

AHS Board and Executive Expense Report

Name: Ronda White
Title: Chief Audit Executive, Internal Audit & ERM
Location: Edmonton
 Expenses posted during the month of November 2024

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					-			
Nov-24	Expense Claim	Meetings		61			61			
Nov-24	Direct Bill	Meetings			181		181			
Total by category			\$ -	\$ 61	\$ 181	\$ -	\$ 242	\$ -	\$ -	\$ -

**Total
posted for
the Month** \$ 242

Maximum daily single meal expense posted in the month \$ 24
 Maximum daily base hotel rate posted in the month \$ 169
 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 membership dues, 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	\$ 61.00								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
10/23/2024	Attended LAPP (Local Authorities Pension Plan) Meetings Oct 23rd 2024. Stay in Calgary to meet with Team Members and Leaders Oct 24th 2024.	AB - Other Zones	Meals Per Diem	\$ 24.00				1			
10/24/2024	Attended LAPP Meetings Oct 23rd 2024. Stay in Calgary to meet with Team Members and Leaders Oct 24th 2024.	AB - Other Zones	Meals Per Diem	\$ 37.00				1			
Approver(s) for the claim	Approval Status	Approval Date									
MENTZELOPOULOS, ATHANA	Approve	27-Nov-24									

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 :	Nov-24
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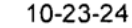
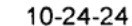
Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
24-Oct-2024	Direct Billing	Hotel	Accommodations at the Delta Calgary South Hotel for one night (Oct 23) to attend meetings with Internal Audit & ERM Team members and Leaders in Calgary.	Other - Delta Calgary South Hotel	\$181.03
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	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					\$ 181.03






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

Alberta Health Services
PO BOX 1600
EDMONTON AB T5J 2N9
Canada

White, Ronda

Room: 
Folio: 
Cashier: 
Arrival: 10-23-24
Departure: 10-24-24

A/R Invoice: 
A/R Account: 

Date	Description	Additional Information	Charges	Credits
10-23-24	Room charge		169.00	
10-23-24	DMF		5.07	
10-23-24	Tourism Levy		6.96	
10-23-24	Rooms - GST		8.70	
10-25-24	GST Exempt- 	gst exempt	-8.70	

<u>GST Summary</u>	
Registration No: 763972957	
Room	8.70
F&B	0.00
Other	12.03
Total	20.73

Total	181.03	0.00
Balance Due	181.03	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.