

AHS Board and Executive Expense Report

Name: Penny Rae
Title: Chief Information Officer
Location: Calgary
 Expenses approved during the month of October 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)
Oct-23	P-Card	Meeting					-		904	
Oct-23	Expense Claim	Meeting				191	191			
Oct-23	Direct Bill	Meeting			145		145			
Total			\$ -	\$ -	\$ 145	\$ 191	\$ 335	\$ -	\$ 904	\$ -

**Total for
the Month** \$ 1,239

Maximum daily single meal expense claimed in the month \$ -
 Maximum daily base hotel rate claimed in the month \$ 139
 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	\$ 904.29								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
8/31/2023	Working Session August 31, 2023-held at South Health Campus for Provincial IT Leadership for the purpose of strategy and planning.	AB - Local	Working Session	\$ 904.29				1	61	List attached with receipt.	
Approver(s) for the claim	Approval Status	Approval Date									
CHILTON, SEAN	Approve	18-Oct-23									

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 second session of three over the summer months to realign the team.			
Name of Event			Date of Request (dd-mmm-yyyy)
IT Leadership - August 2023			27-Jul-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
South Health Campus		31-Aug-23	70
Guest Speaker(s)/Facilitators	Title/Role	Organization	
Proposed Budget	Venue cost		
	Meals	\$990.00	
	Non- Alcoholic Beverages		
	Other	Specify	
	GST (if applicable)		
	Total Planned Event Budget	\$990.00	
Finance Code / Accounting Distribution			
Authorization			
<input checked="" type="checkbox"/> Approved	Name	Position / Title	DOA Level
	Sean Chilton	VP People, Health Prof & IT	2
<input type="checkbox"/> Not Approved	Signature	Date (dd-mmm-yyyy)	
		27-Jul-2023	

Attendee List Attached



Peppino's Mahogany

Invoice Paid

\$904.29

Paid with Mastercard [REDACTED] on August 24, 2023 at 9:29
AM

Invoice [REDACTED]
August 24, 2023

Customer

[REDACTED]

Date of service
August 31, 2023

[Download Invoice PDF](#)

Message

We look forward to working with you.

Invoice summary	
Group Sandwiches (\$13.75 ea) x 51	\$701.25
Veggie Tray (\$59.99 ea.) x 2 LG Veggie Tray	\$119.98
GLUTEN FREE BUN	\$3.00
Delivery Zone 2 Delivery	\$20.00
Disposables (\$0.25 ea) x 68	\$17.00
Subtotal	\$861.23
GST	\$43.06
Total Paid	\$904.29

Mastercard



08/24/23,
9:29 AM

Send estimates or invoices for your business?

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 Yi Austin	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

AHS Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
RAE, PENELOPE JANE	Chief Information Officer	Calgary	\$ 190.58								
9/15/2023	Alberta Medical Association (AMA) meeting at Calgary Airport.	AB - Local	Parking - Lot or Parkade	\$ 31.50				1			
9/19/2023	Roundtrip - IT Executive meeting in Red Deer at Kawanis Park.		Mileage-Other	\$ 159.08	Home	4500 Fountain Road, Red Deer, AB		1			315
Approver(s) for the claim	Approval Status	Approval Date									
CHILTON, SEAN	Approve	18-Oct-23									

Calgary Airport
Tel. 403-735-1500
TAX RECEIPT
GST No: R122556194
EXIT No.

A5
IN: 09/15/23 08:45
OUT: 09/15/23 12:38
DUR: 0 03: 53
PAID: \$ 31.50
(GST INCLUDED)

Sept 15
2023 12:38

TRANSACTION
RECORD
CREDIT

Card Number :
[REDACTED]
Card Type : VISA
Trans. Type :
PURCHASE
Card Entry :
TAP CHIP
Auth # : [REDACTED]
Sequence # : [REDACTED]
Ref. # : [REDACTED]
Merchant ID : [REDACTED]
Terminal # : [REDACTED]

Amount \$CAD 31.50
[REDACTED]

Receipt Based Expense
Parking at Airport Marriott
\$ 31.50 on Sept 15, 2023 for
meeting with the AMA.

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 : Oct-23
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
19-Oct-23	Direct Billing	Hotel	IT Leadership for Digital Health Leadership working session at Kerry Wood Nature Centre September 25 & 26, 2023	Radisson Hotel Red Deer	\$144.56
	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	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
Total Paid in the Month					\$ 144.56



Alberta Health Services
P.O. Box 1600
Edmonton AB T5J 2N9
Canada

Alberta Health Services,

INVOICE

Membership No. : [REDACTED]
A/R Number : [REDACTED]
Group Code : [REDACTED]
Company Name : Alberta Health Services

Room No. : [REDACTED]
Arrival : 09-24-23
Departure : 10-06-23
Page No. : 1 of 2
Folio No. : [REDACTED]
Conf. No. : [REDACTED]
Cashier No. : [REDACTED]
Invoice No : [REDACTED]

10-19-23 02:55:59 PM EST

Date	Text	Charges	Credits
[REDACTED]			
09-25-23	Room	Routed From Rae Penny Of Room #418	139.00
[REDACTED]			
09-25-23	Tourism Levy	Routed From Rae Penny Of Room #418	5.56
[REDACTED]			

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Thank You For Staying With Us

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GST #R121526081