

AHS Board and Executive Expense Report

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

Expenses approved during the month of September 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)
Sep-23	P-Card	Meeting					-		108	
Sep-23	Expense Claim	Meeting		48	386	392	826			468
Sep-23	Direct Bill	Meeting					-		380	
Total			<u>\$ -</u>	<u>\$ 48</u>	<u>\$ 386</u>	<u>\$ 392</u>	<u>\$ 826</u>	<u>\$ -</u>	<u>\$ 488</u>	<u>\$ 468</u>

**Total for
the Month** \$ 1,782

Maximum daily single meal expense claimed in the month \$ 24
Maximum daily base hotel rate claimed in the month \$ 172
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

AHS Executive Expenses Report P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
RAE, PENELOPE JANE	Chief Information Officer	Calgary	\$ 107.75								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
8/10/2023	Working Session Sept 19, 2023 at Kiwanis Picnic Shelter for the purpose of strategy planning for IT portfolio.	AB - Other Zones	Working Session	\$ 107.75				1	16	List attached with receipt.	
Approver(s) for the claim	Approval Status	Approval Date									
CHILTON, SEAN A	Approve	13-Sep-23									



Rental Permit

GST # R119260669

The City of Red Deer

Box 5008
Red Deer
AB T4N3T4

Phone: 403-309-8411

Alberta Health Services

Account Ph#: [REDACTED]

Account Email: [REDACTED]

Contact Ph#: Not Provided

Contact Email: Not Provided

Booking #: [REDACTED]

Date: 2023-07-14

Purpose of Use: AHS IT Staff Meeting

User: [REDACTED]

Status: Confirmed - Has Invoice

Date(s) and Time(s) of Use: # of Bookings 1 Starting: 2023-09-19
Ending: 2023-09-19

Date	Times	Equipment	Quantity	Fee	Extra Fee	Total (Incl. Tax)
September 2023						
Kiwanis Picnic Shelter						
Tue 19 September	09:00:AM to 02:00:PM		5.00	\$21.55		\$107.75
Subtotal for September 2023			5.00			\$107.75

Net Value \$102.62

Tax Goods and Services Tax \$5.13

TOTAL Booking **5.00 Hours** **\$107.75**

Total Paid To Date \$0.00

Conditions of Use:

- Cancellation notice must be received fourteen (14) days in advance of booking start date to receive a refund.
- There are no refunds due to inclement weather conditions.
- Pets and alcohol are strictly prohibited.
- Adjacent picnic tables and grass area beside the picnic shelter are available on a first-come first-serve basis.
- Permit holder is responsible for leaving the area clean and litter free.
- Firewood is not provided at City parks. Please refer to albertafirebans.ca or reddeer.ca for updated fire ban alerts.



Rental Permit

GST # R119260669

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Box 5008
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Phone: 403-309-8411

This agreement is between The City of Red Deer and Alberta Health Services - Quarry Park Represented by [redacted] for the hire of the Facilities/Equipment as outlined and is subject to the attached Terms and Conditions of Hire, which form part of this Venue Hire Agreement.

The City will not be liable for any loss suffered by the licensee and will not locate or pay for an alternate facility if the facility booked is unusable at the scheduled time as a result of equipment failure or causes beyond the City's control. The Licensee agrees to be bound by this Permit/License and the Terms and Conditions contained herein and attached hereto and hereby warrants and represents that he/she executes this Permit/License on behalf of the Licensee and has sufficient power, authority and capacity to bind the Licensee.

X:

[redacted]

Permit Holder:

Alberta Health Services

[redacted]

Date: July 19, 2023

X:

[redacted]

The City of Red Deer

Box 5008
Red Deer
AB T4N3T4

Date: July 14, 2023

List of Attendees

- 1 Penny Rae
- 2 Diane Beattie
- 3 Chrystal Ference
- 4 Bryce Jones
- 5 Mark Scheffer
- 6 Hugh Gray
- 7 Robert Martin
- 8 Glen Shortt
- 9 David van Heerden
- 10 Karen Landriault
- 11 Nora Besler
- 12 Christopher Parent
- 13 Andrew Mac Millivray
- 14 Robert Robson
- 15 Bart Mielczarek
- 16 Debby Bunister

AHS Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
RAE, PENELOPE JANE	Chief Information Officer	Calgary	\$ 1,294.17								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
8/1/2023	The Association of Professional Engineers and Geoscientists of Alberta annual licensure dues - effective from June 1, 2024 to June 1, 2025.	AB - Local	Membership Dues	\$ 468.30				1			
8/14/2023	Alberta Health and IT Executive meetings on Aug 15 and 16, 2023.	AB - Other Zones	Accommodations	\$ 386.22				2			
8/14/2023	Meeting with Alberta Health on Aug 15 and meeting with AHS staff for meeting debrief.		Mileage-Other	\$ 318.15	Home	10222 102 Street, Edmonton, AB		3			630
8/14/2023	Parking at Delta Hotel for stay while attending meetings with Alberta Health and AHS IT Executive.	AB - Other Zones	Parking - Lot or Parkade	\$ 73.50				2			
8/14/2023	Meeting with Alberta Health on Aug 15 and meeting with AHS staff for meeting debrief.	AB - Other Zones	Meals Per Diem	\$ 48.00				3			
Approver(s) for the claim	Approval Status	Approval Date									
CHILTON, SEAN A	Approve	13-Sep-23									

Payment Confirmed



Confirmation [REDACTED]

Payment Date: 01 AUG 2023

Order Summary



Membership Dues [REDACTED]

Invoice # [REDACTED]

\$446.00

Subtotal	\$446.00
Shipping	\$0.00
GST 5%	\$22.30
Total	\$468.30
Payment Amount	\$468.30

Payment Information

Credit Card



The Association of Professional Engineers and Geoscientists of Alberta (APEGA)

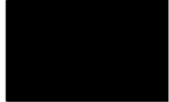

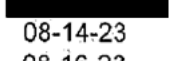
1500 Tower One, 10060 Jasper Avenue NW
Edmonton, AB T5J 4A2

GST Registration #106728603



10222 - 102 Street, Edmonton, Alberta T5J 4C5
Tel: 780-429-3900 Fax: 780-421-3259

Mrs Penelope Rae
Canada

Room: 
Folio: 
Cashier: 
Arrival: 08-14-23
Departure: 08-16-23

Date	Description	Additional Information	Charges	Credits
08-14-23	Room Charge		172.00	
08-14-23	Rooms - GST		8.86	
08-14-23	Rooms - Tourism Levy		7.09	
08-14-23	Rooms - Destination Marketing Fee (DM)		5.16	
08-14-23	Guest Parking - West Lot		35.00	
08-14-23	Parking GST		1.75	
08-15-23	Room Charge		172.00	
08-15-23	Rooms - GST		8.86	
08-15-23	Rooms - Tourism Levy		7.09	
08-15-23	Rooms - Destination Marketing Fee (DM)		5.16	
08-15-23	Guest Parking - West Lot		35.00	
08-15-23	Parking GST		1.75	

GST Summary	
Registration No:	878578491
Room	18.00
F&B	0.68
Other	28.00
Total	46.68

Total	482.68	482.68
Balance Due	0.00	CDN

Only Accommodations (\$386.22) and Parking (\$73.50) being claimed

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

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 Rae	Reporting Period for the Month of : Sep-23
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
1-Sep-23	Direct Billing	Working Session	Session with provincial IT Leadership team for planning and strategy August 31, 2023 in Calgary.	Compass Group	\$379.99
	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					\$ 379.99

SPECIAL FUNCTION INVOICE



4448 Front Street SE, Calgary, AB, T3M 1M4

REMIT TO: COMPASS GROUP CANADA

1301 - 100 Kellogg Lane London, Ontario N5W 0B4

INVOICE #: [REDACTED]

UNIT NAME		SHC - Market Café				UNIT #:	[REDACTED]	TODAY'S DATE		
NAME OF GROUP						TELEPHONE #		September 01, 2023		
ORGANIZER						FAX #		FOR VISITOR EVENTS (50% DEPOSIT IS REQUIRED)		
INVOICE TO								DEPARTMENT No.		
ATTENTION										
MENU REQUIREMENTS		QUANTITY	PRICE	TOTAL	GST/HST	PST	TOTAL	SPECIAL NOTES:		
Variety of sliced loafs(banana, bluberry, carrot , apple)		55	\$3.99	\$219.45	\$10.97	\$0.00	\$230.42			
Coffee & Tea Service		55	\$2.59	\$142.45	\$7.12	\$0.00	\$149.57			
								DATE OF FUNCTION		
								August 31, 2023		
								TIME OF FUNCTION		
								9:00 AM		
								TIME SERVICE REQUIRED		
								9:00 AM		
								LOCATION OF FUNCTION		
								SHC		
								ROOM NUMBER OR NAME		
								Auditorium		
								ESTIMATED PERSONS		
								65		
				\$361.90	\$18.09	\$0.00	\$379.99	DATE OF ESTIMATE		
NON TAXABLE ITEMS								GUARANTEED # OF PERSONS		
								GUARANTEE EFFECTIVE (DATE)		
								PRICE PER PERSON		
								#DIV/0!		
								TOTAL BEFORE TAXES		
				\$0.00	\$0.00	\$0.00	\$0.00	\$361.90		
FOOD & BEVERAGE TOTAL				\$361.90	\$18.09	\$0.00	\$379.99	GST OR HST (IF APPLICABLE)		
ALCOHOL REQUIREMENTS		QUANTITY	PRICE	TOTAL	GST/HST	PST	TOTAL	\$18.09		
								PST (IF APPLICABLE)		
								\$0.00		
								TOTAL OF FUNCTION		
								\$379.99		
								LESS DEPOSIT		
								BALANCE DUE		
ALCOHOLIC BEVERAGES TOTAL				\$0.00	\$0.00	\$0.00	\$0.00	\$379.99		
ADDITIONAL REQUIREMENTS								AMOUNT DUE AFTER 30 DAYS +2%		
TYPE OF SERVICE	LINEN REQUEST	HEAD TABLE	FLOWERS	ICE						
SMALLWARES & EQUIPMENT RENTAL REQUIREMENTS										
WINE GLASSES	BEV. GLASSES	CHINA	CUTLERY	EQUIPMENT	CLIENT/CUSTOMER'S SIGNATURE					
GST # 86778 3355 RT0001 COMPASS GROUP CANADA LTD., 12243 6785 RT0001 TOWN SQUARE FOOD SERVICES LTD.										
11954 5564 RT0001 GREAT WEST CATERING LTD., 10557 3166 RT0001 WALFOODS LIMITED, 12389 7753 RT0001 CANTEEN OF CANADA LTD.,										
12140 5559 RT0001 TAMARACK CATERING LTD., 89228 0389 RT0001 GROUPE COMPASS QUEBEC LTEE.					MGR/SUPERVISOR'S SIGNATURE					
QST# 1019080206 TQ0001 COMPASS GROUP CANADA LTD., 1020015060 TQ0001 GROUPE COMPASS QUEBEC LTEE.										
INVOICES ARE PAYABLE UPON RECEIPT. PLEASE RETURN YOUR CHEQUE										
PAYABLE TO COMPASS GROUP CANADA										
WHITE -CUSTOMER	BLUE - CHEF'S FILES	PINK - ATTACH TO ORBIT SUPPORTING DOCUMENTATION CHECKLIST					GREEN - UNIT MGR COPY			

IT Leadership Mtg. Attendee List

Name	Accept	Tentative	Decline
Adam Filiatreault			1
Alec Blair	1		
Andrea Stangeland Wicks		1	
Andrew MacGillivray	1		
Bart Mielczarek	1		
Ben Oldford	1		
Brenda Hahn	1		
Bryce Jones	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		
David van Heerden			1
Debi Lynn			1
Debby Banister	1		
Denise Smith	1		
Diane Beattie	1		
Dina Tymchyshyn	1		
Glen Shortt	1		
Hitesh Patadia	1		
Hugh Gray			1
James Lee	1		
Janelle Baldwin-Maher	1		

Jason Carling	1		
Jason Laverick	1		
Jay Warwaruk	1		
Jeff El Ferro	1		
Jesse Tutt	1		
Jodi Klippenstine			1
Julie Davies	1		
Karen Wojtowicz	1		
Karla Avery	1		
Karen Landriault	1		
Kathy Ervin		1	
Katie Kemp			
Kevin Luke	1		
Keith Grunow		1	
Kirsten McEwing	1		
Laura Lochanski			1
Marcus Norman	1		
Mark Scheffer			1
Mazen Kasim	1		
Michelle Grove	1		
Mike Richmond	1		
Monica Gordon			1
Nat Miletic			1
Nick Antonopoulos	1		
Noel Kelly			1
Nora Besler	1		
Penny Rae	1		
Phil Fercho			1
Philip Gray			1
Pranav Shukle	1		
Rachel Walkington	1		
Ralph Hand	1		
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
Shirley Pinsent	1		
Stephanie Germain	1		
Stephanie Hlady	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 Reinbold	1		
Wendy Tegart			1
Zeva Mah			1
TOTAL	61	3	22

Yasemin Turan			
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