

AHS Board and Executive Expense Report

Name: Penny Rae
Title: Chief Information Officer
Location: Calgary
 Expenses approved during the month of June 2023

			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	Meeting					-			
	Expense Claim	Meeting					-			
Jun-23	Direct Bill	Meeting					-		1,600	
Total			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,600	\$ -

**Total for
the Month** \$ 1,600

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

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 : Penelope (Penny) Rae	Reporting Period for the Month of : Jun-23
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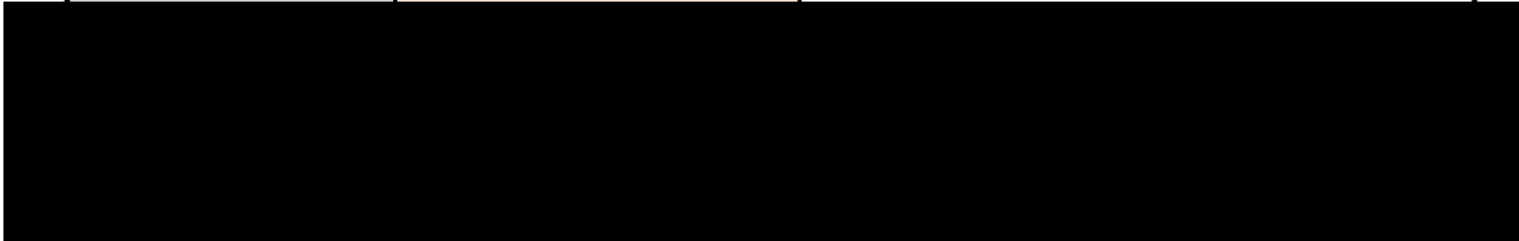
Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
15-Jun-23	Direct Billing	Working Session	Working session for all IT Provincial Leadership staff for workshop with Gartner representatives Red Deer June 15.	Waskasoo Enviromental Education Society	\$174.00
15-Jun-23	Direct Billing	Working Session	Working session for all IT Provincial Leadership staff for workshop with Gartner representatives Red Deer June 15.	Remi's Catering	\$1,251.60
27-Jun-23	Direct Billing	Working Session	IT Edmonton Managers Meeting June 27, 2023 for a session on employee retention and planning with the Chief Informaion Officer.	Waskasoo Enviromental Education Society	\$174.00
	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					\$ 1,599.60

Working Session Pre-Approval Request

In accordance with the [Travel, Hospitality & Working Session Expenses Policy #1122](#) this form must be pre-approved for working sessions greater than \$500.00, in accordance with the [Delegation of Authority for Financial Commitments "Financial Authorization" Matrix](#).

Select healthy food and drink choices for working sessions to align with the [Healthy Eating Environment](#) policy (#1138). Refer to [Healthy Meetings and Events Resources](#) for planning

Details of Working Session Request			
Describe the purpose of the working session			
This is an in-person IT Leadership meeting with the Directors and Executive Directors. It is the first session for them since COVID restrictions.			
Name of Event			Date of Request (dd-mmm-yyyy)
IT Leadership - June 2023			6-Jun-2023
Event Lead (Name, Position, Department)			
Penny Rae, CIO, Information Technology (VP People, Health Professions & IT)			
Location of Venue		Event Date(s)	Number of Attendees
Kerry Wood Nature Centre, Red Deer		15-Jun-23	70
Guest Speaker(s)/Facilitators	Title/Role	Organization	
Stephen Lefebre		Gartner	
Krista Schurman		Gartner	
Proposed Budget	Venue cost	\$348.00	
	Meals	\$770.00	
	Non- Alcoholic Beverages	\$80.00	
	Other	Specify	
	GST (if applicable)		

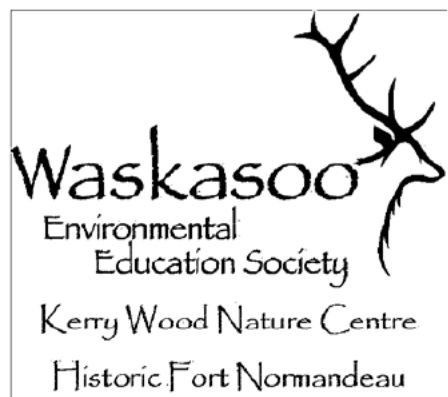


<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Name	Position / Title	DOA Level
	Sean Chilton	VP People, Health Prof & IT	2
	Signature	Date (dd-mmm-yyyy)	
		6-Jun-2023	

15-Jun-23

Name	Accept	Tentative	Decline
Adam Filiatreault	1		
Alec Blair	1		
Andrea Stangeland Wicks	1		
Andrew MacGillivray	1		
Bart Mielczarek	1		
Brenda Hahn	1		
Byron Draudson	1		
Carla Lee	1		
Carmen Leavitt	1		
Carolina Szabo	1		
Cathy Liptak	1		
Chris Parent	1		
Chris Roberts	1		
Chris Schwarz	1		
Chrystal Ference	1		
Clara Rutter	1		
Colin Jardine			
Colin Williston	1		
Colleen Thomas	1		
Cori Kirker	1		
Debi Lynn	1		
Denise Smith	1		
Diane Beattie	1		
Dina Tymchyshyn	1		
Drew Doering	1		
Glen Shortt	1		
Harish Chandra Srungavruksham	1		
Heidi Liersch	1		
Hitesh Patadia	1		
James Lee	1		
Janelle Baldwin-Maher	1		
Jason Carling	1		
Jason Laverick	1		
Jennifer Niven			
Jesse Tutt	1		
Jodi Klippenstine	1		
Julie Davies	1		
Karen Wojtowicz	1		
Karla Avery	1		
Karen Landriault	1		
Kathy Ervin	1		
Kevin Luke	1		
Kirsten McEwing	1		
Krista Schurman	1		
Marcus Norman	1		

Mazen Kasim	1		
Michelle Grove	1		
Mike Richmond	1		
Monica Gordon	1		
Nat Miletic	1		
Noel Kelly	1		
Nora Besler	1		
Penny Rae	1		
Phil Fercho	1		
Philip Gray	1		
Pranav Shukle	1		
Rachel Walkington			
Randy Fuglsang	1		
Richard Boer	1		
Robert Dobson	1		
Robert Martin	1		
Rosanne Fleury	1		
Rukhsana Kara	1		
Sansira Seminowich	1		
Sarah Akintunde	1		
Scott Douglas	1		
Sherry Nicholaichuk	1		
Stephanie Germain	1		
Stephanie Hlady	1		
Stephen Lefebvre	1		
Steven Zachary	1		
Sue YiAustin	1		
TJ Shin	1		
Tom King	1		
Tracie Filuk	1		
Virginia Pastway	1		
Vivek Kumar	1		
Warren Kufuor-Boakye	1		
Wendy Tegart	1		
Yasemin Turan	1		
Yulia Stalevski			
Zeva Mah	1		
TOTAL	78	0	0



INVOICE

Waskasoo Environmental Education Society
6300 - 45 Avenue
Red Deer, Alberta T4N 3M4
Canada

Phone: (403) 346-2010 ext 120 Fax (403) 347-2550

Sold to:

ALBERTA HEALTH SERVICES - DIGITAL

Invoice No.:

Date:

06/15/2023

Business No.: 107878787

Quantity	Description	Unit Price	Amount
	Room Rental on June 15, 2023, 8:00am to 4:00pm		174.00

Comment:

REMI'S CATERING

Invoice # [REDACTED]

Issue Date: May 24, 2023

Due Date: Jun 15, 2023

Remi's Catering
GST#802473496

Customer Info:
Alberta Health Services

June 15 - 9am - Lunch at 12pm - Kerrywood Nature Centre - 75 guests

Product or Service	Quantity	Price	Line Total
9am - Coffee/ Tea Urns, coffee cups, stir sticks, sugar, creamers. 1 Coffee 1 Tea	2	CA\$80.00	CA\$160.00
Canadian Sandwich & Soup Soup - Both Chef's Choice Salad - Veggies Tray with Dip Assorted Desserts	70	CA\$11.00	CA\$770.00
Bottled Water	70	CA\$1.75	CA\$122.50
NOTES Clara - DF & Veggie Penny - Gf, DF - to fresh toms Wendy - GF, DF Pravav - Veggie	1	CA\$0.00	CA\$0.00
Service Fee 15%	1	CA\$139.50	CA\$139.50

Subtotal CA\$1,192.00

GST (5%) CA\$59.60

Invoice Total CA\$1,251.60

Amount Paid CA\$0.00

Balance Due CA\$1,251.60

Included: Friendly Staff, Delivery/Setup, Buffet Service as Needed, Plate Clearing as Needed, Real Plates & Cutlery, Buffet Linens, Chafing Dishes, Paper Napkins.

Terms and Conditions:

- \$150 deposit required to book your wedding or special event date
- Final payment is due 3 days prior to event
- Final numbers are due 2 weeks prior to event
- \$50 travel fee for events outside City limits
- Max travel distance 45 minutes from Red Deer
- 15% Service fee is added to all bills

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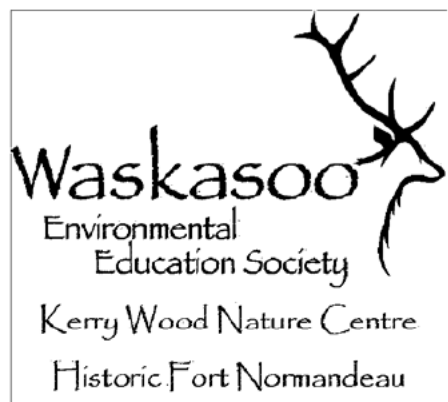
Select healthy food and drink choices for working sessions to align with the [Healthy Eating Environment](#) policy (#1138). Refer to [Healthy Meetings and Events Resources](#) for planning

Details of Working Session Request			
Describe the purpose of the working session			
This is an in-person IT Manager meeting with the Edmonton area group. It is the first session for them since COVID restrictions.			
Name of Event			Date of Request (dd-mmm-yyyy)
IT Managers Meeting - June 2023			21-Jun-2023
Event Lead (Name, Position, Department)			
Penny Rae, CIO, Information Technology (VP People, Health Professions & IT)			
Location of Venue		Event Date(s)	Number of Attendees
Kerry Wood Nature Centre		27-Jun-23	35
Guest Speaker(s)/Facilitators	Title/Role	Organization	
Proposed Budget	Venue cost	\$174.00	
	Meals	\$702.65	
	Non- Alcoholic Beverages		
	Other	Specify	
	GST (if applicable)	\$35.13	
Total Planned Event Budget		\$911.78	

Authorization			
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Name	Position / Title	DOA Level
	Sean Chilton	VP People, Health Prof & IT	2
	Signature	Date (dd-mmm-yyyy)	
		20-Jun-2023	

June 27 - Edmonton Attendees Listing

	Accept	Tentative	Decline
Andrew Rex	1		
Barbara Murray	1		
Bill Lypowy	1		
Brad Saretsky	1		
Calvin Liew			
Christina Duggan	1		
Gerry Ison	1		
Gilbert Waniandy	1		
Glen Alward (RD)	1		
Glenn Matias	1		
Helena Li	1		
Iqbal Mahal	1		
Jackie Kohut			
Janice Peart (RD)	1		
Jay D. Wagner (RD)	1		
Jay Warwaruk	1		
Jennifer Hesse	1		
Kamran Eskandari	1		
Karen Landriault	1		
Kelly Ference	1		
Kevin Tyson			
Maryann Akers	1		
Mary Lynn Harkness	1		
Michael Mak	1		
Michael Rudyk			
Mira Andrlon	1		
Pedro Fernandes	1		
Penny Rae	1		
Richard Belsek			
Rosa Nash	1		
Roy Uchman	1		
Shayne Kitz	1		
Sheila Queen	1		
Shelley McCaskill	1		
Shetal Patel	1		
Stu Fowler	1		
Taylor Barrett	1		
Thomas Yung	1		
Tom Lee	1		
Travis Gemmell	1		
Weldon Bussey	1		
Totals:	36	0	0



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