

## AHS Board and Executive Expense Report

**Name:** Sandy Edmonstone

**Title:** AHS Board Member

**Location:** Calgary

Expenses posted during the month of September 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)
Sep-24	P-Card	Meetings					-			
	Expense Claim	Meetings	2,031	221	794	751	3,796			
	Direct Bill	Meetings					-			
<b>Total by category</b>			\$ 2,031	\$ 221	\$ 794	\$ 751	\$ 3,796	\$ -	\$ -	\$ -

**Total  
posted for  
the Month** \$ 3,796

Maximum daily single meal expense posted in the month \$ 27

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:	Aug-24
Address:		City:	
Province:	AB	Postal Code:	
		Country:	Canada
Reason for Expense	Expenses incurred from attending the August 15th and 28th Board Meetings in Edmonton.		

**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)
					\$137.00
					\$2,050.44
					\$0.00
<b>TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE</b>					<b>\$2,187.44</b>

**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	Approval kept on file	Sept. 05, 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
Approval kept on file	September 16, 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:**

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

Approval kept on file September 06, 2024

Michael Lam, Interim VP Corporate Services & CFO Date

Created: November 01, 2013

Rev 15 eff December 08, 2023

<b>Carry forward from Section 1</b>										
Name:	Sandy Edmonstone						Expense Period Month:	Aug-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										
<b>Rationale is Required for expenses that are not Cost Effective:</b> (supporting analysis and documentation must be attached to this form)										
<b>SECTION 4A: BOARD MEMBER - TRAVEL EXPENSE CLAIM</b>										
The Board Members follow the <a href="#">Government of Alberta (GOA) Travel, Meal and Hospitality Expenses Policy</a> Note: For meal allowances outside Canada, the GOA policy redirects to the National Joint Council (NJC) travel directive for rates ( <a href="#">Appendix C for USA</a> , <a href="#">Appendix D for International</a> ).										
Date	Description: (include purpose of trip, mode of travel, starting point, details of expenditure)	Cost Effective method used?	Meal (Allowance <span style="color: red;">OR</span> Receipt)( A )				Accommodation ( B )	Transportation (Flight, Car Rental, Fuel, Parking, Taxi) ( C )	Other (Itemize) ( D )	Mileage km ( E )
			Allowance Within Canada		With Receipt <u>or</u> Allowance Outside Canada					
			Meal Type	Allowance	Meal Type	Amount				
15-Aug-2024	Travel from residence to YYC to attend Board Meeting in Edmonton.	Yes						\$36.07		
15-Aug-2024	Daily per diems.	Yes	BLD-\$57.00	\$57.00						
15-Aug-2024	Travel from YEG to SSP.	Yes						\$46.95		
15-Aug-2024	Travel from meeting to YEG.	Yes						\$54.74		
15-Aug-2024	Travel from YYC to residence.	Yes						\$70.00		
27-Aug-2024	Travel from residence to meeting.	Yes						\$8.25		
27-Aug-2024	Travel from meeting to YYC.	Yes						\$34.86		
27-Aug-2024	Flight from Calgary to Edmonton to attend Board Meeting on August 28, 2024.	Yes						\$510.78		
27-Aug-2024	Travel from YEG to hotel.	Yes						\$73.70		
27-Aug-2024	2 nights accommodation and dinner per diem.	Yes	D-\$27.00	\$27.00			\$559.10			
<b>Total: (amount auto fills to page 1)</b>				\$84.00		\$0.00	\$559.10	\$835.35	\$0.00	0.00
<b>BOARD MEMBER Mileage Rate</b>								0.55	<b>Total Mileage</b>	\$ -

<b>Carry forward from Section 1</b>										
Name:	Sandy Edmonstone						Expense Period Month:	Aug-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										
<b>Rationale is Required for expenses that are not Cost Effective:</b> (supporting analysis and documentation must be attached to this form)										
<b>SECTION 4B: BOARD MEMBER - TRAVEL EXPENSE CLAIM</b>										
The Board Members follow the <a href="#">Government of Alberta (GOA) Travel, Meal and Hospitality Expenses Policy</a>										
Note: For meal allowances outside Canada, the GOA policy redirects to the National Joint Council (NJC) travel directive for rates ( <a href="#">Appendix C for USA</a> , <a href="#">Appendix D for International</a> ).										
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				
28-Aug-2024	Breakfast and dinner per diems.	Yes	BD-\$40.00	\$40.00						
28-Aug-2024	Travel from hotel to SSP.	Yes						\$8.56		
28-Aug-2024	Travel from SSP to hotel.	Yes						\$7.50		
28-Aug-2024	Travel from hotel to dinner meeting.	Yes						\$10.00		
29-Aug-2024	Breakfast per diem.	Yes	B-\$13.00	\$13.00						
29-Aug-2024	Travel from hotel to YEG.	Yes						\$49.15		
29-Aug-2024	Travel from Edmonton to Calgary.	Yes						\$510.78		
29-Aug-2024	Travel from YYC to residence.	Yes						\$70.00		
<b>Total: (amount auto fills to page 1)</b>				\$53.00		\$0.00	\$0.00	\$655.99	\$0.00	0.00
<b>BOARD MEMBER Mileage Rate</b>							0.55	<b>Total Mileage</b>	\$	-

From:

To:

Subject:

Date:

[Sandy Canada] Your Thursday morning trip with Uber

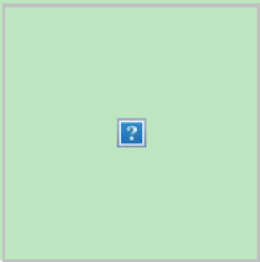
Thursday, August 15, 2024 8:15:12 AM



Total CA\$36.07  
August 15, 2024

Thanks for tipping,  
Greatest

Here's your updated Thursday  
morning ride receipt.



TotalCA\$36.07

Trip fareCA\$26.42

SubtotalCA\$26.42

Booking Fee ☐CA\$0.15

TNC fee recovery surchargeCA\$0.45

Airport Recovery SurchargeCA\$4.00

TipCA\$3.50

GSTCA\$1.55

Payments



Sandy Canada ...  
8/15/24 8:14 AM

CA\$36.07

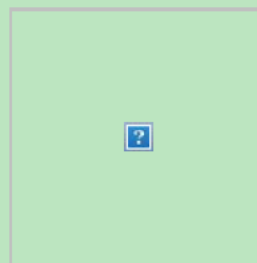
**From:** [Redacted]  
**To:** [Redacted]  
**Subject:** [Sandy Canada] Your Thursday morning trip with Uber  
**Date:** Thursday, August 15, 2024 3:41:01 PM



Total CA\$46.95  
August 15, 2024

Thanks for tipping,  
Greatest

Here's your updated Thursday  
morning ride receipt.



**Total** **CA\$46.95**

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Trip fare	CA\$37.22
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Subtotal	CA\$37.22
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Booking Fee <input type="checkbox"/>	CA\$0.15
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Airport drop-off fee / Airport pick-up fee	CA\$3.25
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Tip	CA\$4.30
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GST	CA\$2.03
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#### Payments



**Sandy Canada** ••• [Redacted]  
8/15/24 3:40 PM

CA\$46.95

[Visit the trip page](#) for more information, including invoices (where available)

Thanks for tipping, Greatest

Here's your updated Thursday afternoon ride receipt.

Total CA\$54.74

Trip fare CA\$43.67

Subtotal	CA\$43.67
Booking Fee	CA\$0.15
Per-Trip Fee	CA\$0.30
Airport drop-off fee / Airport pick-up fee	CA\$3.25
Tip	CA\$5.00
GST	CA\$2.37

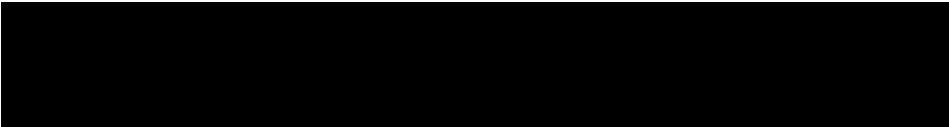
Payments

 Sandy Canada \*\*\*\*[redacted] CA\$54.74  
8/15/24 5:21 PM

[Visit the trip page](#) for more information, including invoices (where available)

You rode with [redacted]

UberX 31.50 kilometers | 34 min



Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.



**DOWNLOAD  
OUR APP**

[associatedcab.ca](http://associatedcab.ca)

Driver \_\_\_\_\_ Date Aug 15/24  
Car # \_\_\_\_\_ Amount \$70.00  
GST Included # \_\_\_\_\_  
Pick up YYC Drop off \_\_\_\_\_



From:

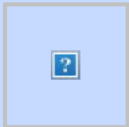
To:

Subject:

Date:

[Sandy Canada] Your Tuesday afternoon trip with Uber

Wednesday, August 28, 2024 3:44:38 AM



Total CA\$8.25  
August 27, 2024

Thanks for riding,  
Greatest

We hope you enjoyed your ride  
this afternoon.



Total

CA\$8.25

Trip fare

CA\$5.02

Subtotal

CA\$5.02

Booking Fee ☐

CA\$2.39

TNC fee recovery surcharge

CA\$0.45

GST

CA\$0.39

Payments



**Sandy Canada** ...  
8/28/24 3:44 AM

CA\$8.25

[Visit the trip page](#) for more information, including invoices (where available)

[Switch Payment Method](#)

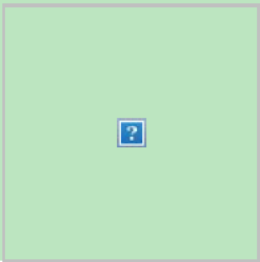
From: [Redacted]  
To: [Redacted]  
Subject: [Sandy Canada] Your Tuesday evening trip with Uber  
Date: Tuesday, August 27, 2024 10:33:34 PM



Total CA\$34.86  
August 27, 2024

Thanks for tipping,  
Greatest

Here's your updated Tuesday  
evening ride receipt.



Total CA\$34.86

Trip fare CA\$25.41

Subtotal CA\$25.41

Tip CA\$3.35

Airport Recovery Surcharge CA\$4.00

Booking Fee ☐ CA\$0.15

TNC fee recovery surcharge CA\$0.45

GST CA\$1.50

Payments



Sandy Canada ... [Redacted]  
8/27/24 7:03 PM

CA\$31.86



**Sandy Canada** ●●● [redacted]

8/27/24 10:33 PM

CA\$3.00

[Visit the trip page](#) for more information, including invoices (where available)

[Switch Payment Method](#)

[Download PDF](#)

You rode with [redacted]

4.97 ☐ Rating

☐ Has passed a multi-step safety screen

TNDL License Number:

Please call 3-1-1 with any Compliments/Concerns

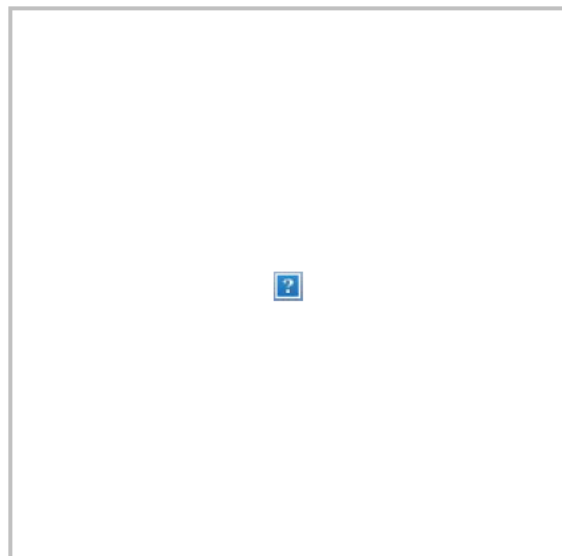
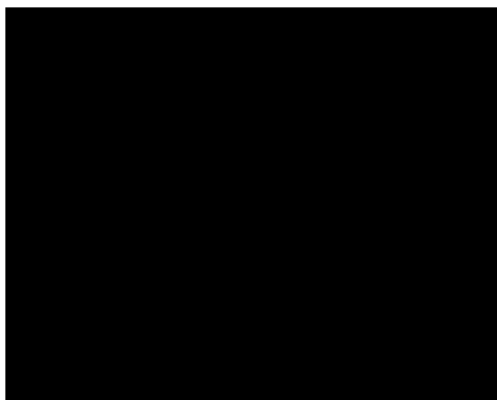


Every rideshare trip in Calgary is insured for a covered auto accident by Economical Insurance.

[Learn more](#)

UberX

20.64 kilometers | 23 min



From: [REDACTED]  
To: [REDACTED]  
Subject: Air Canada - 27 Aug 2024: Calgary - Edmonton (Booking reference: [REDACTED])  
Date: Tuesday, August 20, 2024 3:11:54 PM



## Booking Confirmation

Issued 20 Aug, 2024

[Manage booking](#)

[Check-in](#)

Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

**IMPORTANT :** This is your official itinerary/receipt. You must bring it with you to the airport for check-in. Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes).

Ensure you are in compliance with the entry requirements of your destination. For the latest information on entry requirements, our flexible booking policy, or our health and safety measures, visit our [Travel Ready hub](#).

### Flights

**Departure • Tue 27 Aug, 2024**

Economy Flex

**Calgary YYC**

19:40

Calgary Int.

**Edmonton YEG**

20:32

Edmonton Int.

AC 8144 • Operated by Air Canada Express - Jazz

Aircraft type: [De Havilland Dash 8-400](#)

Duration: 52m


Cabin: Economy Class (H)

# Passengers

**Sandy Edmonstone**  
Ticket #: [REDACTED]  
Aeroplan #: [REDACTED]

**Seats**  
YYC   YEG04F

# Purchase Summary

 AC Wallet [REDACTED]

CAD \$510.78

1 Adult

## Air transportation charges

Base fare - departure	\$426.00
Carrier surcharges	\$16.00

## Taxes, Fees and Charges

Air Travellers Security Charge - Canada	\$9.46
Goods and Services Tax - Canada - 100092287 RT0001	\$24.32
Airport Improvement Fee - Canada	\$35.00

<b>Grand total</b>	<b>CAD \$510.78</b>
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# Check-in and boarding gate deadlines

Check-in and baggage drop-off opens

**ALLIED  
BLACK  
LIMO & TAXI**

Try our **ON-DEMAND** Taxi app  
Connecting you Directly with your Driver

alliedblack.com

Driver \_\_\_\_\_ Date 8/29/24  
Car # \_\_\_\_\_ Amount \$70.00  
GST Included # YYC to Residence

**CO-OP ALBERTA CO-OP TAXI LINE LTD.**

DATE: 8/28/24 AMOUNT (\$): \$10.00

PICK UP: Hotel to Restaurant

0: \_\_\_\_\_  
0: \_\_\_\_\_

RIVER ID #: \_\_\_\_\_ CAR #: \_\_\_\_\_

80-425-2525 780-425-8310 WWW.CO-OPTAXI.COM

TRANSACTION RECORD  
CO-OP TAXI LINE  
10538 114 ST NW  
EDMONTON AB

**Purchase**

Aug 28, 2024  
VISA  
TID: \*\*\*\*  
Sequence:  
Auth#:  
Batch:

19:59:06  
\*\*\*\*\*  
Entry: Tap EMV (H)  
Response:  
Clerk:

Amount \$ 6.50  
Tip \$ 1.00  
**Total \$ 7.50**

VISA CREDIT

**Approved**  
Signature Not Required

386

Important: Retain this copy for your record  
Cardholder: copy



**Greater Edmonton Taxi  
Service**

10135 - 31 AVE  
EDMONTON, AB T6N 1C2  
7804623456  
WWW.EDMTAXI.COM

Greater Edmonton Taxi Service  
Cashier: \_\_\_\_\_

Transaction \_\_\_\_\_

Total \$67.00  
Tip \$6.70  
CREDIT CARD SALE \$73.70  
VISA \_\_\_\_\_

Retain this copy for statement  
validation

27 Aug.-2024 9:34:23p.m.  
\$73.70 | Method: CONTACTLESS  
VISA CREDIT  
XXXXXXXXXXXX  
Reference ID: \_\_\_\_\_  
Auth ID: \_\_\_\_\_  
MID: \_\_\_\_\_  
AID: \_\_\_\_\_  
AthNtwkNm: VISA  
NO CARDHOLDER VERIFICATION  
Thank you for choosing Greater  
Edmonton Taxi Service.

Online: <https://clover.com/p/71YWKSF57ZNDY>

YEG to hotel



# JW MARRIOTT

## EDMONTON ICE DISTRICT

Mr Sandy Edmonstone

Canada

Room: [REDACTED]  
 Folio: [REDACTED]  
 Cashier: [REDACTED]  
 Arrival: 08-27-24  
 Departure: 08-29-24  
 Reference:

Folio No.: [REDACTED]

Date	Description	Additional Information	Charges	Credits
08-27-24	Room Charge		249.00	
08-27-24	DMF		7.47	
08-27-24	Tourism Levy		10.26	
08-27-24	GST		12.82	
08-28-24	[REDACTED]	[REDACTED]	[REDACTED]	
08-28-24	Room Charge		249.00	
08-28-24	DMF		7.47	
08-28-24	Tourism Levy		10.26	
08-28-24	GST		12.82	

GST Summary

Reg. No: 73961 5284 RT0002

Room 25.64

F&amp;B 0.00

Other 2.62

**Total 28.26**

Total	614.10	0.00
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Balance Due	614.10	CDN
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**Note:** Removing \$55.00 parking charge - only claiming **\$559.10**

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.

JW Marriott Edmonton ICE District  
 10344 102 Street | Edmonton, Alberta T5J 0K9 Canada  
 Telephone: (780) 784-7950 Toll Free: (888) 236-2427

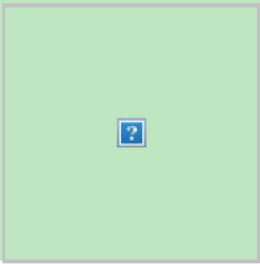
From: [Redacted]  
To: [Redacted]  
Subject: [Sandy Canada] Your Wednesday morning trip with Uber  
Date: Wednesday, August 28, 2024 8:33:23 AM



Total CA\$8.56  
August 28, 2024

Thanks for tipping,  
Greatest

Here's your updated Wednesday  
morning ride receipt.



Total CA\$8.56

Trip fare CA\$5.88

Subtotal CA\$5.88

Booking Fee ☐ CA\$1.02

Per-Trip Fee CA\$0.30

Tip CA\$1.00

GST CA\$0.36

Payments



Sandy Canada [Redacted]  
8/28/24 8:33 AM

CA\$8.56

[Visit the trip page](#) for more information, including invoices (where available)



From:

To:

Subject:

Date:

[Sandy Canada] Your Thursday morning trip with Uber

Thursday, August 29, 2024 10:58:23 AM



Total CA\$49.15  
August 29, 2024

Thanks for tipping,  
Greatest

Here's your updated Thursday  
morning ride receipt.



Total

CA\$49.15

Trip fare

CA\$38.82

Subtotal

CA\$38.82

Booking Fee ☐

CA\$0.15

Airport drop-off fee / Airport pick-up fee

CA\$3.25

Per-Trip Fee

CA\$0.30

Tip

CA\$4.50

GST

CA\$2.13

Payments



Sandy Canada

8/29/24 10:58 AM

CA\$49.15

From: [REDACTED]  
To: [REDACTED]  
Subject: Air Canada - 29 Aug 2024: Edmonton - Calgary (Booking reference: [REDACTED])  
Date: Tuesday, August 20, 2024 3:16:53 PM



## Booking Confirmation

Issued 20 Aug, 2024

[Manage booking](#)

[Check-in](#)

Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

**IMPORTANT :** This is your official itinerary/receipt. You must bring it with you to the airport for check-in. Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes).

Ensure you are in compliance with the entry requirements of your destination. For the latest information on entry requirements, our flexible booking policy, or our health and safety measures, visit our [Travel Ready hub](#).

### Flights

**Departure • Thu 29 Aug, 2024**

Economy Flex

**Edmonton YEG**

**10:40**

Edmonton Int.

**Calgary YYC**

**11:35**

Calgary Int.

AC 8133 • Operated by Air Canada Express - Jazz

Aircraft type: [De Havilland Dash 8-400](#)

Duration: 55m

Cabin: Economy Class (H)


# Passengers

**Sandy Edmonstone**  
Ticket #: [REDACTED]  
Aeroplan #: [REDACTED]


**Seats**  
YEG    YYC  

03A

# Purchase Summary

 AC Wallet ... [REDACTED]

CAD \$77.39

 .... [REDACTED]

CAD \$433.39

1 Adult

## Air transportation charges

Base fare - departure	\$426.00
Carrier surcharges	\$16.00

## Taxes, Fees and Charges

Air Travellers Security Charge - Canada	\$9.46
Goods and Services Tax - Canada - 100092287 RT0001	\$24.32
Airport Improvement Fee - Canada	\$35.00

<b>Grand total</b>	<b>CAD \$510.78</b>
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# Check-in and boarding gate deadlines

## BOARD MEMBER EXPENSE CLAIM FORM

**SECTION 1: PAYEE INFORMATION**

Name:	Sandy Edmonstone	Expense Period Month:	September 5-6, 2024
Address:		City:	
Province:	AB	Postal Code:	
		Country:	Canada
Reason for Expense	Expenses incurred from attending the September 06th Board Meeting In Edmonton.		

**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)
					\$84.00
					\$1,524.67
					\$0.00
					\$1,608.67
<b>TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE</b>					

**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	Approval kept on file	September 11, 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.

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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
Approval kept on file	September 16, 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.

Approval kept on file

September 12, 2024

Michael Lam, Interim VP Corporate Services &amp; CFO

**For payment please submit to:**
**14<sup>th</sup> Floor, North Tower, Seventh Street Plaza, 10030 - 107 St, Edmonton AB T5J 3E4, Attention:**

<b>Carry forward from Section 1</b>										
Name:	Sandy Edmonstone						Expense Period Month:	September 5-6, 2024		
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										
<b>Rationale is Required for expenses that are not Cost Effective:</b> (supporting analysis and documentation must be attached to this form)										
<b>SECTION 4A: BOARD MEMBER - TRAVEL EXPENSE CLAIM</b>										
The Board Members follow the <a href="#">Government of Alberta (GOA) Travel, Meal and Hospitality Expenses Policy</a> Note: For meal allowances outside Canada, the GOA policy redirects to the National Joint Council (NJC) travel directive for rates ( <a href="#">Appendix C for USA</a> , <a href="#">Appendix D for International</a> ).										
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				
5-Sep-2024	Taxi from residence to YYC and dinner per diem.	Yes	D-\$27.00	\$27.00				\$65.00		
5-Sep-2024	Flight from YYC to YEG and return on September 06, 2024.	Yes						\$1,008.97		
5-Sep-2024	Taxi from YEG to hotel.	Yes						\$47.14		
5-Sep-2024	1 night accommodation.	Yes				\$234.64				
6-Sep-2024	Taxi from hotel to SSP.	Yes						\$8.50		
6-Sep-2024	Taxi from SSP to hotel.	Yes						\$8.52		
6-Sep-2024	Daily per diems.	Yes	BLD-\$57.00	\$57.00						
6-Sep-2024	Taxi from hotel to meeting.	Yes						\$24.98		
6-Sep-2024	Taxi from meeting to YEG.	Yes						\$56.92		
6-Sep-2024	Taxi from YYC to residence.	Yes						\$70.00		
<b>Total: (amount auto fills to page 1)</b>				\$84.00		\$0.00	\$234.64	\$1,290.03	\$0.00	0.00
<b>BOARD MEMBER Mileage Rate</b>							0.55	<b>Total Mileage</b>	\$	-

**ALLIED  
BLACK**  
LIMO & TAXI

Try our **ON-DEMAND** Taxi app  
Connecting you Directly with your Driver

alliedblack.com

Driver \_\_\_\_\_ Date Sept 6/24  
Car # \_\_\_\_\_ Amount \$70.00  
GST Included # \_\_\_\_\_

From Airport  
To Residence

Driver # \_\_\_\_\_ Car # \_\_\_\_\_  
To: Airport  
From: Residence  
Date: Sept 5/24 Amount: \$65.00  
GST# \_\_\_\_\_





Passenger: Edmonstone Sandy (ADT)

Booking Reference: [REDACTED]

Ticket number: [REDACTED]

Air Canada Reservations, 1-888-247-2262  
Issuing date: Sep-04, 2024

ELECTRONIC TICKET RECEIPT

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.  
NOTE: You may be receiving this Itinerary Electronic Ticket Receipt due to a change in your itinerary. Please contact the Air Canada Contact Centre immediately if you have any questions concerning any schedule change.

IMPORTANT: Make sure to [review the government entry requirements](#) prior to travel. Ensure you are in compliance with the entry requirements of your destination.

From	To	Flight	Departure	Arrival
CALGARY, Calgary Intl (YYC)	EDMONTON, Edmonton Intl (YEG)	[REDACTED]	19:40 Thursday 05 Sep 2024	20:34 Thursday 05 Sep 2024
Fare: Flex Fare basis: [REDACTED] Booking status: OK Frequent flyer number: [REDACTED]		Operated by: AIR CANADA EXPRESS - JAZZ Aircraft type:De Havilland Dhc-8 400 Series Number of stops: 0		Cabin: Economy (U) Duration: 00:54
EDMONTON, Edmonton Intl (YEG)	CALGARY, Calgary Intl (YYC)	[REDACTED]	17:00 Friday 06 Sep 2024	17:56 Friday 06 Sep 2024
Fare: Flex Fare basis: [REDACTED] Booking status: OK Frequent flyer number: [REDACTED]		Operated by: AIR CANADA EXPRESS - JAZZ Aircraft type:De Havilland Dhc 8 400 eries Number of stops: 0		Cabin: Economy (U) Duration: 00:56

OK = Confirmed

Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. 23 x 40 x 55 cm [9 x 15.5 x 21.5]) and 1 personal item (max. size: 16x 33 x43 cm [6 x 13 x17 in]). Your carry-on baggage must be light enough that you can store in the overhead bin unassisted. See our complete [carry-on baggage policy](#).

Checked Baggage

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

YYCYEG

1st Checked Bag:	Free of Charge	UPTO50LB 23KG AND62LI 158LCM
2nd Checked Bag:	52.50CAD	UPTO50LB 23KG AND62LI 158LCM
FEE APPLICABLE PER DIRECTION		

Name of the carrier whose baggage rules apply: AIR CANADA  
YEGYYC

1st Checked Bag:	Free of Charge	UPTO50LB 23KG AND62LI 158LCM
2nd Checked Bag:	52.50CAD	UPTO50LB 23KG AND62LI 158LCM
FEE APPLICABLE PER DIRECTION		

Name of the carrier whose baggage rules apply: AIR CANADA

## FARE DETAILS

Form of payment:	CC VI XXXXXXXXXXXXX [REDACTED]	Air Transportation Charges:	CAD 872.00
	XXXX [REDACTED]	Taxes, Fees and Charges:	
Endorsements:	AC ONLY -BG AC	Air Travellers Security Charge - Canada(CA)	CAD 18.92
		Goods and Services Tax - Canada - 100092287 RT0001(XG)	CAD 48.05
		Airport Improvement Fee - Canada(SQ)	CAD 70.00
		Total Amount:	CAD 1008.97

## GENERAL CONDITIONS OF CARRIAGE

1. You must obtain your boarding pass and check in any baggage by the [check-in deadline](#). Additionally, you must be available for boarding at the boarding gate by the [boarding gate deadline](#). Failure to respect check-in and boarding gate deadlines may result in the reassignment of any pre-reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.

### Within Canada

Check-in counter / baggage drop-off opens: 240 minutes

Check-in counter closes: 60 minutes (YTZ / Landline YHM & YKF: 30 minutes)

Baggage drop-off closes: 45 minutes (YTZ: 25 minutes / Landline YHM & YKF: 15 minutes)

Boarding gate deadline: 30 minutes

Boarding gate closes: 15 minutes

### To/From the US

Check-in counter / baggage drop-off opens: 240 minutes

Check-in counter closes: 60 minutes

Baggage drop-off closes: 60 minutes

Boarding gate deadline: 30 minutes

Boarding gate closes: 15 minutes

### International (Including Mexico and the Caribbean)

Check-in counter / baggage drop-off opens: 240 minutes

Check-in counter closes: 60 minutes

Baggage drop-off closes: 60 minutes

Boarding gate deadline: 45 minutes

Boarding gate closes: 15 minutes

2. Although reconfirmation of flights is not required, we strongly recommend that you check your flight status online at [aircanada.com](#) or by calling our flight information system at 1-888-422-7533 prior to your departure.
3. Advance seat assignments are not guaranteed and may change without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable fees.
4. Any travel credit banked for unused tickets is non-transferable: when the credit is redeemed, it must be used by the same person whose name appears on the original ticket.
5. Air Canada will cancel any purchased ticket and provide a full refund without penalty up to 24 hours after purchase. Beyond 24 hours, voluntary changes to your itinerary may require the payment of additional fees and fare upgrades. If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
6. Dangerous goods

For safety reasons, dangerous goods must not be packed in checked or carry-on baggage, except as specifically permitted. Dangerous goods include, but are not limited to: compressed gases, corrosives, explosives, flammable liquids and solids, radioactive materials, oxidizing materials, poisons, infectious substances, and briefcases with installed alarm devices. For security reasons, other restrictions may apply. Please refer to the Restricted and Prohibited Items page on our website for more information.



From:

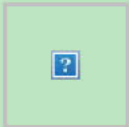
To:

Subject:

Date:

[Sandy Canada] Your Thursday evening trip with Uber

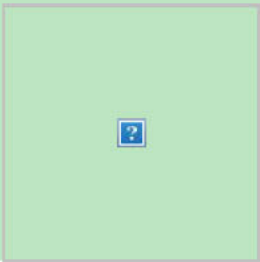
Thursday, September 5, 2024 11:11:48 PM



Total CA\$47.14  
September 5, 2024

Thanks for tipping,  
Greatest

Here's your updated Thursday  
evening ride receipt.



Total

CA\$47.14

Trip fare

CA\$37.45

Subtotal

CA\$37.45

Booking Fee ☐

CA\$0.15

Airport drop-off fee / Airport pick-up fee

CA\$3.25

Tip

CA\$4.25

GST

CA\$2.04

Payments



**Sandy Canada** ...  
9/5/24 11:11 PM

CA\$47.14

[Visit the trip page](#) for more information, including invoices (where available)



10065 100 Street NW  
Edmonton, AB, T5J 0N6  
Tel: 780-424-5181  
Fax: 780-429-6481  
G.S.T. Registration # 846543619

Room : [REDACTED]  
Folio # : [REDACTED]  
Cashier # : [REDACTED]  
Page # : 1 of 1

Mr Sandy Edmonstone  
[REDACTED]

Canada

ALL Membership # : [REDACTED]  
Group Name : [REDACTED]  
Company Name : GOVERNMENT OF CANADA GLOBAL MASTER

Arrival : 09-05-24  
Departure : 09-06-24

Date	Description	Additional Information	Charges	Credits
09-05-24	Package Charge		209.00	
09-05-24	Room - Destination Marketing Fee		6.27	
09-05-24	Room - GST		10.76	
09-05-24	Room - AB Tourism Levy		8.61	
09-06-24	Visa card	XXXXXXXXXXXX [REDACTED] XX/XX		234.64
<hr/>				
GST Summary		Total Charges	234.64	
Room	10.76	Total Credits		234.64
F&B	0.00			
Other	0.00			
Total	10.76	Balance		0.00

Thank you for choosing Fairmont Hotel Macdonald.

To provide feedback about your stay, please contact [REDACTED]

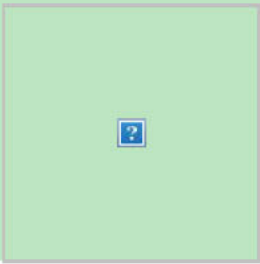
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To: [Redacted]  
Subject: [Sandy Canada] Your Friday morning trip with Uber  
Date: Friday, September 6, 2024 8:49:54 AM



Total CA\$8.50  
September 6, 2024

Thanks for tipping,  
Greatest

Here's your updated Friday  
morning ride receipt.



Total CA\$8.50

Trip fare CA\$5.82

Subtotal CA\$5.82

Booking Fee ☐ CA\$1.02

Per-Trip Fee CA\$0.30

Tip CA\$1.00

GST CA\$0.36

Payments

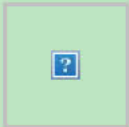


Sandy Canada [Redacted]  
9/6/24 8:49 AM

CA\$8.50

[Visit the trip page](#) for more information, including invoices (where available)

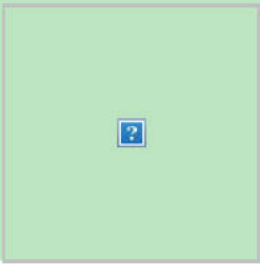
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To: [Redacted]  
Subject: [Sandy Canada] Your Friday afternoon trip with Uber  
Date: Friday, September 6, 2024 1:05:44 PM



Total CA\$8.52  
September 6, 2024

Thanks for tipping,  
Greatest

Here's your updated Friday  
afternoon ride receipt.



Total CA\$8.52

Trip fare CA\$5.84

Subtotal CA\$5.84

Booking Fee ☐ CA\$1.02

Per-Trip Fee CA\$0.30

Tip CA\$1.00

GST CA\$0.36

Payments



Sandy Canada [Redacted]  
9/6/24 1:05 PM

CA\$8.52

[Visit the trip page](#) for more information, including invoices (where available)

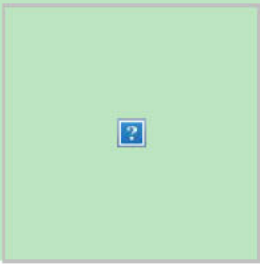
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Subject: [Sandy Canada] Your Friday afternoon trip with Uber  
Date: Friday, September 6, 2024 3:37:29 PM



Total CA\$24.98  
September 6, 2024

Thanks for tipping,  
Greatest

Here's your updated Friday  
afternoon ride receipt.



Total CA\$24.98

Trip fare CA\$20.48

Subtotal CA\$20.48

Booking Fee ☐ CA\$0.15

Per-Trip Fee CA\$0.30

Tip CA\$3.00

GST CA\$1.05

Payments



Sandy Canada [Redacted]  
9/6/24 3:37 PM

CA\$24.98

[Visit the trip page](#) for more information, including invoices (where available)

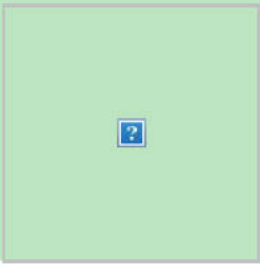
From: [Redacted]  
To: [Redacted]  
Subject: [Sandy Canada] Your Friday afternoon trip with Uber  
Date: Friday, September 6, 2024 4:35:05 PM



Total CA\$56.92  
September 6, 2024

Thanks for tipping,  
Greatest

Here's your updated Friday  
afternoon ride receipt.



Total CA\$56.92

Trip fare CA\$46.05

Subtotal CA\$46.05

Booking Fee ☐ CA\$0.15

Airport drop-off fee / Airport pick-up fee CA\$3.25

Tip CA\$5.00

GST CA\$2.47

Payments



Sandy Canada [Redacted]  
9/6/24 4:34 PM

CA\$56.92

[Visit the trip page](#) for more information, including invoices (where available)