

## AHS Board and Executive Expense Report

**Name:** Sandy Edmonstone

**Title:** AHS Board Member

**Location:** Calgary

Expenses posted during the month of December 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)
Dec-24	P-Card	Meetings				45	45			
Dec-24	Expense Claim	Meetings	1,234	40		254	1,528			
	Direct Bill	Meetings					-			
<b>Total by category</b>			\$ 1,234	\$ 40	\$ -	\$ 299	\$ 1,573	\$ -	\$ -	\$ -

**Total  
posted for  
the Month** \$ 1,573

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

## AHS Executive Expenses Report P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
EDMONSTONE, SANDY	AHS Board Member	Calgary	\$ 45.00								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
10/24/2024	Parked at Southport for Board Meetings January 25 and July 25, 2024	AB - Local	Parking - Lot or Parkade	\$ 45.00			Items charge to Executive Assistants P-Card on behalf of Sandy Edmonstone	1			
Approver(s) for the claim	Approval Status	Approval Date									
Approval kept on file	Approve	2-Dec-24									

Invoice To	
Alberta Health Services 10101 Southport Road SW CALGARY, T2W 3N2 AB Canada	
Contact	

<b>Invoice Number:</b>	
<b>Invoice Date:</b>	2024-07-26

<b>PARKING</b>
<b>C150 - Southland Park IV</b>

[illegible]

Paid \$45.00, GST has been excluded from payment

<b>PAYABLE TO</b>
<b>Indigo Parc Canada Inc.</b>
<b>288 - 600 6 AVE SW</b>
<b>CALGARY,AB</b>
<b>T2P 0S5</b>

<b>Total before taxes</b>	<b>47.25</b>
<b>Total included taxes CAD</b>	<b>47.25</b>

**DUE UPON RECEIPT, THANKS**

----- TRANSACTION RECORD -----  
PARK INDIGO - CAL PQS  
600 6TH AVE SW SUITE 288  
CALGARY AB

**Purchase**

Oct 24, 2024 14:04:54  
MASTERCARD \*\*\*\*\* [REDACTED]

Entry: Manual (M)

Ref#: [REDACTED]

Auth#: [REDACTED] Response: [REDACTED]

Order: [REDACTED]

Username: [REDACTED]

**Amount \$ 45.00**

**Approved**

Important: Retain this copy for your  
record

## BOARD MEMBER EXPENSE CLAIM FORM

SECTION 1: PAYEE INFORMATION					
Name:	Sandy Edmonstone			Expense Period Month:	Nov 27-28, 2024
Address:			City:		
Province:	AB	Postal Code:		Country:	Canada
Reason for Expense	Attended Board Meeting in person on November 28, 2024 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)
					\$40.00
					\$1,487.58
					\$0.00
TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE					\$1,527.58

SECTION 3: AUTHORIZATION - <b>Note: Electronic or digital signatures are not accepted</b>			
<p>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.</p> <p>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.</p> <p>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.</p>			
Claimant (Print Name)	Signature: I, by signing this form, attest that I am compliant to all the above statements	Date	Phone#
Sandy Edmonstone	<div style="border: 1px solid red; padding: 2px;">Approval kept on file</div>	Dec. 02, 2024	
<p>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.</p> <p>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.</p> <p>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.</p>			
Approved by (Print Name)	Position Title/Program Group		
Angela Fong	Board Chair		
Signature: I, by signing this form, attest that I am compliant with all the above statements			Date
<div style="border: 1px solid red; padding: 2px;">Approval kept on file</div>			December 03, 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

December 02, 2024

Michael Lam, Interim VP Corporate Services & CFO

Date

<b>Carry forward from Section 1</b>											
Name:	Sandy Edmonstone						Expense Period Month:	Nov 27-28, 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					
November 27, 2024	Transportation from residence to YYC.	Yes						\$70.00			
November 27, 2024	Flight from YYC to YEG and return on November 28, 2024.	Yes						\$1,233.67			
November 27, 2024	Transportation from YEG to accommodations.	Yes						\$53.91			
November 28, 2024	Breakfast and dinner per diems.	Yes	BD-\$40.00	\$40.00							
November 28, 2024	Transportation from SSP to YEG.	Yes						\$65.00			
November 28, 2024	Transportation from YYC to residence.	Yes						\$65.00			
<b>Total: (amount auto fills to page 1)</b>				\$40.00		\$0.00	\$0.00	\$1,487.58	\$0.00	0.00	
<b>BOARD MEMBER Mileage Rate</b>								0.55	<b>Total Mileage</b>	\$ -	





## Booking Confirmation

Issued 25 Nov, 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).

For a successful journey, it's essential that your travel documents are valid for entry and transit through all countries/regions on your itinerary. Remember that failure to comply with travel requirements may result in refusal to travel. For detailed information, consult our [Travel Documents page](#) and our [Travel Ready hub](#).

### Flights

**Departure • Wed 27 Nov, 2024**

Economy Flex

**Calgary YYC**

**21:25**

Calgary International Airport

**Edmonton YEG**

**22:23**

Edmonton International Airport

AC • Operated by Air Canada Express - Jazz

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

Duration: 58m

Cabin: Economy Class (M)

**Return • Thu 28 Nov, 2024**

Economy Flex

**Edmonton YEG**

**14:15**

Edmonton International Airport

**Calgary YYC**

**15:14**

Calgary International Airport

AC  • Operated by Air Canada Express - Jazz

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

Duration: 59m

Cabin: Economy Class (M)

**Passengers**

**Sandy Edmonstone**

Ticket #: 

Aeroplan #: 

**Seats**

YYC YEG

YEG YYC



**Purchase Summary**



**CAD \$1,233.67**

**1 Adult**

**Air transportation charges**

Base fare - departure	\$527.00
Base fare - return	\$527.00
Carrier surcharges	\$32.00



### Taxes, Fees and Charges

Air Travellers Security Charge - Canada	\$18.92
Goods and Services Tax - Canada - 100092287 RT0001	\$58.75
Airport Improvement Fee - Canada	\$70.00

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<b>Grand total</b>	<b>CAD \$1,233.67</b>
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## Check-in and boarding gate deadlines

### Check-in and baggage drop-off opens

Get a head start and drop your bags off as early as four hours before departure.

<b>All destinations</b>	<b>240 min</b>
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### Check-in closes

Make sure you've checked in and have your boarding pass in hand before the check-in deadline for your flight.

<b>Within Canada</b>	<b>60 min<sup>1</sup></b>
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<sup>1</sup> Flights from Toronto Billy Bishop (YTZ) Airport, and Landline motorcoach segments from Hamilton (YHM) and Kitchener-Waterloo (YKF) airports: **30 minutes**

### Baggage drop-off closes

Make sure to drop off all checked bags before your deadline.

<b>Within Canada</b>	<b>45 min<sup>1</sup></b>
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<sup>1</sup> Flight from Toronto Billy Bishop (YTZ): 25 minutes. Landline motorcoach segments from Hamilton (YHM) and Kitchener-Waterloo (YKF): **15 minutes**



Total CA\$53.91  
November 27, 2024

## Thanks for tipping, Greatest

Here's your updated Wednesday  
evening ride receipt.



# Total CA\$53.91

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Trip fare	CA\$41.75
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Subtotal	CA\$41.75
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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\$6.50
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GST	CA\$2.26
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### Payments



**Sandy Canada** ...  
11/28/24 8:42 AM

CA\$53.91

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



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OUR APP**



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OUR APP**



associatedcab.ca

Driver \_\_\_\_\_ Date Nov 27/24  
Car # \_\_\_\_\_ Amount \$70.00  
GST Included # \_\_\_\_\_  
Pick up Residence Drop off YYC

Driver \_\_\_\_\_ Date Nov 28/24  
Car # \_\_\_\_\_ Amount \$65.00  
GST Included # \_\_\_\_\_  
Pick up YYC Drop off Residence

**YELLOW CAB**

180.462.3456  
edmtaxi.com

GST# \_\_\_\_\_  
Date: Nov 28/24 Amount \$65.00  
Driver: \_\_\_\_\_ Car#: \_\_\_\_\_  
From: \_\_\_\_\_  
To: Airport YEG from SSP  
10135-31 Avenue, Edmonton, AB T6N 1C2

