SALE :



APPROVAL NUMBER :

PASSENGER COPY

THANK YOU
(403)299-9599
WWW.THECHECKERGROUP.COM



Co-op Taxi Line
(780)425-2525
www.co-optaxi.com

Terminal



Driver

18/02/28

15:34:41

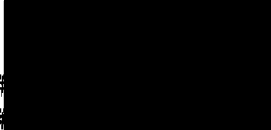
MASTERCARD

Card :



MasterCard

CHIP CARD



Ref

Auth

		PURCHASE
FARE	: \$	55.00
TIP	: \$	6.00

TOTAL	: \$	61.00

Taxi on Feb. 28 from Seventh Street Plaza to
Edmonton International Airport after three
days of Connect Care meetings.

APPROVED - THANK YOU
(01-027)

IMPORTANT: Retain this
copy for your records

Customer Copy

Thank you for choosing
Co-op taxi

ASSOCIATED CAB
ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299 1111
CAR#1302

**Taxi on Feb. 28th from the Calgary International
Airport to residence after three days of Connect
Care meetings in Edmonton**

SALE

MID: [REDACTED]
TID: [REDACTED] REF# [REDACTED]
Batch # [REDACTED] SEQ# [REDACTED]
02/26/18 [REDACTED] 18:17:48
APPR COD [REDACTED]
MASTERCARD
[REDACTED]

AMOUNT	\$37.30
TIP	\$5.60
TOTAL	\$42.90

00 - APPROVED - 001

MasterCard



CUSTOMER COPY

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Penelope Rae
 Alberta Health Services li

Page Number : 1 Invoice Nbr : [REDACTED]
 Guest Number : [REDACTED]
 Folio ID : [REDACTED]
 Arrive Date : 13-MAR-18 09:14
 Depart Date : 15-MAR-18 06:38
 No. Of Guest : 1
 Room Number : [REDACTED]
 Club Account : [REDACTED]

Tax Invoice

Tax ID : 815461330RT0001

The Westin Edmonton MAR-15-2018 06:40 [REDACTED]

Date	Reference	Description	Charges (CAD)	Credits (CAD)
13-MAR-18	[REDACTED]	Room Charge	179.00	
13-MAR-18	[REDACTED]	GST	9.22	
13-MAR-18	[REDACTED]	Destination Marketing Fee	5.37	
13-MAR-18	[REDACTED]	Tourism Levy	7.37	
13-MAR-18	[REDACTED]	Parking Self	33.00	
13-MAR-18	[REDACTED]	GST	1.65	
14-MAR-18	[REDACTED]	Room Charge	179.00	
14-MAR-18	[REDACTED]	GST	9.22	
14-MAR-18	[REDACTED]	Destination Marketing Fee	5.37	
14-MAR-18	[REDACTED]	Tourism Levy	7.37	
14-MAR-18	[REDACTED]	Parking Self	33.00	
14-MAR-18	[REDACTED]	GST	1.65	
15-MAR-18	[REDACTED]	Mastercard [REDACTED]		-471.22

Approve EMV Receipt for MC - [REDACTED] IN Verified

Application Label: MasterCard

Continued on the next page

Parking \$66.00
 Accommodations \$405.22

**Edmonton hotel March 13-15 while attending
 Connect Care Direction Setting Sessions**

AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
RAE, PENELOPE JANE	Chief Information Officer	Calgary	\$ 462.06								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
2/26/2018	Dinner on Feb 26 following Connect Care meetings	AB - Other Zones	Meals Per Diem	\$ 24.00			Dinner on Feb. 26 after attending Connect Care meetings in Edmonton Dinner \$24.00	2			
2/27/2018	Dinner on Feb. 27 following Connect Care meetings in Edmonton	AB - Other Zones	Meals Per Diem	\$ 24.00			Dinner on Feb. 27 after attending Connect Care meetings in Edmonton Dinner \$24.00	2			
3/13/2018	Meals on March 13 while attending Connect Care Direction Setting Session	AB - Other Zones	Meals Per Diem	\$ 24.00			Meals on March 13th while attending Connect Care Direction Setting Session in Edmonton Dinner \$24.00	2			
3/13/2018	Attend Connect Care Direction Setting Session from March 13-15		Mileage-Other	\$ 154.03	Residence	Shaw Conference Centre	Mileage Calgary to Edmonton on March 13 to attend Connect Care Direction Setting Sessions March 13-15	1			305
3/14/2018	Meals on March 14 while attending Connect Care Direction Setting Session in Edmonton	AB - Other Zones	Meals Per Diem	\$ 34.50			Meals on March 14th while attending Connect Care Direction Setting Session in Edmonton Bfast \$10.50 Dinner \$24.00	2			
3/15/2018	Mileage Edmonton to Calgary on March 15th after attending Connect Care Direction Setting Sessions in Edmonton March 13-15		Mileage-Other	\$ 154.03	Shaw Conference Centre, Edmonton	Residence	Mileage Edmonton to Calgary on March 15th after attending Connect Care Direction Setting Sessions in Edmonton March 13-15	1			305
3/15/2018	Meals on March 15 while attending Connect Care Direction Setting Session in Edmonton	AB - Other Zones	Meals Per Diem	\$ 34.50			Meals on March 15th while attending Connect Care Direction Setting Session in Edmonton Bfast \$10.50 Dinner \$24.00	2			

AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
RAE, PENELOPE JANE	Chief Information Officer	Calgary	\$ 462.06								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
3/19/2018	Meals on March 19th in Edmonton while attending HIEC meeting	AB - Other Zones	Meals Per Diem	\$ 13.00			Meals in Edmonton on March 19th while attending Health Information Executive Committee meeting Lunch \$13.00	2			
Approver(s) for the claim		Approval Status	Approval Date								
RHODES, DEBORAH		Approve	16-Apr-18								

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 : February 21st to March 20th, 2018
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
13-Mar-2018	Direct Billing	Airline Ticket	Airfare Calgary/Edmonton return on March 19th to attend the following meetings: (1) Health Information Executive Committee with GoA (2) Scanning Service Design (3) Weekly IT Executive	Marlin Travel	\$422.96
	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	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
Total Paid in the Month					\$ 422.96

Traveler**Passenger Name:**
RAE, PENELOPE MRS**e-Ticket Number:**
[REDACTED]**Reservation Number:**
[REDACTED]**Issue Date:**
March 13, 2018**Agency Details****Agency Information:**
VISION TRAVEL
9929 - 108Th.Street Government Centre
Edmonton, AB TSK 1G8
Canada**Agency Phone:**
780 425-8611 MARLIN TRAVEL 60-87935-
0/**Fare Information****Form Of Payment:**
[REDACTED]

Fare:	CAD 348.00
Taxes and Carrier-imposed fees:	
	CAD 14.96 CA
	CAD EXEMPT XG
	CAD 60.00 SQ
Total Airfare:	CAD 422.96
Amount Charged:	CAD 422.96

Airfare Calgary/Edmonton return on March 19th to attend the following mtgs.: (1) Health Information Executive Committee with GoA (2) Scanning Service Design (3) Weekly IT Executive