

## AHS Board and Executive Expense Report

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

Expenses submitted during the month of November 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)
Nov-18	P-Card	Meetings			598	206	804			
Nov-18	Expense Claim	Meetings		164		583	747			
Nov-18	Direct Billing	Meetings	361				361			
<b>Total</b>			\$ 361	\$ 164	\$ 598	\$ 789	\$ 1,911	\$ -	\$ -	\$ -

**Total for the Month**      \$      1,911

Maximum daily single meal expense claimed in the month      \$      24  
Maximum daily base hotel rate claimed in the month      \$      209  
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	\$ 803.79								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
10/23/2018	Parking for overnight stay in Edmonton at the Metterra Hotel.	AB - Other Zones	Parking - Lot or Parkade	\$ 8.00			Parking for overnight stay in Edmonton at the Metterra Hotel.	1			
10/23/2018	Parking at SSP in Edmonton for full day of meetings.	AB - Other Zones	Parking - Lot or Parkade	\$ 47.00			Parking at SSP in Edmonton for full day of meetings.	1			
10/23/2018	Overnight stay in Edmonton to attend AH meeting and strategy session with Epic.	AB - Other Zones	Accommodations	\$ 195.35			Overnight stay in Edmonton to attend AH meeting and strategy session with Epic.	1			
10/24/2018	Parking at RDRH for IT Leadership full-day meeting.	AB - Other Zones	Parking - Lot or Parkade	\$ 8.50			Parking at RDRH for IT Leadership full-day meeting.	1			
11/6/2018	Parking at Walter C. MacKenzie for Device Simulation Demonstration with ELT.	AB - Other Zones	Parking - Lot or Parkade	\$ 11.25			Parking at Walter C. MacKenzie for Device Simulation Demonstration with ELT.	1			
11/6/2018	Overnight stay in Edmonton for Device Simulation, IT Access Team meeting and Wave 1 Connect Care Leader Orientation.	AB - Other Zones	Accommodations	\$ 223.88			Overnight stay in Edmonton for Device Simulation, IT Access Team meeting and Wave 1 Connect Care Leader Orientation. High cost due to last minute booking request.	1			
11/14/2018	Overnight stay in Edmonton to attend Cisco Joint Executive meeting and HIEC with AH.	AB - Other Zones	Accommodations	\$ 178.51			Overnight stay in Edmonton to attend Cisco Joint Executive meeting and HIEC with AH.	1			
11/14/2018	Taxi from YEG to CN Tower for Cisco Joint Executive meeting.	AB - Other Zones	Taxi	\$ 72.60	Edmonton Airport	CN Tower, Edmonton	Taxi from YEG to CN Tower for Cisco Joint Executive meeting.	1			
11/15/2018	Overnight parking at YYC for AC8140 to Edmonton for Cisco and HIEC meetings.	AB - Other Zones	Parking - Lot or Parkade	\$ 58.70			Overnight parking at YYC for AC8140 to Edmonton for Cisco and HIEC meetings.	1			
Approver(s) for the claim		Approval Status		Approval Date							
RHODES, DEBORAH		Approve		28-Nov-18							

Impark Lot 02-136

**09:00 AM**  
**OCT 24, 2018**

Purchase Date/Time: 07:31pm Oct 23, 2018

Total Parking: \$7.62

Total GST: \$0.36

Total Due: \$8.00

Total Paid: \$8.00

Ticket # [Redacted]

S/N # [Redacted]

Setting: Lot 136

Mach Name: Meter 1

Rate: \$8 - Until 9AM

Pmt Type: CC (Swipe)

MasterCard

Auth #: [Redacted]

GST #887315638RT0006  
NO IN AND OUT PRIVILEGES

**RECEIPT**

Impark Lot 02-136

: 09:00am Oct 24, 2018

Purchase Date/Time: 07:31pm Oct 23, 2018

Total Parking: \$7.62

Total GST: \$0.36

Total Due: \$8.00

Total Paid: \$8.00

Ticket # [Redacted]

Setting: Lot 136

Mach Name: Meter 1

Rate: \$8 - Until 9AM

Pmt Type: CC (Swipe)

MasterCard

Auth #: [Redacted]

*Line #1*

**RECEIPT**

Impark Lot 02-256

License Plate Number

[Redacted License Plate Number]

Expiration Date/Time

**06:00 AM**  
**OCT 24, 2018**

Purchase Date/Time: 09:08am Oct 23, 2018

Total Parking: \$44.76

Total GST: \$2.24

Total Due: \$47.00

Total Paid: \$47.00

Ticket # [Redacted]

S/N # [Redacted]

Setting: Lot 256

Mach Name: Meter 1

Rate: \$47 - All Day + Evg

Pmt Type: CC (Swipe)

MasterCard

Auth #: [Redacted]

gst #887315638RT0006  
NO IN AND OUT PRIVILEGES

*Line #2*

PARKING RECEIPT REÇU DE STATIONNEMENT

PARKING RECEIPT REÇU DE STATIONNEMENT

*Line #3170*



**metterra**  
HOTEL ON WHYTE

**Penelope Rae**

Room No. : [REDACTED]  
Arrival : 10-23-18  
Departure Date : 10-24-18  
Folio No. : [REDACTED]  
Conf. No. : [REDACTED]  
P.O. No. :

Company Name: AB Health  
Group Name:

**INVOICE**

Date	Description	Charges	Credits
10-23-18	Room Revenue	174.00	
10-23-18	Destination Marketing Fee	5.22	
10-23-18	Room GST	8.96	
10-23-18	Tourism Levy	7.17	
10-24-18	Mastercard [REDACTED]		195.35
<b>Total Charges</b>		<b>195.35</b>	
<b>Total Credits</b>			<b>195.35</b>
<b>Balance</b>			<b>0.00</b>

Merchant ID  
Transaction ID [REDACTED]  
Approval Code [REDACTED]  
Approval Amount 195.35

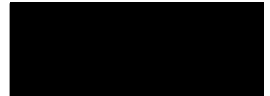
Credit Card # [REDACTED]  
Capture Method Swiped  
Transaction Amount 195.35

*Line #4*

# RECEIPT

RED DEER  
REGIONAL HOSPITAL  
PARKING

License Plate Number



Expiration Date/Time

**07:50 AM**  
**OCT 25, 2018**

Purchase Date/Time: 07:51am Oct 24, 2018  
Total Due: \$8.50      Rate: 24 HRS - \$8.50  
Total Paid: \$8.50      Pmt Type: CC (Swipe)  
Ticket # [REDACTED]  
S/N #: [REDACTED]  
Setting: Red Deer  
Mach Name: CE-RDRH-023

[REDACTED] MasterCard      Auth # [REDACTED]

THANK YOU  
DRIVE SAFELY

*Line #5*

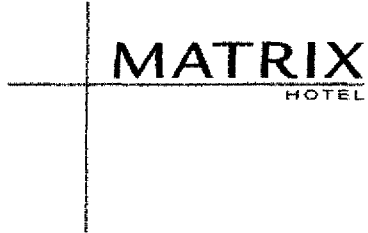
UNIVERSITY OF ALBERTA HOSPITAL  
83 AVE, EAST PARKADE  
Machine ID #1006

Rcpt# [REDACTED]  
11/06/18 10:49 L# 6 A# 1 Txn# 44978  
11/06/18 08:32 in 11/06/18 10:49 out  
Tkt# [REDACTED]

UAH Fee #1      \$11.25  
Total Fee      \$11.25  
MASTERCARD      \$11.25-

Approval No. [REDACTED]  
Reference No. [REDACTED]

Change Due      \$0.00  
Parking Rates are GST Exempt  
Comments? - email us :  
parkingedmonton@ahs.ca



MRS Penelope Rae

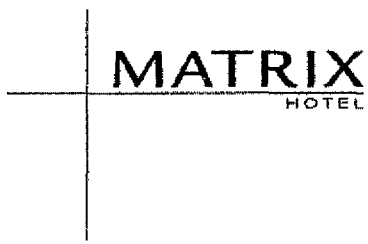
Room No. : [Redacted]  
Arrival : 11-06-18  
Departure Date : 11-07-18  
Folio No. : [Redacted]  
Conf. No. : [Redacted]  
P.O. No. :

Company Name: AHS - Vision/Marlin Travel  
Group Name:

INVOICE

Date	Description	Charges	Credits
11-06-18	Room Revenue	209.00	
11-06-18	Destination Marketing Fee	6.27	
11-06-18	Tourism Levy	8.61	
11-06-18	Mastercard		223.88
<b>Total Charges</b>		223.88	
<b>Total Credits</b>			223.88
<b>Balance</b>			<b>0.00</b>

Dine #8 P96



Penelope Rae

Room No. [Redacted]  
Arrival : 11-14-18  
Departure Date : 11-15-18  
Folio No. [Redacted]  
Conf. No. [Redacted]  
P.O. No. [Redacted]

Company Name: AHS - Vision/Marlin Travel  
Group Name:

**INVOICE**

Date	Description	Charges	Credits
11-14-18	Room Revenue	159.00	
11-14-18	Destination Marketing Fee	4.77	
11-14-18	Room GST	8.19	
11-14-18	Tourism Levy	6.55	
11-14-18	Mastercard		178.51
		<b>Total Charges</b>	178.51
		<b>Total Credits</b>	178.51
		<b>Balance</b>	<b>0.00</b>

**RECEIPT**  
**GST NO. R122556194**

*Line #9*

TKT NO. [REDACTED]  
EXIT No. A4  
IN: 11/14/18 10:34  
OUT: 11/15/18 21:19  
DURATION: 1 10: 45  
PAID: \$ 58.70  
(GST INCLUDED)  
MASTERCARD  
[REDACTED]  
AUTH. CODE  
REF.  
THANK YOU FOR



ATS GROUP  
4608 101 ST NW  
7809897099  
EDMONTON AB

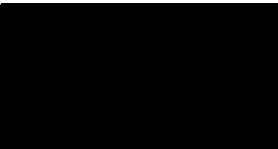
*Line #10*

CARD [REDACTED]  
CARD TYPE MASTERCARD  
DATE 2018/11/14  
TIME 1739 13:44:50  
INVOICE # [REDACTED]  
RECEIPT NUMBER [REDACTED]

PURCHASE  
AMOUNT \$66.00  
TIP \$6.60  
TOTAL

**\$72.60**  
-----

MasterCard



**APPROVED**

AUTH# [REDACTED]  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

GST#873342919



## AHS Public Disclosure Expense Claims

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		\$ 746.61								
10/23/2018	To Edmonton Oct 23 for AH/AHS End State Workshop #5, drive to Red Deer Oct 24 for IT Leadership meeting then home.		Mileage-Local-Home Zone	\$ 225.69	Home	ATB Place, Edmonton, AB	To Edmonton Oct 23 for AH/AHS End State Workshop #5, drive to Red Deer Oct 24 for IT Leadership meeting then home.	2			240.1	
10/23/2018	To Edmonton Oct 23 for AH/AHS End State Workshop #5, drive to Red Deer Oct 24 for IT Leadership meeting then home.		Mileage-Local-Home Zone	\$ 68.23	Home	ATB Place, Edmonton, AB	To Edmonton Oct 23 for AH/AHS End State Workshop #5, drive to Red Deer Oct 24 for IT Leadership meeting then home.	2			67.6	
10/23/2018	Drive to Edmonton @ 6AM for a full-day of meetings then IT Leadership meeting in Red Deer.	AB - Other Zones	Meals Per Diem	\$ 23.50			Drive to Edmonton @ 6AM for a full-day of meetings then IT Leadership meeting in Red Deer. Bfast \$10.50 Lunch \$13.00	1				
10/24/2018	Drive to Edmonton @ 6AM for a full-day of meetings then IT Leadership meeting in Red Deer.	AB - Other Zones	Meals Per Diem	\$ 10.50			Drive to Edmonton @ 6AM for a full-day of meetings then IT Leadership meeting in Red Deer. Bfast \$10.50	1				
11/6/2018	To Edmonton Nov 6 for Device Simulation and return home Nov 7 following Wave 1 CC Leader Orientation.		Mileage-Local-Home Zone	\$ 289.19	Home	Walter C. MacKenzie Campus, Edmonton	To Edmonton Nov 6 for Device Simulation and return home Nov 7 following Wave 1 CC Leader Orientation.	2			307.7	
11/6/2018	Drive to Edmonton @ 5:30AM for full-day of meetings, return trip to Calgary next day following full-day of meetings.	AB - Other Zones	Meals Per Diem	\$ 47.50			Drive to Edmonton @ 5:30AM for full-day of meetings, return trip to Calgary next day following full-day of meetings. Bfast \$10.50 Lunch \$13.00 Dinner \$24.00	1				

## AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
RAE, PENELOPE JANE	Chief Information Officer	Calgary	\$ 746.61								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
11/7/2018	Drive to Edmonton @ 5:30AM for full-day of meetings, return trip to Calgary next day following full-day of meetings.	AB - Other Zones	Meals Per Diem	\$ 34.50			Drive to Edmonton @ 5:30AM for full-day of meetings, return trip to Calgary next day following full-day of meetings. Bfast \$10.50 Dinner \$24.00	1			
11/14/2018	Afternoon flight to Edmonton for overnight stay, full-day of meetings Nov 15, return to Calgary @ 5:25pm.	AB - Other Zones	Meals Per Diem	\$ 24.00			Afternoon flight to Edmonton for overnight stay, full-day of meetings Nov 15, return to Calgary @ 5:25pm. Dinner \$24.00	1			
11/14/2018	Afternoon flight to Edmonton for overnight stay, full-day of meetings Nov 15, return to Calgary @ 5:25pm.	AB - Other Zones	Meals Per Diem	\$ 23.50			Afternoon flight to Edmonton for overnight stay, full-day of meetings Nov 15, return to Calgary @ 5:25pm. Bfast \$10.50 Lunch \$13.00	1			
Approver(s) for the claim		Approval Status		Approval Date							
RHODES, DEBORAH		Approve		28-Nov-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**

<b>Name :</b> Penelope Rae, CIO	<b>Reporting Period for the Month of :</b> October 21 - November 20, 2018
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
14-Nov-18	Direct Billing	Airline Ticket	Return to Edmonton for Joint Executive and AH meetings	Vision Travel	\$360.96
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
<b>Total Paid in the Month</b>					<b>\$ 360.96</b>



Vision Travel DT Ontario-West Inc  
 VisionTravel  
 9929 - 108th Street NW  
 Edmonton AB T5K 1G8  
 780-459-6661 800-459-6634

www.visiontravel.ca  
 GST Reg : 723782728 RT 0001

## Invoice/Itinerary

Invoice: [REDACTED]  
 Issued: 31 October 2018

Agency Ref.: [REDACTED]  
 Sales Person: [REDACTED]

Customer Number: [REDACTED]  
 Customer Ref.: [REDACTED]

ALBERTA HEALTH SERVICES  
 10030 - 107 STREET  
 EDMONTON AB  
 T5J 3E4

Passenger(s): RAE/PENELOPE MRS

**Disclaimer:** It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

AIR - Wednesday, November 14 2018 (Flown)		<a href="#">Add To Calendar</a>	
<b>Air Canada Flight AC8140 Economy Class</b>			
<b>Depart</b>	Calgary, Alberta Calgary International Airport 12:20 PM Wednesday, November 14 2018	<b>Arrive</b>	Edmonton, Alberta Edmonton International Airport 01:16 PM Wednesday, November 14 2018
<b>Duration:</b>	0 hour(s) and 56 minute(s) Non-stop		
<b>Status:</b>	Confirmed - Air Canada Booking Reference: [REDACTED]		
<b>Operated By:</b>	AIR CANADA EXPRESS - JAZZ		
<b>FF Number:</b>	[REDACTED] - RAE/PENELOPE MRS - please reconfirm at check-in		
<b>Online Check In:</b>	Available 24 hours prior - <a href="#">click here</a>		
<b>Baggage Allowance:</b>	0 Piece(s)		
<b>Remarks:</b>	PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ		

AIR - Thursday, November 15 2018 (Flown)		<a href="#">Add To Calendar</a>	
<b>Air Canada Flight AC8155 Economy Class</b>			
<b>Depart</b>	Edmonton, Alberta Edmonton International Airport 05:25 PM Thursday, November 15 2018	<b>Arrive</b>	Calgary, Alberta Calgary International Airport 06:20 PM Thursday, November 15 2018
<b>Duration:</b>	0 hour(s) and 55 minute(s) Non-stop		
<b>Status:</b>	Confirmed - Air Canada Booking Reference: [REDACTED]		
<b>Operated By:</b>	AIR CANADA EXPRESS - JAZZ		
<b>FF Number:</b>	[REDACTED] - RAE/PENELOPE MRS - please reconfirm at check-in		
<b>Online Check In:</b>	Available 24 hours prior - <a href="#">click here</a>		
<b>Baggage Allowance:</b>	0 Piece(s)		
<b>Remarks:</b>	PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ		

<b>Invoice Details</b>						
<b>Transaction</b>	<b>Document / Booking Number</b>	<b>Base Fare</b>	<b>Other Tax</b>	<b>GST/HST</b>	<b>QST</b>	<b>Total</b>
Invoice Number	[REDACTED]					
Air Canada	[REDACTED]	286.00	74.96	0.00	0.00	360.96
					Billed to: [REDACTED]	
	<b>Totals:</b>	<b>286.00</b>	<b>74.96</b>	<b>0.00</b>	<b>0.00</b>	<b>360.96</b>
					<b>Total Credit Card Billing:</b>	<b>360.96</b>
					<b>Balance Due:</b>	<b>0.00</b>