

AHS Board and Executive Expense Report

Name: Sandy Edmonstone

Title: AHS Board Member

Location: Calgary

Expenses posted during the month of February 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					-			
Feb-25	Expense Claim	Meetings	1,265	80	469	267	2,082			
	Direct Bill	Meetings					-			
Total by category			\$ 1,265	\$ 80	\$ 469	\$ 267	\$ 2,082	\$ -	\$ -	\$ -

**Total
posted for
the Month** \$ 2,082

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

Maximum daily base hotel rate posted in the month \$ 209

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:	Jan-25
Address:		City:	
Province:		Postal Code:	
		Country:	Canada
Reason for Expense	Attended the Audit, Risk and Finance Committee and Board Meeting in person on January 27, 2025 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)
					\$80.00
					\$2,001.60
					\$0.00
TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE					\$2,081.60

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	January 29, 2025	

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	Position Title/Program Group
Andre Tremblay	Official Administrator
Signature	Date
Approval kept on file	Feb. 10 / 25

Health Services Board 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 Act (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: [REDACTED]

Approval kept on file

January 29, 2025

Michael Lam, Interim VP Corporate Services & CFO Date

Carry forward from Section 1										
Name:	Sandy Edmonstone						Expense Period Month:	Jan-25		
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				
26-Jan-2025	Transportation from residence to YYC.	Yes						\$60.00		
26-Jan-2025	Flight from YYC to YEG.	Yes						\$627.33		
26-Jan-2025	Transportation from YEG to hotel and dinner per diem.	Yes	D-\$27.00	\$27.00				\$47.97		
26-Jan-2025	2 nights accommodation.	Yes					\$469.28			
27-Jan-2025	Breakfast and dinner per diem.	Yes	BD-\$40.00	\$40.00						
27-Jan-2025	Transportation from hotel to SSP.	Yes						\$23.52		
27-Jan-2025	Transportation from SSP to hotel.	Yes						\$19.89		
28-Jan-2025	Transportation from hotel to YEG and breakfast per diem.	Yes	B-\$13.00	\$13.00				\$50.78		
28-Jan-2025	Flight from YEG to YYC.	Yes						\$637.83		
28-Jan-2025	Transportation from YYC to residence.	Yes						\$65.00		
Total: (amount auto fills to page 1)				\$80.00		\$0.00	\$469.28	\$1,532.32	\$0.00	0.00
BOARD MEMBER Mileage Rate							0.55	Total Mileage	\$	-
Carry forward from Section 1										

Driver # _____ Car # _____

To: YYC from Residence

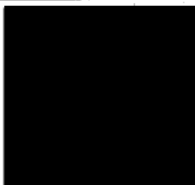
From: _____

Date: 1/26/25 Amount: \$60.00

GST# _____



**DOWNLOAD
OUR APP**



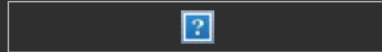
Driver YYC to Res Date 1/20/25

Car # _____ Amount \$65.00

GST Included # _____

Pick up _____ Drop off _____

From: [REDACTED]
To: [REDACTED]
Subject: Air Canada - 26 Jan 2025: Calgary - Edmonton (Booking Reference: [REDACTED])
Date: Saturday, January 25, 2025 10:04:07 PM



Booking Confirmation



Issued 26 Jan, 2025

[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 26 Jan, 2025

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)

Passengers


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

Seats
YYC YEG -

Special services

- Gluten intolerant meal

Purchase Summary

 ... [REDACTED]

CAD \$627.33

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

- Air Canada: CAD \$627.33

1 Adult

Air Transportation Charges

Base fare - Departure	\$537.00
Carrier surcharges	\$16.00

Taxes, Fees and Charges

Air Travellers Security Charge - Canada	\$9.46
Goods and Services Tax - Canada - 100092287 RT0001	\$29.87
Airport Improvement Fee - Canada	\$35.00

Promotion code

Grand total

CAD \$627.33

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

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

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.

Within Canada

45 min¹

¹ Flight from Toronto Billy Bishop (YTZ): 25 minutes. Landline motorcoach segments from Hamilton (YHM) and Kitchener-Waterloo (YKF): 15 minutes.

Boarding gate deadline

This is the latest you should be at the departure gate, ready to board.

Within Canada

30 min

Boarding gate closes

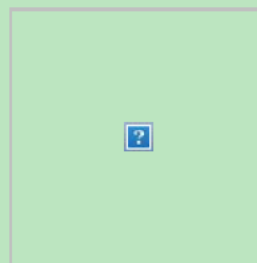
From: [REDACTED]
To: [REDACTED]
Subject: [Sandy Canada] Your Sunday evening trip with Uber
Date: Monday, January 27, 2025 12:06:36 AM



Total CA\$47.97
January 26, 2025

Thanks for tipping, Greatest

Here's your updated Sunday
evening ride receipt.



Total CA\$47.97

Trip fare	CA\$37.05
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Subtotal	CA\$37.05
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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\$5.50
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GST	CA\$2.02
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Payments

	Sandy Canada [REDACTED]	CA\$47.97
	1/27/25 12:06 AM	

[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
Folio #
Cashier #
Page # : 1 of 2

Mr Sandy Edmonstone

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

Arrival : 01-26-25
Departure : 01-28-25

Date	Description	Additional Information	Charges	Credits
01-26-25	Package Charge	219.00 Split into 10.00 (95.43%) and 209.00.	209.00	
01-26-25	Room - Destination Marketing Fee		6.27	
01-26-25	Room - GST		10.76	
01-26-25	Room - AB Tourism Levy		8.61	
01-27-25	Package Charge	219.00 Split into 10.00 (95.43%) and 209.00.	209.00	
01-27-25	Room - Destination Marketing Fee		6.27	
01-27-25	Room - GST		10.76	
01-27-25	Room - AB Tourism Levy		8.61	
01-28-25	Visa card	XXXXXXXXXXXX XX/XX		

GST Summary
Room 26.82
F&B 0.00

Total Charges
Total Credits

Only claiming \$469.28 (removing room upgrade charges)

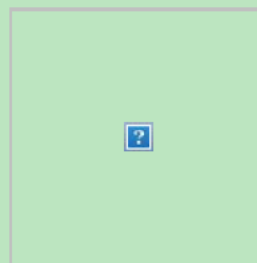
From: [REDACTED]
To: [REDACTED]
Subject: [Sandy Canada] Your Monday morning trip with Uber
Date: Monday, January 27, 2025 8:44:48 AM



Total CA\$8.72
January 27, 2025

Thanks for tipping,
Greatest

Here's your updated Monday
morning ride receipt.



Total **CA\$8.72**

Trip fare	CA\$6.03
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Subtotal	CA\$6.03
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Booking Fee <input type="checkbox"/>	CA\$1.02
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Per-Trip Fee	CA\$0.30
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Tip	CA\$1.00
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GST	CA\$0.37
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Payments



Sandy Canada [REDACTED]

1/27/25 8:44 AM

CA\$8.72

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

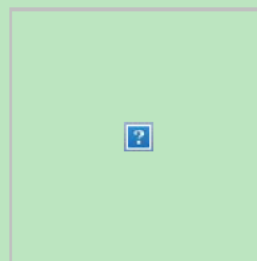
From: [REDACTED]
To: [REDACTED]
Subject: [Sandy Canada] Your Monday morning trip with Uber
Date: Monday, January 27, 2025 9:16:15 AM



Total CA\$14.80
January 27, 2025

Thanks for tipping,
Greatest

Here's your updated Monday
morning ride receipt.



Total **CA\$14.80**

Trip fare	CA\$9.84
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Subtotal	CA\$9.84
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Booking Fee <input type="checkbox"/>	CA\$1.02
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Wait Time <input type="checkbox"/>	CA\$0.08
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Per-Trip Fee	CA\$0.30
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Tip	CA\$3.00
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GST	CA\$0.56
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Payments



Sandy Canada [REDACTED]
1/27/25 9:16 AM

CA\$14.80

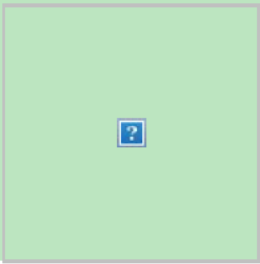
From: [Redacted]
To: [Redacted]
Subject: [Sandy Canada] Your Monday evening trip with Uber
Date: Monday, January 27, 2025 10:48:54 PM



Total CA\$19.89
January 27, 2025

Thanks for tipping,
Greatest

Here's your updated Monday
evening ride receipt.



Total CA\$19.89

Trip fare CA\$14.25

Subtotal CA\$14.25

Booking Fee ☐ CA\$0.90

Wait Time ☐ CA\$0.83

Per-Trip Fee CA\$0.30

Tip CA\$2.80

GST CA\$0.81

Payments



Sandy Canada [Redacted]
1/27/25 10:48 PM

CA\$19.89

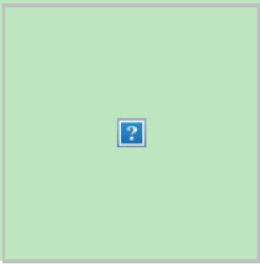
From: [Redacted]
To: [Redacted]
Subject: [Sandy Canada] Your Tuesday morning trip with Uber
Date: Tuesday, January 28, 2025 10:02:50 AM



Total CA\$50.78
January 28, 2025

Thanks for tipping,
Greatest

Here's your updated Tuesday
morning ride receipt.



Total CA\$50.78

Trip fare CA\$37.61

Subtotal CA\$37.61

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 [Redacted]
1/28/25 10:02 AM

CA\$50.78

From: [REDACTED]
To: [REDACTED]
Subject: Air Canada - 28 Jan 2025: Edmonton - Calgary (Booking Reference: [REDACTED])
Date: Monday, January 27, 2025 9:10:13 AM



Booking Confirmation

Issued 27 Jan, 2025

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 • Tue 28 Jan, 2025

Economy Flex

Edmonton YEG

10:35

Edmonton Int. Airport

Calgary YYC

11:34

Calgary Int. Airport

[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
YEG YYC -

Special services

- Gluten intolerant meal

Purchase Summary

 ... [REDACTED]

CAD \$637.83

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

- Air Canada: CAD \$637.83

1 Adult

Air Transportation Charges

Base fare - Departure	\$547.00
Carrier surcharges	\$16.00

Taxes, Fees and Charges

Air Travellers Security Charge - Canada	\$9.46
Goods and Services Tax - Canada - 100092287 RT0001	\$30.37
Airport Improvement Fee - Canada	\$35.00

Grand total	CAD \$637.83
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