

## AHS Board and Executive Expense Report

**Name** Dr. Sandra Corbett  
**Title** Zone Medical Director North Zone (Interim) Contractor  
**Location** Spruce Grove  
 Expenses submitted during the month of March 2019

### Travel (1)

MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Mar-19	Expense Claim	Meetings		74		747	821			
Mar-19	Direct Billing	Meetings	348		159		507			
<b>Total</b>			\$ 348	\$ 74	\$ 159	\$ 747	\$ 1,328	\$ -	\$ -	\$ -

**Total for the Month** \$ 1,328

Maximum daily single meal expense claimed in the month \$ 24  
 Maximum daily base hotel rate claimed in the month \$ 149  
 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.

## AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
CORBETT, SANDRA	Zone Medical Director North Zone (Interim) Contractor	Spruce Grove	\$ 820.64								
Expense Date	Business reason	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendee	Attendee Name(s)	Trip Distance	
3/5/2019	U of A FM Residency Fort McMurray	Parking within Alberta	\$ 11.00				1				
3/7/2019	Physician Meeting in Whitecourt	Meals within Alberta - Lunch	\$ 13.00				1				
3/7/2019	Physician Meeting in Whitecourt	Mileage within Alberta	\$ 189.38	Spruce Grove	Whitecourt and return		1			375	
3/8/2019	Physician Meeting in Cold Lake	Meals within Alberta - Lunch	\$ 13.00				1				
3/8/2019	Physician Meeting in Cold Lake	Mileage within Alberta	\$ 314.62	Spruce Grove	Cold Lake and return		1			623	
3/11/2019	Executive Education Meeting in Edmonton	Parking within Alberta	\$ 15.00				1				
3/13/2019	Physician Meeting in St Paul	Meals within Alberta - Dinner	\$ 24.00				1				
3/14/2019	Connect Care retreat in Grande Prairie	Meals within Alberta - Dinner	\$ 24.00				1				
3/18/2019	North Foundation Meeting in St Paul	Mileage within Alberta	\$ 216.65	Spruce Grove	St Paul and return		1			429	
<b>Approver(s) for the claim</b>		<b>Approval Status</b>		<b>Date</b>							
BELANGER, FRANCOIS		Approve		5/22/2019							

**RECEIPT**  
University of Alberta  
U-Park Receipt

License Plate Number



Expiration Date/Time

**10:21 AM**  
**MAR 05, 2019**

Purchase Date/Time: 08:21am Mar 05, 2019  
Total Due: \$11.00    Rate: Hr Increment @ \$5.50  
Total Paid: \$11.00    Pmt Type: CC (Swipe)  
Ticket: [Redacted]  
S/N #: [Redacted]  
Setting: Lot C  
Mach Name: Lot C North

[Redacted] /isa

Auth #: [Redacted]

GST# R108102831

ALBERTA - PARKING RECEIPT UNIVERSITY OF ALBERTA - PARKING RECEIPT UNIVERSITY OF ALBERTA - PARKING RECEIPT

**RECEIPT**  
University of Alberta  
U-Park Receipt

License Plate Number



Expiration Date/Time

**06:00 AM**  
**MAR 12, 2019**

Purchase Date/Time: 07:40am Mar 11, 2019  
Total Due: \$15.00    Rate: \$15 valid until 6AM  
Total Paid: \$15.00    Pmt Type: CC (Swipe)  
Ticket: [Redacted]  
S/N #: [Redacted]  
Setting: U Lot  
Mach Name: Lot U

[Redacted] /isa

Auth #: [Redacted]

GST# R108102831

RECEIPT UNIVERSITY OF ALBERTA - PARKING RECEIPT UNIVERSITY OF ALBERTA - PARKING RECEIPT

## 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> Dr. Sandra Corbett	<b>Reporting Period for the Month of :</b> Mar-19
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
14-Mar-2019	<b>Direct Billing</b>	<b>Airline Ticket</b>	Connect Care retreat in Grande Prairie - Flight from Edmonton to Grande Prairie on Mar 14 and return on Mar 15, 2019	<b>Vision Travel</b>	\$347.96
14-Mar-2019	<b>Direct Billing</b>	<b>Hotel</b>	Connect Care retreat in Grande Prairie- Hotel in Grande Prairie for the night of Mar 14, 2019	<b>Vision Travel</b>	\$159.61
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Vision Travel</b>	
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Vision Travel</b>	
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Vision Travel</b>	
<b>Total Paid in the Month</b>					\$ 507.57

**From:** tripinfo@visiontravel.ca  
**Sent:** Monday, March 04, 2019 2:45 PM  
**To:** [REDACTED]  
**Subject:** Invoice and Itinerary for CORBETT/SANDRA DR - 14March19 - Vision Travel Locator: [REDACTED]  
**Attachments:** E-Ticket Receipt 1 - [REDACTED] - March 14 2019 [REDACTED].pdf



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

## Invoice/Itinerary

Invoice [REDACTED]  
Issued: 04 March 2019

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

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

ALBERTA HEALTH SERVICES  
10030 - 107 STREET  
EDMONTON AB  
T5J 3E4

Passenger(s): CORBETT/SANDRA DR

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

AIR - Thursday, March 14 2019

[Add To Calendar](#)

WestJet Flight WS3240 Economy Class

Depart	Edmonton, Alberta	<a href="#">Weather</a>	Arrive	Grande Prairie, Alberta	<a href="#">Weather</a>
	Edmonton International Airport			Grande Prairie Municipal Airport	
	05:05 PM Thursday, March 14 2019			06:12 PM Thursday, March 14 2019	

Duration: 1 hour(s) and 7 minute(s) Non-stop  
Status: Confirmed - WestJet Booking Reference: [REDACTED]  
Operated By: WESTJET ENCORE  
FF Number: [REDACTED] - CORBETT/SANDRA DR - please reconfirm at check-in  
Online Check In: Available 24 hours prior - [click here](#)  
Baggage Allowance: 0 Piece(s)

Remarks: PLEASE CHECK IN WITH WESTJET ENCORE

AIR - Friday, March 15 2019

[Add To Calendar](#)

**WestJet Flight WS3142 Economy Class**

Depart Grande Prairie, Alberta [Weather](#) Arrive Edmonton, Alberta [Weather](#)  
Grande Prairie Municipal Airport Edmonton International Airport  
06:55 PM Friday, March 15 2019 07:59 PM Friday, March 15 2019

Duration: 1 hour(s) and 4 minute(s) Non-stop  
Status: Confirmed - WestJet Booking Reference: [REDACTED]  
Operated By: WESTJET ENCORE  
FF Number: [REDACTED] CORBETT/SANDRA DR - please reconfirm at check-in  
Online Check In: Available 24 hours prior - [click here](#)  
Baggage Allowance: 0 Piece(s)

Remarks: PLEASE CHECK IN WITH WESTJET ENCORE

**Invoice Details**

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number: WestJet	[REDACTED]	254.00	93.96	0.00	0.00	347.96
					Billed to: [REDACTED]	
	Totals:	254.00	93.96	0.00	0.00	347.96
					Total Credit Card Billing:	347.96
					Balance Due:	0.00

# PHCC Partnership o/a GP Pomeroy Hotel

GST #720259688 RT0001

11633 100th Street

Grande Prairie, AB T8V 3Y4

Telephone: (780)532-5221 Fax: (780)532-5441

Dec 19, 2019  
12:02 pm

Sandra Corbett

Folio #: [REDACTED]  
Room Number: [REDACTED]  
Rate: \$149.00  
Pay Method: [REDACTED]

Arrival Date: March 14, 2019  
Departure Date: March 15, 2019

Date	Department	Reference	Voucher	Room	Debit	Credit
03/14/2019	ROOM CHARGE	Auto Posted		420	\$149.00	
03/14/2019	HOTEL TAX	Auto Posted		420	\$5.96	
03/14/2019	D.M.F. FEE	Auto Posted		420	\$4.47	
03/14/2019	HOTEL TAX	Auto Posted		420	\$0.18	
03/15/2019	Direct Bill	CHECKED-OUT [REDACTED] AHS - MEDICAL AFFAI		420		\$159.61

I agree that my liability for all charges is not waived

Balance:

Signature \_\_\_\_\_