

## AHS Board and Executive Expense Report

**Name:** Ronda White  
**Title:** Chief Audit Executive, Internal Audit & ERM  
**Location:** Edmonton  
 Expenses approved during the month of February 2023

Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
<b>Travel (1)</b>										
		Courses & Professional Development					-	1,779		
Feb-23	P-Card Expense Claim	Meetings					-			
Feb-23	Direct Bill	Meetings			518	164	683			
<b>Total</b>			\$ -	\$ -	\$ 518	\$ 164	\$ 683	\$ 1,779	\$ -	\$ -

**Total for  
the Month** \$ 2,461

Maximum daily single meal expense claimed in the month \$ 24  
 Maximum daily base hotel rate claimed in the month \$ 165  
 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								
WHITE, RONDA	Chief Audit Executive, Internal Audit & ERM	Edmonton	\$ 1,778.70								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
1/4/2023	R. White - Training & Development (3 online on-demand courses)	AB - Local	Courses and Professional Development	\$ 502.95			CPA Alberta On-Demand Online Training - 3 courses: The Principles of Ethical Leadership; PSAS Update 2022; and Leading Digital Transformation	1			
1/5/2023	R. White - Training & Development (1 online on-demand courses)	AB - Local	Courses and Professional Development	\$ 225.75			CPA Alberta On-Demand Online Training Course: Audit Engagements Update	1			
1/9/2023	R. White - Training & Development (Online Training February 23, 2023)	ON	Courses and Professional Development	\$ 1,050.00			Institute of Corporate Directors Online Training course: Audit Engagement Update (Feb 23, 2023)	1			
Approver(s) for the claim	Approval Status	Approval Date									
CHIES, MAURO A	Approve	2-Feb-23									

**From:** CPA Alberta <[REDACTED]>  
**Sent:** Wednesday, January 4, 2023 1:12 PM  
**To:** Ronda White <[REDACTED]>  
**Subject:** Your CPA Alberta Order Confirmation

Caution - This email came from an external address and may contain unsafe content. Ensure you trust this sender before opening attachments or clicking any links in this message

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Hello Ronda WHITE,

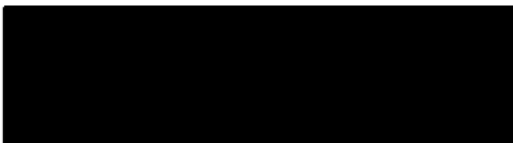
Thank you for your order. To access your course and learning material, [click here](#).

Your Order [REDACTED]

Placed on Jan 4, 2023, 1:11:46 PM

Billing Info

Ronda white  
Alberta Health Services - Edmonton, AB





### Payment Method

Credit Card (Moneris)

Credit Card (Moneris)

**Card Type** Mastercard  
**Last Card Number** [Redacted]  
**Expiration Date** [Redacted]  
**Bank Transaction ID** [Redacted]  
**Transaction ID** [Redacted]

Items	Qty	Price
<b>The Principles of Ethical Leadership</b> SKU: 03334ONL20220831OLS_A	1	\$185.00
<b>PSAS - Update 2022</b> SKU: 01960-01960ONL20230630OLS_A  <i>E-learning</i> 1 x PSAS - Update 2022 \$215.00	1	\$215.00
<b>Leading Digital Transformation</b> SKU: 01870ONL20210831OLS_A	1	\$79.00
	Subtotal	\$479.00
	Tax	\$23.95
	<b>Grand Total</b>	<b>\$502.95</b>

If you have questions about your order, you can email us at



### Chartered Professional Accountants of Alberta

1900 TD Tower, 10088 – 102 Avenue Edmonton AB CANADA T5J 2Z1  
 T. 780.424.7391 F. 780.425.8766  
 cpaalberta.ca



**From:** CPA Alberta [REDACTED]  
**Sent:** Thursday, January 5, 2023 5:14 PM  
**To:** [REDACTED]  
**Subject:** Your CPA Alberta Order Confirmation

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Hello Ronda WHITE,

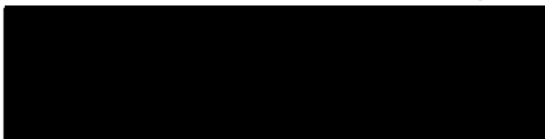
Thank you for your order. To access your course and learning material, click here.

Your Order [REDACTED]

Placed on Jan 5, 2023, 5:13:54 PM

Billing Info

Ronda white  
Alberta Health Services - Edmonton, AB



Payment Method

Credit Card (Moneris)

Credit Card (Moneris)

Card Type Mastercard

Last Card Number [Redacted]

Expiration Date [Redacted]

Bank Transaction ID [Redacted]

Transaction ID [Redacted]

Items	Qty	Price
<b>Audit Engagements - Update</b> SKU: 01511-01511ONL20230630OLS_A	1	\$215.00
<b>E-Learning</b> 1 x Audit Engagements - Update 2022 \$215.00		
	Subtotal	\$215.00
	Tax	\$10.75
	<b>Grand Total</b>	<b>\$225.75</b>

If you have questions about your order, you can email us at [Redacted]

**Chartered Professional Accountants of Alberta**

1900 TD Tower, 10088 - 102 Avenue Edmonton AB, CANADA T5J 2Z1  
T. 780.424.7391 F. 780.425.8766  
cpaalberta.ca



**From:** [REDACTED]

**Sent:** Sunday, January 8, 2023 8:25 AM

**To:** [REDACTED]

**Subject:** Order Receipt

You don't often get email from [orders@icd.ca](mailto:orders@icd.ca). [Learn why this is important](#)

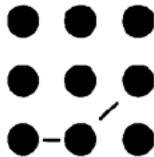
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**INSTITUTE OF  
CORPORATE  
DIRECTORS**

*THINK BEYOND  
THE BOARDROOM.*

**INSTITUT DES  
ADMINISTRATEURS  
DE SOCIÉTÉS**

*PENSER AU-DELÀ  
DE LA SALLE DU CONSEIL.*



Dear Ronda,

Thank you for your order! Your purchase helps support our organization and we appreciate your business.

Here are the details of your order/receipt. Please retain this email for your records.

**Order Number:** [REDACTED]

**Order Date:** Jan 8, 2023 10:23 AM

**Bill To:** Ms Ronda White, CPA-CA, CHE

**Order Total:** 1,050.00

**Payment Method:** [REDACTED]

Name on Card: Ronda White

Item	Price	Qty	Total
Virtual DIT 004 10:00 AM-2:00 PM Eastern - Ms Ronda White, CPA-CA, CHE <i>When:</i> Feb.23, 2023 10:00 AM - Feb.23, 2023 2:00 PM <i>Where:</i> Institute of Corporate Directors 2701-250 Yonge St Toronto Online, ON M5B 2L7 Canada	1,050.00	1	1,050.00

*Registration option:* Feb 23, 2023 10:00 AM - VAMDIT004 Course

*Registration*

*Program Items:*

- Feb 23, 2023 10:00 AM: VAMDIT004 ICD Membership for Course Participants

<b>Item Total</b>	1,050.00
<b>Shipping</b>	0.00
<b>Handling</b>	0.00
<b>Item Grand Total</b>	1,050.00
<b>Transaction Grand Total</b>	1,050.00

Thank you again for your support!

This is an automatically generated email, please do not reply.



## 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

<b>Name :</b> Ronda White	<b>Reporting Period for the Month of :</b> Feb-23
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
23-Nov-22	Direct Billing	Hotel	Accommodations at the Delta Calgary South Hotel for one night (Nov. 23) to attend meetings with the Official Administrator.	Other - Delta Calgary South Hotel	\$164.96
18-Jan-23	Direct Billing	Other Transportation	Red Arrow Bus to Calgary on Jan.18 to attend meetings with the Official Administrator. Meetings were rescheduled and Red Arrow Bus was cancelled and a credit will be issued.	Vision Travel DT Ontario-West Inc	\$164.10
13-Feb-23	Direct Billing	Hotel	Accommodations at the Delta Calgary South Hotel for two nights (Feb. 13 & 14) to attend the Official Administrator Advisory Committee Meeting.	Other - Delta Calgary South Hotel	\$353.48
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
<b>Total Paid in the Month</b>					<b>\$ 682.54</b>


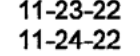


**DELTA**  
CALGARY SOUTH

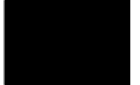
135 Southland Drive S.E Calgary, Alberta, T2J 5X5  
Telephone: 403-278-5050 Fax: 403-225-5834

Alberta Health Services



Room:   
Folio:   
Cashier:  
Arrival: 11-23-22  
Departure: 11-24-22

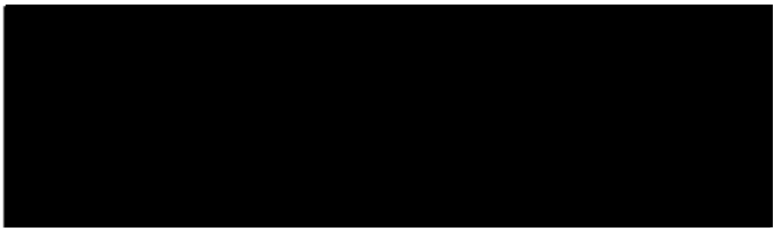
White, Ronda

A/R Invoice:   
A/R Account:

Date	Description	Additional Information	Charges	Credits
11-23-22	Package Wrapper		154.00	
11-23-22	DMF		4.62	
11-23-22	Tourism Levy		6.34	
11-23-22	Rooms - GST		7.93	
11-25-22	GST Exempt- 120903		-7.93	

<b>GST Summary</b>	
Registration No:	<b>895126332</b>
Room	7.93
F&B	0.00
Other	10.96
<b>Total</b>	<b>18.89</b>

<b>Total</b>	164.96	0.00
<b>Balance Due</b>	164.96	CDN



Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

Vision Travel DT Ontario-West Inc. - HST# 723782728  
 700-251 Consumers Rd, Toronto, ON M2J 4R3 - Ph 416 487 5385  
 TICO R50023501 - W50023502

Alberta Health Services  
 North Tower  
 Edmonton AB T5J 3E4 Canada

Invoice Number : ██████████  
 Issued Date: 21-Dec-2022  
 Agent: ██████████  
 MEETINGS WITH AHS OFF

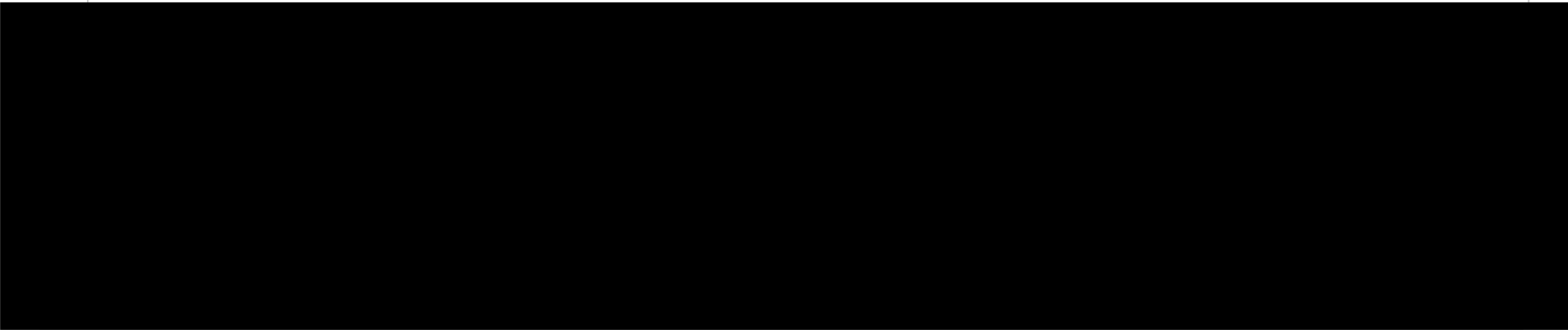
 **Passenger Information**

WHITE/RONDA MS PNR Locator : ██████████

 **Your Car Reservation**

Ticket Number (s) / Confirmation Number (s) : ██████████

<b>Rental Car Company:</b>	RED ARROW MOTORCOACH			
<b>Rental Car Location:</b>	Calgary			
<b>Start Date :</b>	18-Jan-2023	<b>End Date :</b>	20-Jan-2023	<b>Duration :</b> 2 Da
		<b>Rate:</b>	\$82.05	<b>Total :</b> \$164.10



**Payment Details**

Pay Method	PaymentNumber	Amount Paid
Credit Card	██████████	\$164.10
		\$164.10

Sub Total (excl. GST): \$0.00  
 GST Total : \$0.00  
 Service Fee : \$0.00  
 Invoice Total : \$164.10  
 Amount Paid : \$164.10  
 Balance : \$0.00

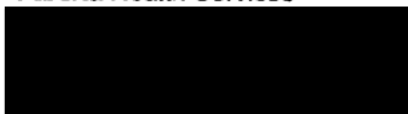


# DELTA


## CALGARY SOUTH


135 Southland Drive S.E Calgary, Alberta, T2J 5X5  
 Telephone: 403-278-5050 Fax: 403-225-5834

Alberta Health Services



White, Ronda

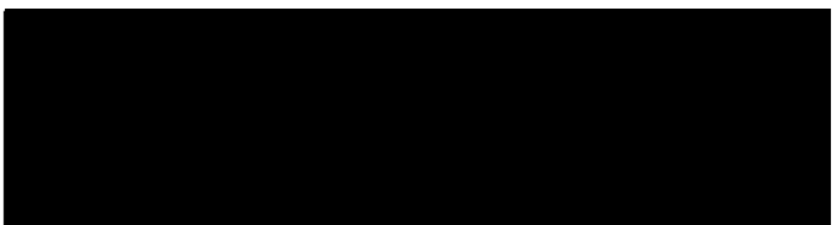
Room:   
 Folio:  
 Cashier:  
 Arrival: 02-13-23  
 Departure: 02-15-23

A/R Invoice:   
 A/R Account:

Date	Description	Additional Information	Charges	Credits
02-13-23	Package Wrapper		165.00	
02-13-23	DMF		4.95	
02-13-23	Tourism Levy		6.79	
02-13-23	Rooms - GST		8.50	
02-14-23	Package Wrapper		165.00	
02-14-23	DMF		4.95	
02-14-23	Tourism Levy		6.79	
02-14-23	Rooms - GST		8.50	
02-16-23	GST Exempt- 120903		-17.00	

GST Summary	
Registration No:	895126332
Room	17.00
F&B	0.00
Other	23.48
<b>Total</b>	<b>40.48</b>

Total	353.48	0.00
Balance Due	353.48	CDN



Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.