

AHS Board and Executive Expense Report

Name Ronda White
Title Chief Audit Executive, Internal Audit & Enterprise Risk Management
Location Edmonton
 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					-			160
Nov-18	Direct Billing	Meetings	734			69	803			
Total			\$ 734	\$ -	\$ -	\$ 69	\$ 803	\$ -	\$ -	\$ 160

Total for the Month \$ 963

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.

AHS Public Disclosure P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
WHITE, RONDA	Chief Audit Executive, Internal Audit & ERM	Edmonton	\$ 159.75								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
10/26/2018	Harvard Business Review: All-Access Subscription Renewal (1 Year - \$119 US Dollars)	International	Subscriptions	\$ 159.75			Harvard Business Review (Subscription Renewal for 1 Year - \$119 US Dollars)	1			
Approver(s) for the claim		Approval Status	Approval Date								
YIU, VERNA		Approve	30-Nov-18								

[REDACTED]

From: Harvard <Harvard@cdsfulfillment.com>
Sent: Wednesday, November 07, 2018 6:09 AM
To: [REDACTED]
Subject: Harvard Business Review [REDACTED]



Thank you for contacting Harvard.

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PAID INVOICE

RONDA WHITE
14TH FLOOR, NORTH TOWER
10030 107 STREET
EDMONTON, AB T5J3E4

Date: October 25, 2018
Account #: [REDACTED]
Payment Method: MasterCard

Description

Harvard Business Review

One year Amount Paid: \$119.00 (USD)

#159.75 Canadian Funds

If we can be of further assistance, please let us know. To ensure your future concerns are handled in a timely fashion, please include all previous e-mail correspondence.

Thank you,
Amelia
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Harvard@cdsfulfillment.com

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RONDA WHITE
 14TH FLOOR NORTH TOWER
 10030 107 STREET
 EDMONTON AB T5J 3E4
 CANADA



Oct 25/18

Brenda @ Harvard Business Review

1-800-274-3214

Subscription renewed to: Jan. 2020

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 : Ronda White	Reporting Period for the Month of : Nov-18
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
16-Oct-2018	Direct Billing	Airline Ticket	Invoice# [REDACTED] - Flight booked to Calgary and return to Edmonton was cancelled and the credit will be used for future travel. (Ticket# [REDACTED])	Marlin Travel	389.96
22-Oct-2018	Direct Billing	Airline Ticket	Invoice# [REDACTED] - Flight to Calgary and return to Edmonton. Attended a workshop on "The Art of Leadership" . (Ticket# [REDACTED])	Marlin Travel	343.96
29-Oct-2018	Direct Billing	Other Transportation	Invoice# [REDACTED] - Red Arrow booked to Calgary was cancelled AHS was refunded.	Choose from Drop-down List	68.76
	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					\$ 802.68



A DIRECT TRAVEL[®] COMPANY

Vision Travel DT Ontario-West Inc
9929 - 108 St.
Edmonton, AB
T5K 1G8
(780) 425-8611 1-866-425-8611

www.visiontravel.ca
GST Reg : 723782728 RT 0001

E-Ticket Receipt

Ticket Number: [REDACTED]
Invoice: [REDACTED]
Sales Person: [REDACTED]

Issuing Airline: WS
Agency Ref: [REDACTED]
IATA Number: [REDACTED]

Issued: [REDACTED]
Customer Number: [REDACTED]
Customer Ref.: N/A

Passenger(s): WHITE/RONDA MS

AIR - Tuesday, October 16 2018 (Flown)

AIR - Thursday, October 18 2018 (Flown)

Fare	
Form of payment:	Credit Card [REDACTED]
Endorsements / restrictions:	NONE
Fare calculation:	NONREF - FEE FOR CHG-CXLAB HE ALTH SERVICES COF 16OCT YEA WS YYC 140.65WS YEA 150.35CAD291.00END XT 60.00SQ 24.00YQ
Fare:	CAD 389.96
Equivalent amount paid:	

Positive identification required for airport check in

Notice:

Transportation and other services provided by the carrier are subject to conditions of contract and other important notices. Please ensure that you have received these notices, and if not, contact the travel agent or issuing carrier to obtain a copy prior to the commencement of your trip.

If the passenger journey involves an ultimate destination or stop in a country other than the country of departure, the Warsaw Convention may be applicable. This convention governs and on most cases limits the liability of carriers for death or personal injury and in respect of loss of, or damage to baggage.

From: [REDACTED]@visiontravel.ca
Sent: Friday, October 05, 2018 7:47 PM
To: [REDACTED]
Subject: Itinerary for WHITE/RONDA MS - 16October18 - Locator: [REDACTED]



Travel Itinerary

Agency Reference:#[REDACTED] Sales Person:[REDACTED] Customer Reference:#

Passenger(s): WHITE/RONDA MS

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

Please check your on-line itinerary for any schedule changes or other updates - [Click Here](#)

AIR - Tuesday, October 16 2018		Add To Calendar
WestJet Flight WS3140 Economy Class		
Depart	Edmonton, Alberta Weather Edmonton International Airport 06:00 PM Tuesday, October 16 2018	Arrive Calgary, Alberta Weather Calgary International Airport 06:55 PM Tuesday, October 16 2018
Duration:	0 hour(s) and 55 minute(s) Non-stop	
Status:	Confirmed - WestJet Booking Reference: [REDACTED]	
Operated By:	WESTJET ENCORE	
Online Check In:	Available 24 hours prior - click here	
Baggage Allowance:	0 Piece(s)	
Remarks:	PLEASE CHECK IN WITH WESTJET ENCORE	

WestJet Flight WS3229 Economy Class

Depart	Calgary, Alberta Weather Calgary International Airport 06:20 PM Thursday, October 18 2018	Arrive	Edmonton, Alberta Weather Edmonton International Airport 07:12 PM Thursday, October 18 2018
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Duration: 0 hour(s) and 52 minute(s) Non-stop
Status: Confirmed - WestJet Booking Reference: [REDACTED]
Operated By: WESTJET ENCORE
Online Check In: Available 24 hours prior - [click here](#)
Baggage Allowance: 0 Piece(s)

Remarks: PLEASE CHECK IN WITH WESTJET ENCORE

From: [REDACTED]@visiontravel.ca
Sent: Wednesday, December 05, 2018 4:16 PM
To: [REDACTED]
Subject: Invoice and Itinerary for WHITE/RONDA MS - 22October18 - Vision Travel Locator: [REDACTED]



Vision Travel DT Ontario-West Inc
9929 - 108 St.
Edmonton, AB
T5K 1G8
(780) 425-8611 1-866-425-8611

www.visiontravel.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: [REDACTED]
Issued: 06 October 2018

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

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

RONDA WHITE

Passenger(s): WHITE/RONDA MS

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

AIR - Monday, October 22 2018 (Flown)

[Add To Calendar](#)

Air Canada Flight AC8133 Economy Class

Depart	Edmonton, Alberta Weather Edmonton International Airport 06:55 AM Monday, October 22 2018	Arrive	Calgary, Alberta Weather Calgary International Airport 07:48 AM Monday, October 22 2018
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Duration: 0 hour(s) and 53 minute(s) Non-stop
Status: Confirmed - Air Canada Booking Reference: [REDACTED]
Online Check In: Available 24 hours prior - [click here](#)
E Upgrade: For Eligible Flight - Aeroplan Members [click here](#)

Remarks: SEAT 7C - WHITE/RONDA MS
AIR CANADA CONFIRMATION [REDACTED]
TICKET NUMBER 0142101593515
PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

Air Canada Flight AC8164 Economy Class

Depart	Calgary, Alberta Weather Calgary International Airport 06:35 PM Monday, October 22 2018	Arrive	Edmonton, Alberta Weather Edmonton International Airport 07:29 PM Monday, October 22 2018
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Duration: 0 hour(s) and 54 minute(s) Non-stop
 Status: Confirmed - Air Canada Booking Reference [REDACTED]
 Online Check In: Available 24 hours prior - [click here](#)
 E Upgrade: For Eligible Flight - Aeroplan Members [click here](#)

Remarks: SEAT 6C - WHITE/RONDA MS
 AIR CANADA CONFIRMATION [REDACTED]
 TICKET NUMBER [REDACTED]
 PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

Invoice Details

Transaction	Document / Booking	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	[REDACTED]					
Domestic Air	[REDACTED]	269.00	74.96	0.00	0.00	343.96
	Totals:	269.00	74.96	0.00	0.00	343.96
					Balance Due:	0.00

From: [REDACTED] <tiffany.aske@visiontravel.ca>
Sent: Tuesday, December 11, 2018 7:14 PM
To: [REDACTED]
Subject: FW: Red Arrow Itinerary/Receipt

From: Red Arrow Reservations [mailto:itinerary@redarrow.ca]
Sent: Wednesday, October 24, 2018 5:32 PM
To: [REDACTED]
Subject: Red Arrow Itinerary/Receipt

ITINERARY/RECEIPT



2018-10-24

You can reach us at:

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

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
[REDACTED]	2018-10-05	[REDACTED]			2018-10-29	2018-10-29	-	Website User

Travellers:

White/Ronda

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
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Payments Received

DATE	GUEST	REFERENCE	AMOUNT
2018-10-05	ALBERTA HEALTH SERVICES - VISION TRAVEL	MasterCard [REDACTED]	\$ 68.76
2018-10-24	ALBERTA HEALTH SERVICES - VISION TRAVEL	MasterCard [REDACTED]	\$ -68.76

Base Price: \$ 0.00
Discounts: \$ 0.00
Service Charges: \$ 0.00
Invoice Total: \$ 0.00
Payments Received: \$ 0.00
Balance Due: \$ 0.00