

## AHS Board and Executive Expense Report

**Name** Penny Rae  
**Title** Chief Information Officer  
**Location** Calgary

Expenses submitted during the month of April 2019

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)
Apr-19	P-Card	Meetings			170	70	240			
Apr-19	Expense Claim	Meetings		82		613	695			
Apr-19	Direct Billing	Meetings	488				488			
<b>Total</b>			\$ 488	\$ 82	\$ 170	\$ 683	\$ 1,423	\$ -	\$ -	\$ -

**Total for the Month**      \$      1,423

Maximum daily single meal expense claimed in the month      \$      24  
Maximum daily base hotel rate claimed in the month      \$      159  
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	\$ 240.32								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
4/11/2019	Parking at UAH to attend Ron's Hockey Night at AHS.	AB - Local	Parking - Lot or Parkade	\$ 9.00			Parking at UAH to attend Ron's Hockey Night at AHS.	1			
4/11/2019	Overnight stay in Edmonton to attend Connect Care Leadership Forum Apr 11 and Future State Planning Session #1 on Apr 12, 2019.	AB - Local	Accommodations	\$ 170.32			Overnight stay in Edmonton to attend Connect Care Leadership Forum Apr 11 and Future State Planning Session #1 on Apr 12, 2019.	1			
4/17/2019	Transportation from Edmonton airport to UAH Walter McKenzie for Future State Planning session #2.	AB - Local	Taxi	\$ 61.00	Edmonton Airport	Walter McKenzie Bldg., Edmonton	Transportation from Edmonton airport to UAH Walter McKenzie for Future State Planning session #2.	1			
Approver(s) for the claim		Approval Status	Approval Date								
RHODES, DEBORAH		Approve	23-Apr-19								

AHS UAH PARKADE EAST I  
8440-112 STREET T6G2B7  
EDMONTON AB  
20733493  
QC2073349301

June #1  
Parking @ UAH parkade for Ron's Hockey  
Night @ AHS.  
\$9.00

**SALE**

04-11-2019 11:18:26  
Acct # [REDACTED] C  
Exp Date [REDACTED] Card Type MC  
Name: RAE/PENELOPE

Trace [REDACTED]  
Inv. # [REDACTED]  
Auth [REDACTED] RRN [REDACTED]

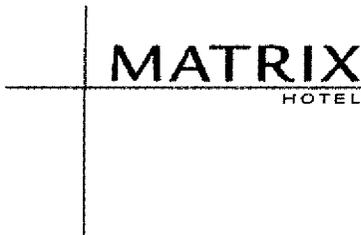
Sale \$9.00

**TOTAL \$9.00**

+++++  
00 APPROVED-THANK YOU  
+++++

Retain this copy for your  
records  
Customer copy

Line #2



Penelope Rae

Room No. : [Redacted]  
Arrival : 04-11-19  
Departure Date : 04-12-19  
Folio No. : [Redacted]  
Conf. No. : [Redacted]  
P.O. No. :

Company Name: AHS - Vision/Marlin Travel

Group Name:

**INFORMATION INVOICE**

Date	Description	Charges	Credits
04-11-19	Room Revenue	159.00	
04-11-19	Destination Marketing Fee	4.77	
04-11-19	Tourism Levy	6.55	
04-11-19	Mastercard		170.32
		<b>Total Charges</b>	170.32
		<b>Total Credits</b>	170.32
		<b>Balance</b>	<b>0.00</b>

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

CARD [REDACTED]  
CARD TYPE MASTERCARD  
DATE 2019/04/17  
TIME 5389 08:31:04  
INVOICE # [REDACTED]  
RECEIPT NUMBER [REDACTED]

-----  
PURCHASE  
AMOUNT \$55.00  
TIP \$6.00  
TOTAL  
  
\$61.00  
-----

Mastercard  
[REDACTED]

APPROVED  
AUTH# [REDACTED]  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

GST#851437145

*June #3  
Transportation from Edm. Airport  
to VAA Walter McKenzie Bldg.  
\$61.00*

## AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
RAE, PENELOPE JANE	Chief Information Officer	Calgary	\$ 694.57								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
3/21/2019	Driving to Roland Michener Rec Centre for the Results Delivery Working Session for Connect Care.		Mileage-Local-Home Zone	\$ 155.54	Home	51A Street, Red Deer, AB	Return drive to Roland Michener Rec Centre for the Results Delivery Working Session for Connect Care.	1			308
4/11/2019	Overnight stay in Edmonton to attend Connect Care Leadership Forum Apr 11 and Future State Planning Session #1 on Apr 12, 2019.		Mileage-Local-Home Zone	\$ 309.57	Home	Seventh Street Plaza, Edmonton, AB	Return drive to UAH Edmonton Apr 11, then to SSP on Apr 12 and home.	2			306.5
4/11/2019	Overnight stay in Edmonton to attend Connect Care Leadership Forum Apr 11	AB - Local	Meals Per Diem	\$ 47.50			Overnight stay in Edmonton to attend Connect Care Leadership Forum Apr 11	1			
4/12/2019	Overnight stay in Edmonton to attend Future State Planning Session #1 on Apr 12, 2019.	AB - Local	Meals Per Diem	\$ 34.50			Overnight stay in Edmonton to attend Future State Planning Session #1 on Apr 12, 2019.	1			
4/15/2019	Return drive to the Sheraton, Red Deer. Presentation to CHES conference.		Mileage-Local-Home Zone	\$ 147.46	Home	Sheraton, Red Deer, AB	Return drive to the Sheraton, Red Deer. Presentation to CHES conference.	1			292
Approver(s) for the claim		Approval Status		Approval Date							
RHODES, DEBORAH		Approve		23-Apr-19							

## 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**

<b>Name :</b> Penelope Rae, CIO		<b>Reporting Period for the Month of :</b> March 21 - April 20, 2019			
DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
11-Apr-19	Direct Billing	Airline Ticket	Return to Edmonton for Leadership Forum at UAH on Connect Care and Future State Planning Session #1 at SSP. (Cancelled flight, credit on file)	Vision Travel	\$235.60
17-Apr-19	Direct Billing	Airline Ticket	One way to Edmonton for Future State Planning Session #2 at UAH.	Vision Travel	\$252.52
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Choose from Drop-down List		Vision Travel	\$
<b>Total Paid in the Month</b>					<b>\$ 488.12</b>



A DIRECT TRAVEL® COMPANY

Vision Travel DT Ontario-West Inc

, , Canada

www.visiontravel.ca

GST Reg : 723782728 RT 0001

## E-Ticket Receipt

Ticket Number: [REDACTED]  
Invoice: [REDACTED]  
Sales Person: [REDACTED]

Issuing Airline: [REDACTED]  
Agency Ref.: [REDACTED]  
IATA Number: [REDACTED]

Issued: 08Apr19  
Customer Number: [REDACTED]  
Customer Ref.: N/A

Passenger(s):

RAE/PENELOPE MRS

**AIR - Thursday, April 11 2019 (Flown)**

### Fare

Form of payment:	Credit Card [REDACTED]
Endorsements / restrictions:	NONE
Fare calculation:	NONREF - FEE FOR CHG-CXLAB HE ALTH SERVICES COF 11APR YYC WS YEA 186.12CAD186.12END XT 30.00SQ 12.00YQ
Fare:	CAD 235.60
Equivalent amount paid:	

**Positive identification required for airport check in**

### Notice:

Transportation and other services provided by the carrier are subject to conditions of contract and other important notices. Please ensure that you have received these notices, and if not, contact the travel agent or issuing carrier to obtain a copy prior to the commencement of your trip.

If the passenger journey involves an ultimate destination or stop in a country other than the country of departure, the Warsaw Convention may be applicable. This convention governs and on most cases limits the liability of carriers for death or personal injury and in respect of loss of, or damage to baggage.



Vision Travel DT Ontario-West Inc

, , Canada

www.visiontravel.ca

GST Reg : 723782728 RT 0001

## E-Ticket Receipt

Ticket Number: [REDACTED]  
Invoice: [REDACTED]  
Sales Person: [REDACTED]

Issuing Airline: [REDACTED]  
Agency Ref.: [REDACTED]  
IATA Number: [REDACTED]

Issued: 15Apr19  
Customer Number: [REDACTED]  
Customer Ref.: N/A

Passenger(s): RAE/PENELOPE MRS

AIR - Wednesday, April 17 2019	
<b>WestJet Flight WS3395 Economy Class - Seat Assigned at Check-in</b>	
Depart	Calgary, Alberta Calgary International Airport 07:00 AM Wednesday, April 17 2019
Arrive	Edmonton, Alberta Edmonton International Airport 07:58 AM Wednesday, April 17 2019
Duration:	0 hour(s) and 58 minute(s) Non-stop
Status:	Confirmed - WestJet Booking Reference: [REDACTED]
Operated By:	WESTJET ENCORE
FF Number:	[REDACTED] - RAE/PENELOPE MRS - please reconfirm at check-in
Online Check In:	Available 24 hours prior
Baggage Allowance:	0 Piece(s)
Remarks:	PLEASE CHECK IN WITH WESTJET ENCORE
Fare Basis:	HA1F5EHS
Not Valid Before:	17Apr
Not Valid After:	17Apr

Fare	
Form of payment:	Credit Card [REDACTED]
Endorsements / restrictions:	NONE
Fare calculation:	
Fare:	CAD 252.52
Equivalent amount paid:	

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