

## AHS Board and Executive Expense Report

**Name:** Sandy Edmonstone  
**Title:** AHS Board Member  
**Location:** Calgary  
 Expenses posted during the month of April 2024

|                          |                    |          | Travel (1) |       |               |                 |                 |                                    |  |              |
|--------------------------|--------------------|----------|------------|-------|---------------|-----------------|-----------------|------------------------------------|--|--------------|
| Approved<br>MMM-YY       | Source<br>Document | Purpose  | Airfare    | Meals | Accommodation | Other<br>Travel | Total<br>Travel | Professional<br>Development<br>(2) | Working<br>Sessions<br>Hosting and<br>Hospitality<br>(3) | Other<br>(4) |
|                          | P-Card             | Meetings |            |       |               |                 | -               |                                    |  |              |
| Apr-24                   | Expense Claim      | Meetings |            | 87    | 559           | 441             | 1,087           |                                    | 29   |              |
|                          | Direct Bill        | Meetings |            |       |               |                 | -               |                                    |  |              |
| <b>Total by category</b> |                    |          | \$ -       | \$ 87 | \$ 559        | \$ 441          | \$ 1,087        | \$ -                               | \$ 29  | \$ -         |

**Total posted for the Month**     \$     1,116

Maximum daily single meal expense posted in the month     \$     30  
 Maximum daily base hotel rate posted in the month     \$     249  
 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

## BOARD MEMBER EXPENSE CLAIM FORM

| SECTION 1: PAYEE INFORMATION |  |              |            |                       |        |
|------------------------------|--|--------------|------------|-----------------------|--------|
| Name:                        | Sandy Edmonstone   |              |            | Expense Period Month: | Mar-24 |
| Address:                     | [REDACTED]   |              | City:      | [REDACTED]            |        |
| Province:                    | [REDACTED]   | Postal Code: | [REDACTED] | Country:              | Canada |
| Reason for Expense           | Attended Board Strategy Session in Edmonton on March 14, 2024. |              |            |                       |        |

| SECTION 2: FINANCE CODING & TOTAL CLAIM         |             |                          |                           |                        |  |
|---|-------------|--------------------------|---------------------------|------------------------|--|
| Description                                     | Corp/BU/Org | Location (If applicable) | Functional Centre/Primary | Expense/Secondary Acct | Total (Note: This column will auto fill) |
| [REDACTED]                                      |             |                          |                           |                        | \$87.00                                  |
| [REDACTED]                                      |             |                          |                           |                        | \$1,000.20                               |
| [REDACTED]                                      |             |                          |                           |                        | \$28.75                                  |
| <b>TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE</b> |             |                          |                           |                        | <b>\$1,115.95</b>                        |

| SECTION 3: AUTHORIZATION - <b>Note: Electronic or digital signatures are not accepted</b>  |  |                |        |
|--|--|----------------|--------|
| I attest that I have read and understand the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and confirm expenses being claimed are in compliance with such policy to the best of my understanding and belief.             |  |                |        |
| I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services Board and that this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization. |  |                |        |
| I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided below.   |  |                |        |
| Claimant (Print Name)  | Signature: I, by signing this form, attest that I am compliant to all the above statements | Date           | Phone# |
| Sandy Edmonstone   | [REDACTED]   | March 27, 2024 |        |

|   |                              |
|---|------------------------------|
| I attest that I have read and understand the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and confirm expenses being claimed are in compliance with such policy to the best of my understanding and belief.                          |                              |
| I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services Board and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization. |                              |
| I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided below.  |                              |
| Approved by (Print Name)  | Position Title/Program Group |
| Dr. Lyle Oberg  | Board Chair                  |
| Signature: I, by signing this form, attest that I am compliant with all the above statements  | Date                         |
| [REDACTED]  | April 02, 2024               |

Health and Personal information on this form is collected by AHS under the authority of section 20(b) of the Health Information Act (HIA) and sections 33(c) and 34(2) of the Freedom of Information and Protection of Privacy (FOIP) Act, respectively, for the purpose of administering AHS Procure to Pay program.

[REDACTED] March 28, 2024  
 Michael Lam, Interim VP Corporate Services & CFO Date

**Carry forward from Section 1**

|       |                  |                       |        |
|-------|------------------|-----------------------|--------|
| Name: | Sandy Edmonstone | Expense Period Month: | Mar-24 |
|-------|------------------|-----------------------|--------|

Completion of the "cost effective method used" Column is required. If you select "No" in this column, Further Explanation is Required in the "Rationale is Required" section below

**Rationale is Required for expenses that are not Cost Effective:** (supporting analysis and documentation must be attached to this form)

**SECTION 4A: BOARD MEMBER - TRAVEL EXPENSE CLAIM**

The Board Members follow the [Government of Alberta \(GOA\) Travel, Meal and Hospitality](#)

Note: For meal allowances outside Canada, the GOA policy redirects to the National Joint Council (NJC) travel directive for rates ([Appendix C for USA](#), [Appendix D for International](#)).

| Date  | Description: (include purpose of trip, mode of travel, starting point, details of expenditure)    | Cost Effective method used? | Meal (Allowance OR Receipt)( A ) |           |  |          | Accommodation ( B ) | Transportation (Flight, Car Rental, Fuel, Parking, Taxi) ( C ) | Other (Itemize) ( D ) | Mileage km ( E ) |
|---|---|-----------------------------|----------------------------------|-----------|--|----------|---------------------|--|-----------------------|------------------|
|   |   |                             | Allowance Within Canada          |           | With Receipt or Allowance Outside Canada |          |                     |  |                       |                  |
|   |   |                             | Meal Type                        | Allowance | Meal Type                                | Amount   |                     |  |                       |                  |
| 13-Mar-2024                                 | Mileage from residence to Edmonton and return to attend Board Strategy Session on March 14, 2024. | Yes                         |                                  |           |  |          |                     |  | 602                   |                  |
| 13-Mar-2024                                 | 2 nights accommodation and dinner per diem.   | Yes                         | D-\$27.00                        | \$27.00   |  | \$559.10 |                     |  |                       |                  |
| 13-Mar-2024                                 | 2 days parking at hotel.  | Yes                         |                                  |           |  |          | \$110.00            |  |                       |                  |
| 14-Mar-2024                                 | Coffee meeting with Board Members, Paul Haggis and Angela Fong.                                   | Yes                         |                                  |           |  |          |                     | \$28.75  |                       |                  |
| 14-Mar-2024                                 | Breakfast and lunch per diems.  | Yes                         | BL-\$30.00                       | \$30.00   |  |          |                     |  |                       |                  |
| 15-Mar-2024                                 | Breakfast and lunch per diems.  | Yes                         | BL-\$30.00                       | \$30.00   |  |          |                     |  |                       |                  |
|   |   |                             |                                  |           |  |          |                     |  |                       |                  |
|   |   |                             |                                  |           |  |          |                     |  |                       |                  |
|   |   |                             |                                  |           |  |          |                     |  |                       |                  |
|   |   |                             |                                  |           |  |          |                     |  |                       |                  |
| <b>Total: (amount auto fills to page 1)</b> |   |                             | \$87.00                          |           | \$0.00                                   | \$559.10 | \$110.00            | \$28.75  | 602.00                |                  |

|                                  |      |                      |           |
|----------------------------------|------|----------------------|-----------|
| <b>BOARD MEMBER Mileage Rate</b> | 0.55 | <b>Total Mileage</b> | \$ 331.10 |
|----------------------------------|------|----------------------|-----------|



**JW MARRIOTT**  
EDMONTON ICE DISTRICT

Mr Sandy Edmonstone



Room: [Redacted]  
 Folio: [Redacted]  
 Cashier: [Redacted]  
 Arrival: 03-13-24  
 Departure: 03-15-24  
 Reference:

Folio No.: [Redacted]

| Date     | Description         | Additional Information        | Charges | Credits |
|----------|---------------------|-------------------------------|---------|---------|
| 03-13-24 | Valet Daily Parking | [Redacted]                    | 55.00   |         |
| 03-13-24 | Room Charge         |                               | 249.00  |         |
| 03-13-24 | DMF                 |                               | 7.47    |         |
| 03-13-24 | Tourism Levy        |                               | 10.26   |         |
| 03-13-24 | GST                 |                               | 12.82   |         |
| 03-14-24 | Braven              | [Redacted]                    | 28.75   |         |
| 03-14-24 | Visa Card           | [Redacted] XX/XX              |         | 363.30  |
| 03-14-24 | Valet Daily Parking | [Redacted]                    | 55.00   |         |
| 03-14-24 | Room Charge         |                               | 249.00  |         |
| 03-14-24 | DMF                 |                               | 7.47    |         |
| 03-14-24 | Tourism Levy        |                               | 10.26   |         |
| 03-14-24 | GST                 |                               | 12.82   |         |
| 03-15-24 | Visa Card           | XXXXXXXXXXXX [Redacted] XX/XX |         | 334.55  |

|                            |              |
|----------------------------|--------------|
| <b>GST Summary</b>         |              |
| Reg. No: 73961 5284 RT0002 |              |
| Room                       | 25.64        |
| F&B                        | 1.15         |
| Other                      | 5.24         |
| <b>Total</b>               | <b>32.03</b> |

|                    |        |        |
|--------------------|--------|--------|
| <b>Total</b>       | 697.85 | 697.85 |
| <b>Balance Due</b> | 0.00   | 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.