

## AHS Board and Executive Expense Report

**Name** Ronda White  
**Title** Chief Audit Executive, Internal Audit & Enterprise Risk Management  
**Location** Edmonton  
 Expenses approved during the month of March 2020

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)
	P-Card	Meetings					-			
	Expense Claim	Meetings					-			
Mar-20	Direct Billing	Meetings	739				739			
<b>Total</b>			\$ 739	\$ -	\$ -	\$ -	\$ 739	\$ -	\$ -	\$ -

**Total for  
the Month**      \$        739

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

<b>Name :</b> Ronda White	<b>Reporting Period for the Month of :</b> Mar-20
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
28-Jan-2020	Direct Billing	Airline Ticket	Invoice# 003077103 - Flight booked to Calgary and return to Edmonton was cancelled and the credit was used for Feb. 13 flight.	Vision Travel	518.20
13-Feb-2020	Direct Billing	Airline Ticket	(Invoice# 000030951) - Change fee charges.Used credit on file from Jan. 28 cancelled flight. Attended Internal Audits meetings at Southport.	Vision Travel	221.14
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Other Transportation		Choose from Drop-down List	
<b>Total Paid in the Month</b>					\$ 739.34

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Subject: Invoice and Itinerary for WHITE/RONDA - Vision Travel Locator: [REDACTED]



Vision Travel DT Ontario-West Inc  
, , Canada,  
[www.visiontravel.ca](http://www.visiontravel.ca)  
GST Reg : 723782728 RT 0001

## Invoice/Itinerary

Invoice: [REDACTED]  
Issued: 28 January 2020

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

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

ALBERTA HEALTH SERVICES  
10030 107 STREET  
EDMONTON AB  
T5J 3E4

Passenger(s): WHITE/RONDA

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

### Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number: WestJet	[REDACTED]	419.24	98.96	0.00	0.00	518.20
					Billed to: [REDACTED]	
Totals:		419.24	98.96	0.00	0.00	518.20
					Balance Due:	0.00

Remarks

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\*\*\*PLEASE REVIEW YOUR ITINERARY FOR ACCURACY\*\*\*  
PLEASE INFORM US WITHIN ONE BUSINESS DAY SHOULD YOU  
FIND ANY DISCREPANCIES. DEPENDING ON THE NATURE OF THE  
DISCREPANCY COSTS ASSOCIATED WITH MAKING CORRECTIONS  
MAY BE YOUR RESPONSIBILITY

-----WESTJET AIRLINE RULES-----

TICKET IS NON REFUNDABLE  
CHANGES PERMITTED UP TO 2 HOURS PRIOR TO FLIGHT TIME  
CHANGE FEES PLUS ANY FARE INCREASE WILL APPLY  
TICKET MUST BE CANCELLED AT LEAST 2 HOURS PRIOR  
OR NO CREDIT WILL APPLY  
24 HOURS IN ADVANCE GO TO [WWW.WESTJET.COM](http://WWW.WESTJET.COM)  
TO CHECK IN AND PRINT YOUR BOARDING PASS.

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24 HOUR EMERGENCY TRAVEL ASSISTANCE  
OUTSIDE REGULAR BUSINESS HOURS - MONDAY TO FRIDAY  
A SERVICE FEE MAY APPLY FOR CALLS TO THIS SERVICE  
WITHIN NORTH AMERICA - CALL 1-888-700-6063  
OUTSIDE NORTH AMERICA - CALL COLLECT 1-514-855-4263  
EMAIL 24HRSERVICE-MNL AT VISIONTRAVEL.CA  
PLEASE QUOTE ACCESS CODE 2EC0

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RECOMMENDED CHECK-IN TIME IS AT LEAST 90 MINUTES  
PRIOR TO DEPARTURE. AFTER CHECK-IN YOU MUST BE  
AVAILABLE AT THE BOARDING GATE AT LEAST 60 MINUTES  
PRIOR TO DEPARTURE OR YOU MAY BE DENIED BOARDING.  
PLEASE ENSURE THAT YOU HAVE GOVERNMENT-ISSUED  
PHOTO I.D. GATE ASSIGNMENTS AND DEPARTURE  
ARRIVAL INFORMATION ARE SUBJECT TO CHANGE.  
PLEASE CHECK MONITORS AT THE AIRPORT.  
PLEASE RECONFIRM ALL FLIGHTS  
IT IS YOUR RESPONSIBILITY TO VERIFY FLIGHT TIMES WITH  
THE AIRLINE PRIOR TO YOUR DEPARTURE. SCHEDULE  
CHANGES OR FLIGHT CANCELLATIONS MAY OCCUR AT ANY  
TIME WITHOUT NOTICE BY THE AIRLINE

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ENSURE ALL TRAVELLERS HAVE PROPER TRAVEL DOCUMENTS  
CHECK THIS WEBSITE FOR AIRPORT SECURITY INFO  
[WWW.CATSA.GC.CA](http://WWW.CATSA.GC.CA)

---AIRPORT SECURITY REVISIONS---  
BAGGAGE ALLOWANCE-SPECIFIC SIZE AND WEIGHT  
RESTRICTIONS VARY BETWEEN AIRLINES. EXCESS CHARGES  
MAY APPLY. VISIT THE AIRLINES WEBSITE TO SEE THE  
EXACT BAGGAGE RESTRICTIONS AND FEES.  
MOST AIRLINE BAGGAGE LINKS ARE AVAILABLE BY VISITING  
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THIS IS AN ELECTRONIC TICKET VALID ONLY ON ISSUING AIRLINE  
PHOTO ID REQUIRED FOR CHECK IN.  
BOARDING PASS REQUIRED PRIOR TO ENTERING SECURITY.  
YOUR AIRLINE FILE NUMBER IS WZJTWX

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FOR MORE INFORMATION ON CANADAS CANNABIS ACT EFFECTIVE  
17 OCTOBER 2018 AND HOW IT RELATES TO TRAVEL PLANS PLEASE VISIT  
[TRAVEL.GC.CA/TRAVELLING/CANNABIS-AND-INTERNATIONAL-TRAVEL](http://TRAVEL.GC.CA/TRAVELLING/CANNABIS-AND-INTERNATIONAL-TRAVEL)

**Subject:** Invoice and Itinerary for WHITE/RONDA - 13February20 - Vision Travel Locator:

**Attachments:** E-Ticket Receipt 1 - [REDACTED] - February 13 2020 [REDACTED].pdf

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: 04 February 2020

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

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

ALBERTA HEALTH SERVICES  
10030 107 STREET  
EDMONTON AB  
T5J 3E4

Passenger(s): WHITE/RONDA

**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:

As of July 15, 2019, airlines will be required to meet new obligations concerning communication, denied boarding, tarmac delay, baggage and the transportation of musical instruments. For more information visit : <https://rppa-appr.ca>

WS : [www.westjet.com/canadian-passenger-rights](http://www.westjet.com/canadian-passenger-rights)

<b>AIR - Thursday, February 13 2020</b>		<a href="#">Add To Calendar</a>
<b>WestJet Flight WS242 Economy Class</b>		
<b>Depart</b>	Edmonton, Alberta <a href="#">Weather</a> Edmonton International Airport 07:30 AM Thursday, February 13 2020	<b>Arrive</b> Calgary, Alberta <a href="#">Weather</a> Calgary International Airport 08:32 AM Thursday, February 13 2020
<b>Duration:</b>	1 hour(s) and 2 minute(s) Non-stop	
<b>Status:</b>	Confirmed - WestJet Booking Reference: [REDACTED]	
<b>Online Check In:</b>	Available 24 hours prior - <a href="#">click here</a>	
<b>Remarks:</b>	PLEASE CHECK IN WITH WESTJET	

**WestJet Flight WS3229 Economy Class**

<b>Depart</b>	Calgary, Alberta <a href="#">Weather</a>	<b>Arrive</b>	Edmonton, Alberta <a href="#">Weather</a>
	Calgary International Airport		Edmonton International Airport
	06:15 PM Thursday, February 13 2020		07:14 PM Thursday, February 13 2020

**Duration:** 0 hour(s) and 59 minute(s) Non-stop  
**Status:** Confirmed - WestJet Booking Reference: [REDACTED]  
**Operated By:** WESTJET ENCORE  
**Online Check In:** Available 24 hours prior - [click here](#)

**Remarks:** PLEASE CHECK IN WITH WESTJET ENCORE

**Invoice Details**

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Change Fee:	[REDACTED]	200.00		0.00	0.00	200
Additional Collection:	[REDACTED]	21.14	0.00	0.00	0.00	21.14
<b>Totals:</b>		<b>221.14</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>221.14</b>
					<b>Balance Due:</b>	<b>0.00</b>

Remarks

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YOUR AIRLINE FILE NUMBER IS TWSPBQ

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