

AHS Board and Executive Expense Report

Name: Sandy Edmonstone

Title: AHS Board Member

Location: Calgary

Expenses posted during the month of January 2025

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)
	P-Card	Meetings					-			
Jan-25	Expense Claim	Meetings	2,501	26	567	521	3,615			
	Direct Bill	Meetings					-			
Total by category			\$ 2,501	\$ 26	\$ 567	\$ 521	\$ 3,615	\$ -	\$ -	\$ -

**Total
posted for
the Month** \$ 3,615

Maximum daily single meal expense posted in the month \$ 13

Maximum daily base hotel rate posted in the month \$ 296

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:	Dec-24
Address:		City:	
Province:	AB	Postal Code:	
		Country:	Canada
Reason for Expense	Attended Governance, Compliance and HR Committee Meeting in Edmonton on December 09, 2024 and Board Committee Meeting in Edmonton on December 19, 2024.		

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)
					\$26.00
					\$3,589.00
					\$0.00
TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE					\$3,615.00

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		Dec.19, 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
Angela Fong	Board Chair
Signature: I, by signing this form, attest that I am compliant with all the above statements	Date
	December 20, 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:

December 19, 2024

Michael Lam, Interim VP Corporate Services & CFO Date

Created: November 01, 2013

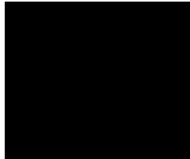
Rev 15 eff December 08, 2023

Carry forward from Section 1											
Name:	Sandy Edmonstone						Expense Period Month:	Dec-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					
December 08, 2024	Transportation from residence to YYC.	Yes						\$65.00			
December 08, 2024	Flight from YYC to YEG and return to YYC on December 09, 2024.	Yes						\$1,214.77			
December 08, 2024	Transportation from YEG to hotel.	Yes						\$50.10			
December 08, 2024	1 night accommodation and breakfast per diem.	Yes	B-\$13.00	\$13.00			\$332.32				
December 09, 2024	Transportation from SSP to YEG.	Yes						\$50.80			
December 09, 2024	Transportation from YYC to residence.	Yes						\$70.00			
18-Dec-2024	Transportation from residence to YYC.	Yes						\$70.00			
18-Dec-2024	Flight from YYC to YEG and return on December 19, 2024.	Yes						\$1,286.17			
18-Dec-2024	Transportation from YEG to hotel.	Yes						\$71.01			
18-Dec-2024	1 night accommodation and breakfast per diem.	Yes	B-\$13.00	\$13.00			\$234.64				
Total: (amount auto fills to page 1)				\$26.00		\$0.00	\$566.96	\$2,877.85	\$0.00	0.00	
BOARD MEMBER Mileage Rate								0.55	Total Mileage	\$ -	

Carry forward from Section 1										
Name:	Sandy Edmonstone						Expense Period Month:	Dec-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 4B: 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				
19-Dec-2024	Transportation from hotel to SSP.	Yes						\$8.33		
19-Dec-2024	Transportation from hotel to YEG.	Yes						\$70.86		
19-Dec-2024	Transportation from YYC to residence.	Yes						\$65.00		
Total: (amount auto fills to page 1)				\$0.00		\$0.00	\$0.00	\$144.19	\$0.00	0.00
BOARD MEMBER Mileage Rate							0.55	Total Mileage	\$	-



**DOWNLOAD
OUR APP**



associatedcab.ca

Driver _____ Date Dec 8/24
Car # _____ Amount \$65.00
GST Included # _____
Pick up Residence Drop off YYC



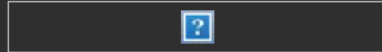
**DOWNLOAD
OUR APP**



associatedcab.ca

Driver _____ Date Dec 9/24
Car # _____ Amount \$70.00
GST Included # _____
Pick up YYC Drop off Residence

From: [REDACTED]
To: [REDACTED]
Subject: Air Canada - 08 Dec 2024: Calgary - Edmonton (Booking Reference: [REDACTED])
Date: Wednesday, December 4, 2024 11:27:50 PM



Booking Confirmation



Issued 05 Dec, 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 is 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, visit our [Travel Documents page](#) and review our [Travel Ready Hub](#).

Flights

Departure • Sun 08 Dec, 2024

Economy Flex

Calgary YYC

21:25

Calgary Int. Airport

Edmonton YEG

22:23

Edmonton Int. Airport

AC [REDACTED] • Operated by Air Canada Express - Jazz

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

Duration: 58m

Cabin: Economy (M)

Return • Mon 09 Dec, 2024

Economy Flex

Edmonton YEG

14:15

Edmonton Int. Airport

Calgary YYC

15:14

Calgary Int. Airport

AC [REDACTED] • Operated by Air Canada Express - Jazz

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

Duration: 59m

Cabin: Economy (U)

Passengers

Sandy Edmonstone

Ticket #: [REDACTED]

Aeroplan #: [REDACTED]

Seats

YYC	YEG	-
YEG	YYC	-

Special services

- Gluten intolerant meal

Purchase Summary



CAD \$1,214.77

The following amount (tax inclusive) will appear on your credit card or debit card statement:

- Air Canada: CAD \$1,214.77

1 Adult

Air Transportation Charges

Base fare - Departure	\$537.00
Base fare - Return	\$499.00
Carrier surcharges	\$32.00

Taxes, Fees and Charges

Air Travellers Security Charge - Canada	\$18.92
Goods and Services Tax - Canada - 100092287 RT0001	\$57.85
Airport Improvement Fee - Canada	\$70.00

Grand total	CAD \$1,214.77
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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.

All destinations	240 min
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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.

Within Canada	60 min¹
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¹ 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.

From: [Redacted]
To: [Redacted]
Subject: [Sandy Canada] Your Sunday evening trip with Uber
Date: Sunday, December 8, 2024 11:19:59 PM



Total CA\$50.10
December 8, 2024

Thanks for tipping,
Greatest

Here's your updated Sunday
evening ride receipt.



Total CA\$50.10

Trip fare CA\$37.25

Subtotal CA\$37.25

Booking Fee ☐ CA\$0.15

Wait Time ☐ CA\$0.02

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

Tip CA\$7.40

GST CA\$2.03

Payments



Sandy Canada ••• [Redacted]
12/8/24 11:19 PM

CA\$50.10



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 :
Company Name :

Arrival : 12-08-24
Departure : 12-09-24

Date	Description	Additional Information	Charges	Credits
12-08-24	Room Charge		296.00	
12-08-24	Room - Destination Marketing Fee		8.88	
12-08-24	Room - GST		15.24	
12-08-24	Room - AB Tourism Levy		12.20	
12-09-24	Visa card	XXXXXXXXXXXX [REDACTED] XX/XX		332.32
<hr/>				
GST Summary		Total Charges	332.32	
Room	15.24	Total Credits		332.32
F&B	0.00	<hr/>		
Other	0.00			
Total	15.24	Balance		0.00

Thank you for choosing Fairmont Hotel Macdonald.

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

From:

To:

Subject:

Date:

[Sandy Canada] Your Monday afternoon trip with Uber

Monday, December 9, 2024 3:33:04 PM



Total CA\$50.80
December 9, 2024

Thanks for tipping,
Greatest

Here's your updated Monday
afternoon ride receipt.



Total

CA\$50.80

Trip fare

CA\$37.63

Subtotal

CA\$37.63

Booking Fee ☐

CA\$0.15

Airport drop-off fee / Airport pick-up fee

CA\$3.25

Per-Trip Fee

CA\$0.30

Tip

CA\$7.40

GST

CA\$2.07

Payments



Sandy Canada ...

12/9/24 3:32 PM

CA\$50.80

**ALLIED
BLACK**
LIMO & TAXI

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


alliedblack.com

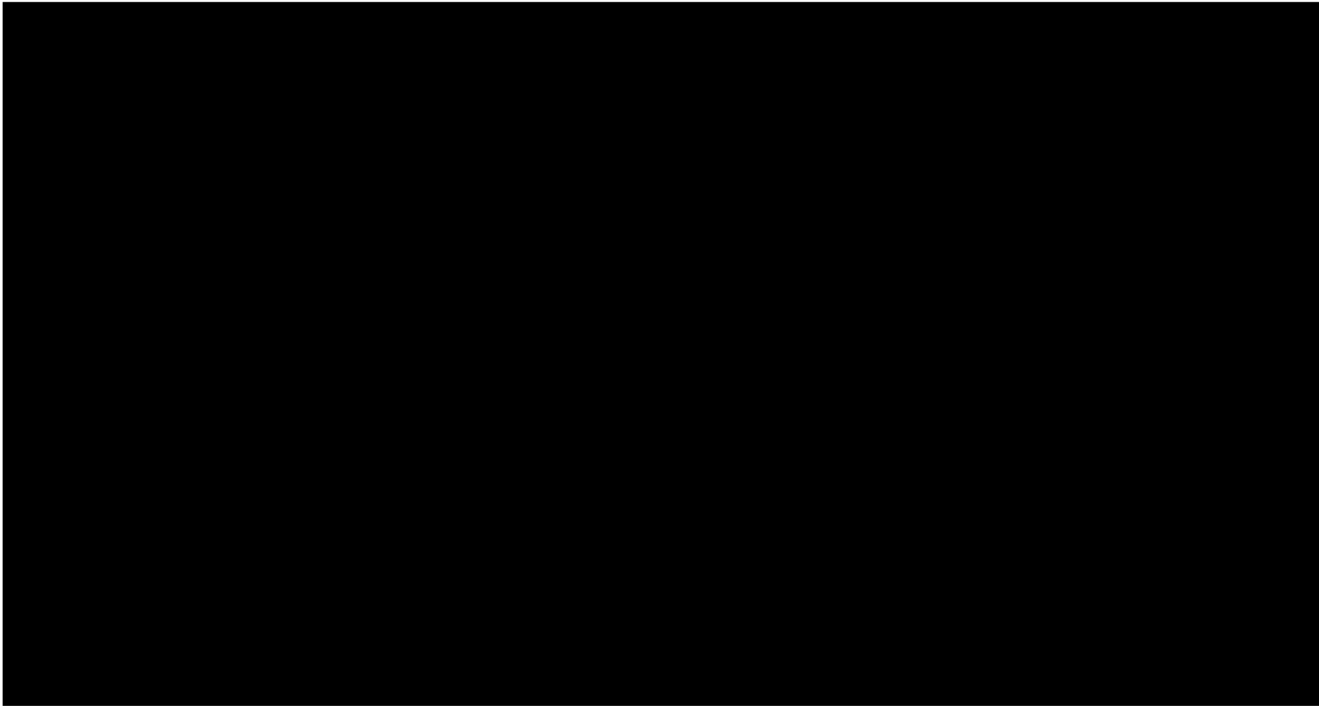
Driver _____ Date 12/18/24

Car # _____ Amount \$70.00.


GST Included # _____

Remder to Airport


From: [REDACTED]
To: [REDACTED]
Subject: Fwd: Air Canada - 18 Dec 2024: Calgary - Edmonton (Booking Reference: [REDACTED])
Date: Monday, December 16, 2024 8:54:00 PM



From: Air Canada <notification@notification.aircanada.ca>
Date: December 16, 2024 at 6:58:06 PM PST
To: [REDACTED]
Subject: Air Canada - 18 Dec 2024: Calgary - Edmonton (Booking Reference: [REDACTED])



Booking Confirmation



Issued 17 Dec, 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 is 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, visit our [Travel Documents page](#) and review our [Travel Ready Hub](#).

Flights

Departure • Wed 18 Dec, 2024

Economy Flex

Calgary YYC

21:25

Calgary Int. Airport

Edmonton YEG

22:23

Edmonton Int. Airport

AC [REDACTED] • Operated by Air Canada Express - Jazz

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

Duration: 58m

Cabin: Economy (M)

Return • Thu 19 Dec, 2024

Economy Flex

Edmonton YEG

14:15

Edmonton Int. Airport

Calgary YYC

15:14

Calgary Int. Airport

AC [REDACTED] • Operated by Air Canada Express - Jazz

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

Duration: 59m

Cabin: Economy (M)

Passengers

Sandy Edmonstone

Ticket #: [REDACTED]

Aeroplan #: [REDACTED]

Seats

YYC	YEG	-
YEG	YYC	-

Special services

- Gluten intolerant meal

Purchase Summary



CAD \$1,286.17

The following amount (tax inclusive) will appear on your credit card or debit card statement:

- Air Canada: CAD \$1,286.17

1 Adult

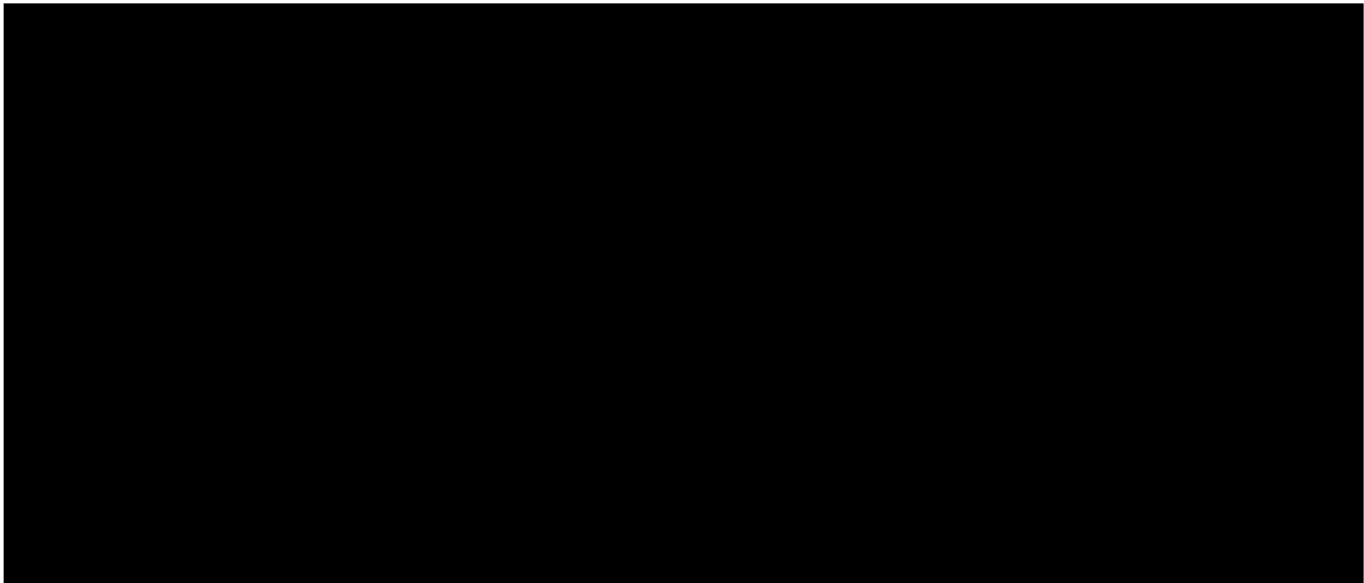
Air Transportation Charges

Base fare - Departure	\$552.00
Base fare - Return	\$552.00
Carrier surcharges	\$32.00

Taxes, Fees and Charges


Air Travellers Security Charge - Canada	\$18.92
Goods and Services Tax - Canada - 100092287 RT0001	\$61.25
Airport Improvement Fee - Canada	\$70.00

Grand total	CAD \$1,286.17
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Begin forwarded message:


From: [REDACTED]
Date: December 19, 2024 at 9:16:34 AM MST
To: [REDACTED]
Subject: [Sandy Canada] Your Wednesday evening trip with Uber



Total CA\$71.01
December 18, 2024

Thanks for tipping,
Greatest

Here's your updated Wednesday
evening ride receipt.



Total

CA\$71.01

Trip fare

CA\$57.09

Subtotal	CA\$57.09
Booking Fee <input type="checkbox"/>	CA\$0.15
Airport drop-off fee / Airport pick-up fee	CA\$3.25
Tip	CA\$7.50
GST	CA\$3.02

Payments



Sandy Canada [REDACTED]
12/19/24 9:16 AM

CA\$71.01

[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

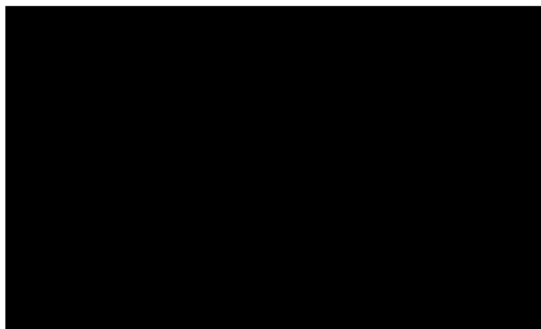


Every rideshare trip in Edmonton is insured for a covered auto accident by Economical Insurance.

[Learn more](#)

UberX

30.79 kilometers | 29 min





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]

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

Arrival : 12-18-24
Departure : 12-19-24


Date	Description	Additional Information	Charges	Credits
12-18-24	Package Charge		209.00	
12-18-24	Room - Destination Marketing Fee		6.27	
12-18-24	Room - GST		10.76	
12-18-24	Room - AB Tourism Levy		8.61	
12-19-24	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]

Begin forwarded message:


From: [REDACTED]
Date: December 19, 2024 at 9:14:57 AM MST
To: [REDACTED]
Subject: [Sandy Canada] Your Thursday morning trip with Uber



Total CA\$8.33
December 19, 2024

Thanks for tipping,
Greatest

Here's your updated Thursday
morning ride receipt.



Total	CA\$8.33
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Trip fare	CA\$5.66
-----------	----------

Subtotal	CA\$5.66
Booking Fee <input type="checkbox"/>	CA\$1.02
Per-Trip Fee	CA\$0.30
Tip	CA\$1.00
GST	CA\$0.35

Payments



Sandy Canada •••• [REDACTED]
12/19/24 9:14 AM

CA\$8.33

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

[Switch Payment Method](#)

[Download PDF](#)

You rode with [REDACTED]

4.93 ☐ Rating

☐ Has passed a multi-step safety screen

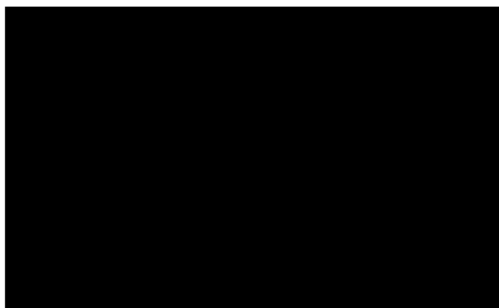


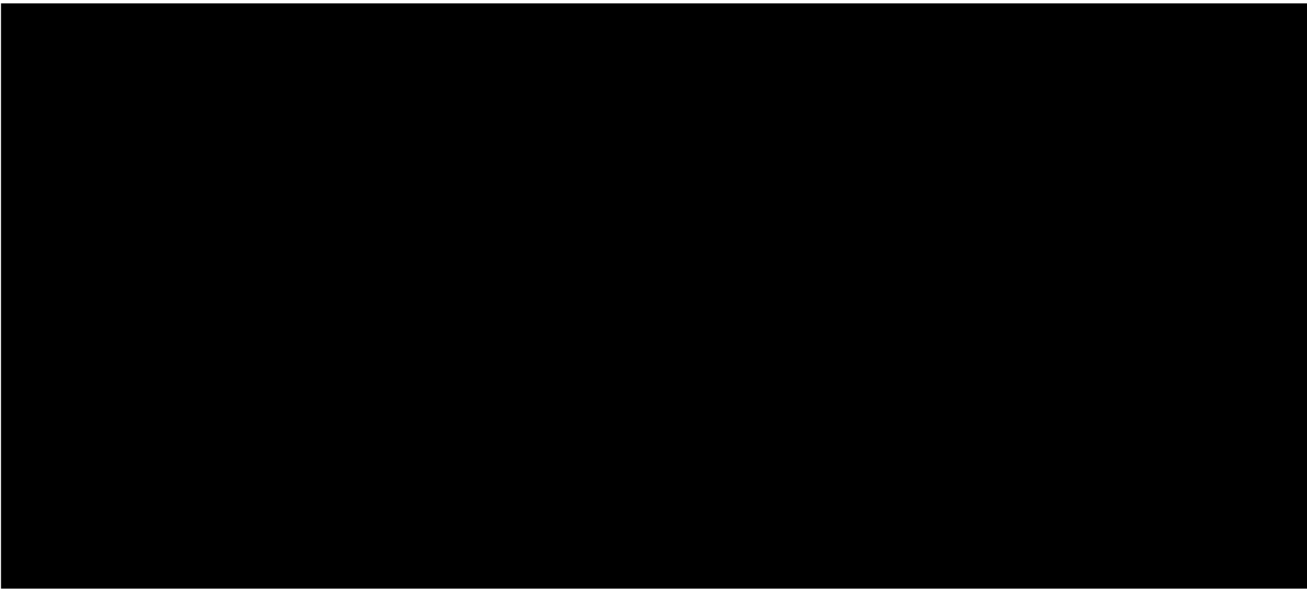
Every rideshare trip in Edmonton is insured for a covered auto accident by Economical Insurance.

[Learn more](#)

UberX


1.43 kilometers | 7 min





Begin forwarded message:


From: [REDACTED]
Date: December 19, 2024 at 2:05:45 PM MST
To: [REDACTED]
Subject: [Sandy Canada] Your Thursday afternoon trip with Uber



Total CA\$70.86
December 19, 2024

Thanks for tipping,
Greatest

Here's your updated Thursday
afternoon ride receipt.



Total	CA\$70.86
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Trip fare	CA\$49.45
-----------	-----------

Subtotal	CA\$49.45
Booking Fee <input type="checkbox"/>	CA\$5.75
Wait Time <input type="checkbox"/>	CA\$3.02
Per-Trip Fee	CA\$0.30
Airport drop-off fee / Airport pick-up fee	CA\$3.25
Tip	CA\$6.00
GST	CA\$3.09

Payments



Sandy Canada ●●● [REDACTED]

12/19/24 2:05 PM

CA\$70.86

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

[Switch Payment Method](#)

[Download PDF](#)

You rode with [REDACTED]

4.99 ☐ Rating

☐ Has passed a multi-step safety screen

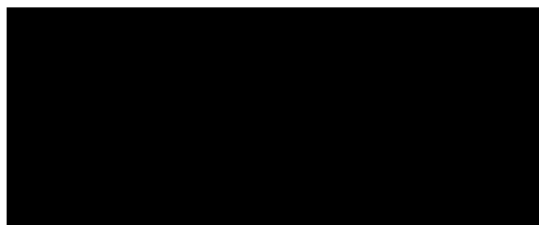


Every rideshare trip in Edmonton is insured for a covered auto accident by Economical Insurance.

[Learn more](#)

Comfort

30.17 kilometers | 38 min



**ALLIED
BLACK**
LIMO & TAXI

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

alliedblack.com

Driver _____ Date 12/19/24

Car # _____ Amount \$65.00

GST Included # _____

Airport to Residence