

AHS Board and Executive Expense Report

Name Dr. Rollie Nichol
Title ACMO Medical Leadership, Workforce & Medical Affairs
Location Calgary
 Expenses submitted during the month of August 2019

MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Aug-19	Direct Billing	Meetings	471				471			
Total			\$ 471	\$ -	\$ -	\$ -	\$ 471	\$ -	\$ -	\$ -

Total for the Month \$ 471

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.

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.

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

Name : Rollie Nichols	Reporting Period for the Month of : Aug-19
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
20-Aug-2019	Direct Billing	Airline Ticket	Flight from Calgary to Edmonton, same day return, for AMCO Orientation. This was cancelled and West Jet is holding a credit of the entire amount \$471.16	Vision Travel	\$471.16
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
Total Paid in the Month					\$ 471.16



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Invoice/Itinerary

Invoice: [REDACTED]
Issued: 12 August 2019

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

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

ALBERTA HEALTH SERVICES
10030 107 STREET
EDMONTON AB
T5J 3E4

Passenger(s): NICHOL/ROWLAND DR

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

Air Passenger Protection Regulations:

<https://rppa-appr.ca/>
WS : www.westjet.com/canadian-passenger-rights

AIR - Tuesday, August 20 2019		Add To Calendar	
Central Mountain Air Flight 9M651 Economy Class			
Depart	Calgary, Alberta Calgary International Airport 07:20 AM Tuesday, August 20 2019	Arrive	Edmonton, Alberta Edmonton International Airport 08:10 AM Tuesday, August 20 2019
Duration:	0 hour(s) and 50 minute(s) Non-stop		
Status:	Confirmed - Central Mountain Air Booking Reference: [REDACTED]		
Baggage Allowance:	1 Piece(s)		
Remarks:	PLEASE CHECK IN WITH CENTRAL MOUNTAIN AIR		

AIR - Tuesday, August 20 2019		Add To Calendar	
WestJet Flight WS3134 Economy Class			
Depart	Edmonton, Alberta Edmonton International Airport 03:00 PM Tuesday, August 20 2019	Arrive	Calgary, Alberta Calgary International Airport 03:56 PM Tuesday, August 20 2019
Duration:	0 hour(s) and 56 minute(s) Non-stop		
Status:	Confirmed - WestJet Booking Reference: [REDACTED]		
Operated By:	WESTJET ENCORE		
FF Number:	[REDACTED] NICHOL/ROWLAND DR - please reconfirm at check-in		
Online Check In:	Available 24 hours prior - click here		
Baggage Allowance:	0 Piece(s)		
Remarks:	PLEASE CHECK IN WITH WESTJET ENCORE		

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Num WestJet		384.20	86.96	0.00	0.00	471.16
					Billed to:	
		Totals:	384.20	86.96	0.00	0.00
					Total Credit Card Billing:	471.16
					Balance Due:	0.00