

AHS Board and Executive Expense Report

Name: Sandy Edmonstone
Title: AHS Board Member
Location: Calgary
 Expenses posted during the month of August 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)
Aug-24	P-Card	Meetings					-			
	Expense Claim	Meetings	788			51	839			
	Direct Bill	Meetings					-			
Total by category			\$ 788	\$ -	\$ -	\$ 51	\$ 839	\$ -	\$ -	\$ -

**Total
posted for
the Month** \$ 839

Maximum daily single meal expense posted in the month \$ -
 Maximum daily base hotel rate posted 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 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:	Jul-24
Address:		City:	
Province:		Postal Code:	
		Country:	Canada
Reason for Expense	Expenses incurred from attending the June 27th Board Meeting in Edmonton and attendance at the July 25, 2024 Board Meeting in Calgary.		

SECTION 2: FINANCE CODING & TOTAL CLAIM

Description	Corp/BU/Or g	Location (if applicable)	Functional Centre/Primary	Expense/ Secondary Acct	Total (Note: This column will auto fill)
					\$0.00
					\$838.50
					\$0.00
TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE					\$838.50

SECTION 3: AUTHORIZATION - Note: Electronic or digital signatures are not accepted

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		August 08, 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
	August 12, 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.

For payment please submit to:

14th Floor, North Tower, Seventh Street Plaza, 10030 - 107 St, Edmonton AB T5J 3E4, Attention:

August 8, 2024

Michael Lam, Interim VP Corporate & CFO

Date

Created: November 01, 2013
Rev 15 eff December 08, 2023

Carry forward from Section 1										
Name:	Sandy Edmonstone						Expense Period Month:	Jul-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 Expenses Policy 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				
26-Jun-2024	Transportation from YEG to hotel to attend Board Meeting on June 27th in Edmonton.	Yes						\$12.75		
27-Jun-2024	Transportation from SSP to YEG.	Yes						\$12.75		
24-Jul-2024	Travel from residence (and return) to attend Board Meeting on July 25th in Calgary.	Yes						\$787.50		
25-Jul-2024	Transportation from YYC to residence.	Yes						\$12.75		
25-Jul-2024	Transportation from SPT to YYC.	Yes						\$12.75		
Total: (amount auto fills to page 1)			\$0.00		\$0.00		\$0.00	\$838.50	\$0.00	0.00
BOARD MEMBER Mileage Rate							0.55	Total Mileage	\$	-

From: [REDACTED]
To: [REDACTED]
Subject: Air Canada - Electronic Ticket Itinerary/Receipt
Date: Wednesday, July 17, 2024 2:35:49 PM

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

Itinerary/Receipt

Electronic Ticketing confirmed. This is your official itinerary/receipt. We thank you for choosing Air Canada and look forward to welcoming you on board.

Seats have been pre-selected for you.
Click on the button below to **see all seat options**
and change your seat(s)



Booking Information

Booking Reference: [REDACTED]	Customer Care
Main Contact: Sandy Edmonstone	Air Canada 1-888-247-2262
Mobile: [REDACTED]	Flight Arrivals and Departures 1-888-422-7533
[REDACTED]	

Flight Itinerary

Flight	From	To	Stops	Fare Type	Meal
AC [REDACTED]	Los Angeles (CA) Wed 24-Jul 2024 17:10	Vancouver (BC) Wed 24-Jul 2024 20:09	0	Flex, M	
AC [REDACTED]	Vancouver (BC) Wed 24-Jul 2024 21:45	Calgary (AB) Thu 25-Jul 2024 00:12	0	Flex, M	
AC [REDACTED]	Calgary (AB) Thu 25-Jul 2024 18:45	Vancouver (BC) Thu 25-Jul 2024 19:18	0	Flex, M	
AC [REDACTED]	Vancouver (BC) Thu 25-Jul 2024 21:15	Los Angeles (CA) Fri 26-Jul 2024 00:20	0	Flex, M	

Passenger Information

1: Sandy Edmonstone : Ticket Number: [REDACTED]			
Air Canada Aeroplan: [REDACTED]		Meal Preference:	Gluten intolerant meal
Seat Selection: AC [REDACTED] : [REDACTED], AC [REDACTED] : [REDACTED], AC [REDACTED] : [REDACTED],		Special Needs:	None

Flight Credit Summary

Southwestern Flex YYC YEG YVR 6 credits **2 Flight Credits**
Taxes, fees, and charges included

Please read important information and notices regarding Air Canada's [REDACTED]

Air Passenger Protection Regulations Notice: If you are denied boarding, your flight is cancelled or delayed for at least two hours, or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulations. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website. General terms and conditions pertaining to flight delays, cancellations, denied boarding, seating of children and lost or damaged baggage can be found in Air Canada's [REDACTED]

Important Information

All passengers are advised to view the [REDACTED] page for important information on identification required for travel.

Travel Documents

Air Canada applies travel document and animal entry and exit requirements contained in IATA's Travel Information Manual, available on the [REDACTED]

Baggage Policy

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our [REDACTED]

On your Air Canada- or Air Canada Express-operated flight, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15,5 x 21,5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted [REDACTED]

Please see below for details on the bags you plan on checking at the baggage counter.

Flight : Los Angeles (CA) To Calgary (AB) - Flex		
Regular Baggage Allowance	1st bag:	2nd bag:
	Complimentary	\$68.30 CAD + taxes* per direction
	Max Weight per bag: 23kg (50lb)	
	Max. Linear Dimensions per bag: 158cm (62in)	

Flight : Calgary (AB) To Los Angeles (CA) - Flex		
Regular Baggage Allowance	1st bag:	2nd bag:
	Complimentary	\$68.30 CAD + taxes*
	Max Weight per bag: 23kg (50lb)	
	Max. Linear Dimensions per bag: 158cm (62in)	

From: [REDACTED]
To: [REDACTED]
Subject: Air Canada - Electronic Ticket Itinerary/Receipt
Date: Wednesday, July 17, 2024 2:25:03 PM

Flight Pass

Your flight pass purchase is confirmed.

Please print this receipt for your reference.

Thank you for choosing Air Canada and we look forward to welcoming you on board.

Flight Pass Information

Flight Pass Reference: [REDACTED]

Product Name: **Southwestern from Calgary - Edmonton and Vancouver - 6 credits**

Product ID: [REDACTED]

Start Date: **Jul 17, 2024**

Expiry Date: **Jul 17, 2025**

Exchange one credit per direction on the following [routes](#).

Online services

- [Manage my flight pass](#)
(Book, View, Change and Cancel flights).

Customer Care

Questions about your
booking or Air Canada
online services?
1-888-247-2262

Contact Information

Flight Pass Owner: **SANDY EDMONSTONE**

Email address: [REDACTED]

Aeroplane Number: [REDACTED]

Phone Number: [REDACTED]

Payment Card Number: *****[REDACTED]

Fare Quotes Details

Fare Summary

	Total Charge
Southwestern from Calgary - Edmonton and Vancouver - 6 credits	\$2,250.00
Taxes	
Canada Goods and Services Tax (GST/HST #100092287 RT0001)	112.50
Total taxes	\$112.50
Grand Total - Canadian Dollars	\$2,362.50

\$393.75 each flight

2 of the 6 flight credits
used for this trip

Applicable Rules