

## AHS Board and Executive Expense Report

**Name:** Ronda White  
**Title:** Chief Audit Executive, Internal Audit & ERM  
**Location:** Edmonton  
 Expenses approved during the month of July 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>										
	P-Card						-			
Jul-23	Expense Claim	Meetings		48		99	147			
Jul-23	Direct Bill	Meetings	659			164	823			
<b>Total</b>			\$ 659	\$ 48	\$ -	\$ 263	\$ 970	\$ -	\$ -	\$ -

**Total for  
the Month** \$ 970

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.

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	\$ 146.65								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
5/31/2023	Attend June 1, 2023, Official Administrator Advisory Committee Meeting Calgary	AB - Other Zones	Meals Per Diem	\$ 24.00				1			
5/31/2023	Attend June 1, 2023, Official Administrator Advisory Committee Meeting	AB - Other Zones	Taxi	\$ 63.37	Red Arrow Depot Downtown Calgary, AB	Delta Calgary South Hotel, Calgary, AB		1			
6/1/2023	Attend June 1, 2023, Official Administrator Advisory Committee Meeting	AB - Other Zones	Taxi	\$ 35.28	Southport Tower, Calgary, AB	Red Arrow Depot Downtown Calgary, AB		1			
6/1/2023	Attend June 1, 2023, Official Administrator Advisory Committee Meeting Calgary	AB - Other Zones	Meals Per Diem	\$ 24.00				1			
Approver(s) for the claim	Approval Status	Approval Date									
CHIES, MAURO A	Approve	29-Jun-23									

ASSOCIATED CAB  
/ ALLIED LIMOUSINE  
307-41 AVENUE N E  
CALGARY, AB T2E2N4  
(403) 299-1199

**DEBIT SALE**

Batch #: [REDACTED] REF#: [REDACTED]  
05/31/23 SEQ: [REDACTED] 20:36:09  
APPR CODE: [REDACTED]  
DEBIT/DEFAULT  
[REDACTED]

**AMOUNT** \$55.10  
**TIP** \$8.27  
**TOTAL** \$63.37

00 - APPROVED - 001

[REDACTED]

[REDACTED]

[REDACTED]



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

<https://www.thecheckergroup.com>

Checker Cabs Calgary  
Cashier: [REDACTED]  
Transaction [REDACTED]

Total CA\$29.90  
Tip CA\$5.38  
DEBIT CARD SALE CA\$35.28  
[REDACTED]

Retain this copy for statement  
validation

Station: [REDACTED]  
Account: Default  
01 Jun 2023 4:04:33P  
CA\$35.28 | 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

<b>Name :</b> Ronda White	<b>Reporting Period for the Month of :</b> Jul-23
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
17-May-23	<b>Direct Billing</b>	<b>Airline Ticket</b>	May 23rd Air Canada Flight -Travel from Edmonton to Calgary to attend the Executive Leadership Team meeting in Calgary. Return on May 23rd. This was the best flight price that worked for schedule.	<b>Vision Travel DT Ontario-West Inc</b>	\$659.25
18-May-23	<b>Direct Billing</b>	<b>Other Transportation</b>	May 31st Red Arrow Bus - Travel from Edmonton to Calgary to attend the June 1st AHS Official Administrator Advisory Committee meeting. Return on June 1st.	<b>Vision Travel DT Ontario-West Inc</b>	\$164.10
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Choose from Drop-down List</b>	
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Choose from Drop-down List</b>	
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Choose from Drop-down List</b>	
<b>Total Paid in the Month</b>					\$ 823.35



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: 17 May 2023  
**ALBERTA HEALTH SERVICES**  
 10030 107 STREET  
 EDMONTON AB  
 T5J 3E4

Agency Ref. [REDACTED]  
 Sales Person [REDACTED]

Customer Number [REDACTED]  
 Customer Ref.: N/A  
 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 - Tuesday, May 23 2023		<a href="#">Add To Calendar</a>	
<b>Air Canada Flight</b> [REDACTED]	<b>Economy Class</b>		
<b>Depart</b>	Edmonton, Alberta <a href="#">Weather</a> Edmonton International Airport 06:30 AM Tuesday, May 23 2023	<b>Arrive</b>	Calgary, Alberta <a href="#">Weather</a> Calgary International Airport 07:22 AM Tuesday, May 23 2023
<b>Duration:</b>	0 hour(s) and 52 minute(s) Non-stop		
<b>Status:</b>	Confirmed - Air Canada Booking Reference: [REDACTED]		
<b>Operated By:</b>	AIR CANADA EXPRESS - JAZZ		
<b>Online Check In:</b>	Available 24 hours prior - <a href="#">click here</a>		
<b>E Upgrade:</b>	For Eligible Flight - Aeroplan Members <a href="#">click here</a>		
<b>Baggage Allowance:</b>	0 Piece(s)		
<b>Remarks:</b>	PLEASE CHECK IN WITH AIR CANADA EXPRESS JAZZ		

AIR - Tuesday, May 23 2023		<a href="#">Add To Calendar</a>	
<b>Air Canada Flight</b> [REDACTED]	<b>Economy Class</b>		
<b>Depart</b>	Calgary, Alberta <a href="#">Weather</a> Calgary International Airport 04:30 PM Tuesday, May 23 2023	<b>Arrive</b>	Edmonton, Alberta <a href="#">Weather</a> Edmonton International Airport 05:20 PM Tuesday, May 23 2023
<b>Duration:</b>	0 hour(s) and 50 minute(s) Non-stop		
<b>Status:</b>	Confirmed - Air Canada Booking Reference: [REDACTED]		
<b>Operated By:</b>	AIR CANADA EXPRESS - JAZZ		
<b>Online Check In:</b>	Available 24 hours prior - <a href="#">click here</a>		
<b>E Upgrade:</b>	For Eligible Flight - Aeroplan Members <a href="#">click here</a>		
<b>Baggage Allowance:</b>	0 Piece(s)		
<b>Remarks:</b>	PLEASE CHECK IN WITH AIR CANADA EXPRESS JAZZ		

**Invoice Details**

Transaction Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number: [REDACTED]					
Air Canada [REDACTED]	575.00	84.25	0.00	0.00	659.25
<b>Totals:</b>	<b>575.00</b>	<b>84.25</b>	<b>0.00</b>	<b>0.00</b>	<b>659.25</b>
				<b>Total Credit Card Billing:</b>	<b>659.25</b>
				<b>Balance Due:</b>	<b>0.00</b>

**Remarks**

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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  
 PLEASE QUOTE ACCESS CODE [REDACTED]

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RECOMMENDED CHECK-IN TIME IS AT LEAST 120 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 VALID 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 CHANGE  
 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  
 ---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  
 WWW.DT.CA/BAGGAGE/  
 --- AIRPORT ARRIVAL TIMES FOR DOMESTIC FLIGHTS ---  
 DUE TO COVID 19-RELATED TRAVEL REQUIREMENTS  
 AIRPORTS ARE MUCH BUSIER THAN USUAL  
 CUSTOMERS FLYING WITHIN CANADA MUST NOW ARRIVE AT THE  
 AIRPORT AT LEAST 120 MINUTES PRIOR TO THEIR FLIGHT  
 TO ENSURE A SMOOTH AIRPORT EXPERIENCE.  
 FAILURE TO DO SO MAY CAUSE THEM TO MISS THEIR FLIGHT.  
 \*\*\*\*\*BAGGAGE CHECK IN FOR FLIGHTS WITHIN CANADA  
 WILL CLOSE 45 MINUTES PRIOR DEPARTURE.  
 WITH THE EXCEPTION OF FLIGHTS LEAVING  
 FROM TORONTO CITY AIRPORT YTZ-WHERE CHECK-IN  
 AND BAG DROP-OFF WILL REMAIN AVAILABLE UNTIL  
 20 MINUTES BEFORE DEPARTURE.  
 THIS IS AN ELECTRONIC TICKET VALID ONLY ON ISSUING AIRLINE  
 PHOTO ID REQUIRED FOR CHECK IN.



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 9929 - 108th Street  
 Edmonton AB T5K 1G8  
 833-692-4120

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 10030 107 STREET  
 EDMONTON AB  
 T5J 3E4

Agency Ref. [REDACTED]  
 Sales Person [REDACTED]

Customer Number [REDACTED]  
 Customer Ref.: N/A  
 Passenger(s): **WHITE/RONDA MS**

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AIR - Wednesday, May 31 2023 (Flown)		<a href="#">Add To Calendar</a>	
<b>Depart</b>	Edmonton, Alberta <a href="#">Weather</a> Edmonton International Airport 04:30 PM Wednesday, May 31 2023	<b>Arrive</b>	Calgary, Alberta <a href="#">Weather</a> Calgary International Airport 07:50 PM Wednesday, May 31 2023
<b>Duration:</b>	3 hour(s) and 20 minute(s) Non-stop		
<b>Status:</b>	Confirmed		
<b>Remarks:</b>	RED ARROW BUS RED ARROW CONFRIMATION [REDACTED] SEAT [REDACTED] DEPARTING EDMONTON DOWNTOWN [REDACTED] ARRIVING CALGARY DOWNTOWN [REDACTED]		

**AIR - Thursday, June 1 2023 (Flown)**

[Add To Calendar](#)

<b>Depart</b>	Calgary, Alberta <a href="#">Weather</a> Calgary International Airport 04:30 PM Thursday, June 1 2023	<b>Arrive</b>	Edmonton, Alberta <a href="#">Weather</a> Edmonton International Airport 07:50 PM Thursday, June 1 2023
<b>Duration:</b>	3 hour(s) and 20 minute(s) Non-stop		
<b>Status:</b>	Confirmed		
<b>Remarks:</b>	RED ARROW BUS CONFIRMATION [REDACTED] SEAT [REDACTED] DEPART CALGARY [REDACTED] ARRIVE EDMONTON [REDACTED]		

**Invoice Details**

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number	[REDACTED]					
Vendor	REDARR RED ARROW EXPRESS	164.10	0.00	0.00	0.00	164.10
<b>Totals:</b>		<b>164.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>164.10</b>
				<b>Billed to:</b>	[REDACTED]	
				<b>Total Credit Card Billing:</b>		<b>164.10</b>
				<b>Balance Due:</b>		<b>0.00</b>

**Remarks**

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