

AHS Board and Executive Expense Report

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

			Travel (1)					Working Sessions		
Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Hosting and Hospitality (3)	Other (4)
	P-Card						-			
Mar-23	Expense Claim	Meetings		61		62	123			
Mar-23	Direct Bill	Meetings				(8)	(8)			
Total			\$ -	\$ 61	\$ -	\$ 54	\$ 115	\$ -	\$ -	\$ -

**Total for
the Month** \$ 115

Maximum daily single meal expense claimed in the month \$ 24
 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.

Car allowance and any other employment benefits reported in the annual financial statements are excluded from this report

AHS Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
WHITE, RONDA	Chief Audit Executive, Internal Audit & ERM	Edmonton	\$ 122.76								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
2/13/2023	Attend with team members (J.Temple-Oberle and V.Stables) Feb 14/23 and attend the Official Administrator Advisory Committee Meeting Feb 15/23 in Calgary	AB - Local	Taxi	\$ 30.56	Red Arrow Depot, Calgary, AB	Delta Calgary South Hotel, Calgary, AB		1			
2/14/2023	Attend with team members (J.Temple-Oberle and V.Stables) Feb 14/23 and attend the Official Administrator Advisory Committee Meeting Feb 15/23 in Calgary	AB - Other Zones	Meals Per Diem	\$ 61.00				2			
2/15/2023	Attend with team members (J.Temple-Oberle and V.Stables) Feb 14/23 and attend the Official Administrator Advisory Committee Meeting Feb 15/23 in Calgary	AB - Local	Taxi	\$ 31.20	AHS Southport Tower, Calgary, AB	Red Arrow Depot, Calgary, AB		1			
Approver(s) for the claim	Approval Status	Approval Date									
CHIES, MAURO A	Approve	27-Feb-23									

CHECKER
*Taxi from Red Arrow
to Delta South*

CHECKER CABS
316 MERIDIAN RD SE
CALGARY, AB T2A 1X2
4032999999

<https://www.thecheckergroup.com>

Checker Cabs Calgary
[REDACTED]

Total CA\$25.90
Tip CA\$4.66
CREDIT CARD SALE CA\$30.56
[REDACTED]

Retain this copy for statement
validation

[REDACTED]
13-Feb.-2023 8:43:59p.m.
CA\$30.56 | Method: EMV
[REDACTED]

CHECKER
*Taxi from Southport
to Red Arrow
Downtown*

CHECKER CABS
316 MERIDIAN RD SE
CALGARY, AB T2A 1X2
4032999999

<https://www.thecheckergroup.com>

Checker Cabs Calgary
[REDACTED]

Total CA\$26.00
Tip CA\$5.20
CREDIT CARD SALE CA\$31.20
[REDACTED]

Retain this copy for statement
validation

[REDACTED]
15-Feb.-2023 3:45:07p.m.
CA\$31.20 | Method:
[REDACTED]

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:

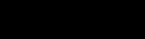
AHS may have established accounts with certain vendors used to book travel and other expenses that are billed directly to AHS. Examples include but are not limited to hotels, travel agencies, car rental agencies, conferences, courses and expenses reimbursed from a petty cash fund. It is mandatory to 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

Name : Ronda White	Reporting Period for the Month of : Mar-23
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
22-Mar-23	Direct Billing	Other Transportation	Red Arrow Bus to Calgary on March 23 to attend meetings with the Official Administrator. Trip was cancelled.	Vision Travel DT Ontario-West Inc	\$164.10
22-Mar-23	Direct Billing	Other Transportation	Refund for Red Arrow Bus to Calgary on March 23 to attend meetings with the Official Administrator.	Choose from Drop-down List	-\$82.05
22-Mar-23	Direct Billing	Other Transportation	Refund for Red Arrow Bus to Calgary on March 23 to attend meetings with the Official Administrator.	Choose from Drop-down List	-\$82.05
13-Feb-23	Direct Billing	Other Transportation	Red Arrow Bus to Calgary on Feb 13 to attend meetings with the Official Administrator.	Choose from Drop-down List	\$156.54
18-Jan-23	Direct Billing	Choose from Drop-down List	Refund for Red Arrow Bus to Calgary on Jan.18 to attend meetings w th the Official Administrator.	Choose from Drop-down List	-\$82.05
18-Jan-23	Direct Billing	Choose from Drop-down List	Refund for Red Arrow Bus to Calgary on Jan.18 to attend meetings w th the Official Administrator.	Choose from Drop-down List	-\$82.05
Total Paid in the Month					-\$7.56



Passenger
Ronda White

Travel Date / Time
Wed Mar 22, 2023 16:30

From
EDMONTON - 

RED ARROW AB

To
CALGARY - 

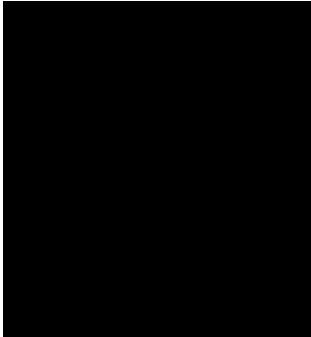
Arrival date/time: : Wed Mar 22, 2023 19:50

Journey: Edmonton - 

ADULT - VISION TRAVEL - STANDARD - ROUND TRIP

Fare: \$ 70.84 CAD
Fees: \$ 10.68 CAD
Taxes: \$ 0.53 CAD
Total: \$ 82.05 CAD
Payments: creditCard

Section: Single 
Row:  **Seat:** 
Agency: Vision Travel AHS



Standard

Red Arrow/Ebus/PWT



Passenger
Ronda White

Travel Date / Time
Thu Mar 23, 2023 18:30

From
CALGARY - 

RED ARROW AB

To
EDMONTON 

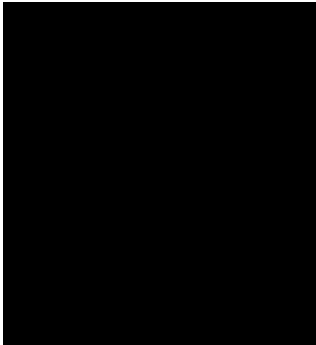
Arrival date/time: : Thu Mar 23, 2023 22:00

Journey: Calgary - 

ADULT - VISION TRAVEL - STANDARD - ROUND TRIP

Fare: \$ 70.84 CAD
Fees: \$ 10.68 CAD
Taxes: \$ 0.53 CAD
Total: \$ 82.05 CAD
Payments: creditCard

Section: Single 
Row:  Seat: 
Agency: Vision Travel AHS



Standard

Red Arrow/Ebus/PWT

Transaction details

Transaction: [REDACTED]
Customer: Ronda White ([REDACTED])
Status: Cancelled
Subtotal: \$ -81.52
Taxes: \$ -0.53
Total: \$ -82.05
Created: 03/08/2023 16:50
Updated: 03/08/2023 16:50

Transaction summary

Type	ID	Status	Price	Discounts	Fees	Tr Fees	Taxes	Total
Refund	[REDACTED]	Refunded	\$ -70.84	\$ 0.00	\$ -10.68	\$ 0.00	\$ -0.53	\$ -82.05

Payments

Type: Online Credit Card
Amount: \$ -82.05
Auth. Code: [REDACTED]
Card type: M

We reserve the right to cancel or postpone scheduled travel based on weather conditions, road conditions or for any other safety-related reason. In such event any and all liability of Red Arrow/Ebus/PWT or their affiliated entities shall be expressly limited to a refund of the purchase price paid for this ticket.

IDENTIFICATION: We require all passengers over the age of 18 to travel with Government Issued photo I.D. or two (2) pieces of valid government-issued non-photo identification with matching names. Passengers without the correct forms of I.D. will be refused travel.

CHECK-IN: Please note that a paper ticket is not required for check-in. Please check in 15 minutes prior to departure.

PAYMENT TERMS: DUE UPON RECEIPT. Corporate Billing Accounts: Payment due 30 days after completion of the trip. GST# BN139981476

LUGGAGE ALLOWANCE: Please note that the luggage allowance per person included in your fare is 3 pieces including one carry-on bag and luggage stowed underneath the coach. Carry-on items include purses, backpacks, and laptop bags. Additional luggage is \$15 per piece up to a maximum of 6 pieces total. We will not be responsible for the loss of or damage to checked or carry-on luggage in excess of our maximum liability of \$350.

For the full policy, please your carrier for details:

Red Arrow www.redarrow.ca

Ebus www.myebus.ca

Pacific Shuttle and Tours <https://www.pacificshuttleservice.com/>

Thompson Valley Charters <https://tvcbus.ca/>

We reserve the right to perform carry-on baggage checks at any time.

Transaction details

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Payments

Type: Online Credit Card
Amount: \$ -82.05
Auth. Code: [REDACTED]
Card type: [REDACTED]

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Ebus www.myebus.ca

Pacific Shuttle and Tours <https://www.pacificshuttleservice.com/>

Thompson Valley Charters <https://tvcbus.ca/>

We reserve the right to perform carry-on baggage checks at any time.

From: [REDACTED]
Subject: RE: Invoice and Itinerary for WHITE/RONDA MS - 13February23 - Direct Travel Locator: [REDACTED]
Date: Wednesday, February 08, 2023 11:28:00 AM

[REDACTED]

From: [REDACTED]
Sent: Wednesday, February 08, 2023 9:37 AM
To: [REDACTED]
Subject: Invoice and Itinerary for WHITE/RONDA MS - 13February23 - Direct Travel Locator: [REDACTED]

Some people who received this message don't often get email from kvanroijen@dt.com. [Learn why this is important](#)

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

Vision Travel DT Ontario-West Inc
9929 - 108th Street
Edmonton AB T5K 1G8
833-692-4120

www.dt.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: [REDACTED]
Issued: 08 February 2023

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

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

ALBERTA HEALTH SERVICES
[REDACTED]

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.

Important Information Related To Your Travels:

For complete Canadian Government details for returning to or travelling to Canada – click [here](#)

Please [click here](#) upon receipt of your itinerary for valuable information that may be critical to the success of your travels. We strongly recommend you continue to come back to this information regularly in advance of and during travel as requirements and restrictions could change.

AIR - Monday, February 13 2023

[Add To Calendar](#)

XI Flight XI1 Economy Class

Depart	Weather	Arrive	Calgary, Alberta Weather
	YEA		Calgary International Airport
	04:30 PM Monday, February 13 2023		07:50 PM Monday, February 13 2023

Duration: 3 hour(s) and 20 minute(s) Non-stop
Status: Confirmed

Remarks: RED ARROW BUS
 SEAT [REDACTED]
 RED ARROW CONFIRMATION [REDACTED]
 DEPARTING EDMONTON DOWNTOWN [REDACTED]
 ARRIVING CALGARY DOWNTOWN [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] - Wednesday, February 15 2023

[Add To Calendar](#)

Economy Class

Depart	Calgary, Alberta Weather	Arrive	Weather
	Calgary International Airport		YEA
	04:30 PM Wednesday, February 15 2023		07:50 PM Wednesday, February 15 2023

Duration: 3 hour(s) and 20 minute(s) Non-stop
Status: Confirmed

Remarks:

RED ARROW BUS
SEAT [REDACTED]
RED ARROW CONFIRMATION A4RRTT
DEPARTING CALGARY DOWNTOWN [REDACTED]
ARRIVING EDMONTON DOWNTOWN [REDACTED]

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	[REDACTED]					
Vendor REDARR RED ARROW EXPRESS	[REDACTED]	156.54	0.00	0.00	0.00	156.54
					Billed to: CA [REDACTED]	
Totals:		156.54	0.00	0.00	0.00	156.54
					Total Credit Card Billing:	156.54
					Balance Due:	0.00

Remarks

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 D24CAN AT DT.COM
PLEASE QUOTE ACCESS CODE [REDACTED]

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



Passenger
Ronda White

Travel Date / Time
Wed Jan 18, 2023 16:30

From
EDMONTON - [Redacted]

RED ARROW AB

To
CALGARY - [Redacted]

Arrival date/time : Wed Jan 18, 2023 19:50

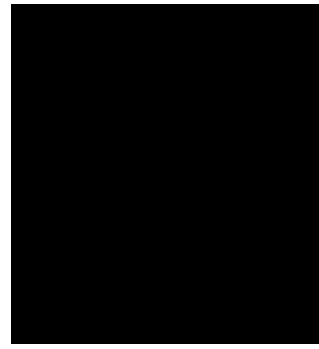
Journey: Edmonton - [Redacted]

ADULT - VISION TRAVEL - STANDARD - ROUND TRIP

Ages 18 +

Fare:	\$	70.84	CAD
Fees:	\$	10.68	CAD
Other fees:	\$	0.00	CAD
Taxes:	\$	0.53	CAD
Total:	\$	82.05	CAD
Payments:			creditCard
SSR Codes:			BAGS-2

Section: Single [Redacted]
Row: [Redacted] **Seat:** [Redacted]
 Agency: Vision Travel AHS



IDENTIFICATION: We require all passengers over the age of 18 to travel with Government Issued photo I.D. or two (2) pieces of valid government-issued non-photo identification with matching names. Passengers without the correct forms of I.D. will be refused travel.

CHECK-IN: Please note that a paper ticket is not required for check-in. Please check in 15 minutes prior to departure.

PAYMENT TERMS: DUE UPON RECEIPT. Corporate Billing Accounts: Payment due 30 days after completion of the trip. GST# BN139981476

LUGGAGE ALLOWANCE: Please note that the luggage allowance per person included in your fare is 3 pieces including one carry-on bag and luggage stowed underneath the coach. Carry-on items include purses, backpacks, and laptop bags. Additional luggage is \$15 per piece up to a maximum of 6 pieces total. We will not be responsible for the loss of or damage to checked or carry-on luggage in excess of stated maximum liability. For the full policy, please your carrier for details:
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Ebus www.myebus.ca
Thompson Valley Charters <https://tvcbus.ca/>

CHANGE AND CANCELLATION POLICY: If you wish to change time, change the date, or cancel for a full refund – you must provide us with the 24 hr notice prior to departure. Failure to provide proper notice makes the trip non-refundable & will result in an additional change fee. Please note that Ebus Alberta tickets are non-refundable and cannot be canceled. Changes are permitted for a fee of \$15.75. If you wish to change or cancel your booking, please contact a Passenger Experience Representative by phone:
Red Arrow: 1-800-232-1958
Ebus and Partners: 1-877-769-3287

NO SHOWS: Not showing up for your departure or failure to arrive on time will result in the forfeit of full fare.

We reserve the right to perform carry-on baggage checks at any time.

ZERO TOLERANCE DRUG AND ALCOHOL POLICY: For the comfort, safety, and positive experience for all passengers, we're pleased to have a Zero Tolerance policy when it comes to intoxication, so rest assured that any signs of intoxicated passengers will be handled appropriately and refused service.

Thank you for traveling with us. We appreciate your business!

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication

Standard

Red Arrow/Ebus/PWT



Passenger
Ronda White

Travel Date / Time
Fri Jan 20, 2023 18:30

From
CALGARY - [Redacted]

RED ARROW AB

To
EDMONTON - [Redacted]

Arrival date/time : Fri Jan 20, 2023 22:00

Journey: Calgary - [Redacted]

ADULT - VISION TRAVEL - STANDARD - ROUND TRIP

Ages 18 +

Fare:	\$	70.84	CAD
Fees:	\$	10.68	CAD
Other fees:	\$	0.00	CAD
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Standard

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