

## AHS Board and Executive Expense Report

**Name:** Dr Sarah Hall  
**Title:** Assoc Chief Medical Officer  
**Location:** Calgary  
 Expenses approved during the month of September 2023

			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-23	P-Card	Meetings			1,294		1,294			
Sep-23	Expense Claim	Meetings		72	145	89	305			158
	Direct Bill	Meetings					-			
<b>Total</b>			\$ -	\$ 72	\$ 1,439	\$ 89	\$ 1,599	\$ -	\$ -	\$ 158

**Total for  
the Month** \$ 1,757

Maximum daily single meal expense claimed in the month \$ 24  
 Maximum daily base hotel rate claimed in the month \$ 323  
 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 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 Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
HALL, SARAH	Assoc Chief Medical Officer	Calgary	\$ 462.73								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
7/25/2023	Travel to St. Paul Alberta for site visit with physicians and administrators	AB - Other Zones	Meals Per Diem	\$ 71.50				2			
7/26/2023	Travel to St. Paul Alberta for site visit with physicians and administrators	AB - Other Zones	Fuel-Travel and Car Rental	\$ 48.47				1			
7/26/2023	In person meeting with physicians and site administrators at St. Therese - St. Paul Healthcare Centre July 26, 2023	AB - Other Zones	Accommodations	\$ 144.82				1			
7/26/2023	Travel to St. Paul Alberta for site visit with physicians and administrators	AB - Other Zones	Fuel-Travel and Car Rental	\$ 40.31				1			
8/19/2023	Ticket to attend Association of Anaesthetists Congress Dinner	International	Recruitment	\$ 157.63			Attend 2023 Congress Dinner hosted by Association of Anaesthetists in Edinburgh Scotland. Purchase price 89.00 GBP	1			
Approver(s) for the claim	Approval Status	Approval Date									
BELANGER, FRANCOIS	Approve	11-Sep-23									



STORE 795  
302 20 AVENUE  
Nisku, AB T9E 7T8

07/26/2023

SALE

Transaction #: [REDACTED]

Qty	Name	Price	Total
1	Regular Unleaded	48.47	48.47
	Pump:	3	
	Litres:	34.158	
	\$ / L	1.419	

Subtotal	48.47
GST	0.00

Total \$ 48.47

Received:

[REDACTED] 48.47

Air Miles





**INVOICE**

**Sandman Signature Sherwood Park Hotel**

Sarah J Ms Hall

Print Date 7/26/23  
 Page No. 1 of 1  
 Room No. [REDACTED]  
 Arrival 07/25/23  
 Departure 07/26/23  
 Conf. No. [REDACTED]  
 Folio No. [REDACTED]  
 GST No. 121767065 RT 0001

Company Name: Alberta Health Services\*

Date	Description	Charges CAD	Credits CAD
07/25/23	Government Rate	129.00	
07/25/23	Room - DMF	3.87	
07/25/23	Room - GST	6.64	
07/25/23	Tourism Levy	5.31	
07/26/23	Visa [REDACTED]		144.82
<b>Total</b>		144.82	144.82
<b>Balance</b>		<b>0.00</b>	<b>CAD</b>
Net Amount		129.00	CAD
Room - GST		6.64	CAD
Tourism Levy		5.31	CAD
Room - DMF		3.87	CAD
Total incl. vat		144.82	CAD

I agree to be personally liable should the indicated company or person fail to pay for any part of the total charges.

\_\_\_\_\_  
 Guest Signature

Merchant ID  
 Transaction ID  
 Approval Code  
 Approval Amount



Credit Card #  
 Credit Card Expiry  
 Capture Method  
 Transaction Amount



ESSO CONVENIENCE 378

\*\*\*\*\*

22305 HWY 16 E

ARDROSSAN AB T8E 2M4

**ESSO EXPRESS PAY**

2023-07-26 06:06:33

TRANS #:

Station#: 00302654

GST #: R119395453

PUMP 5

EREG \$ 40.31

29.232L AT \$1.379/L

GST INCLUDED \$ 1.92

TOTAL : CAD\$ 40.31

UIA \$ 40.31

TYPE: PURCHASE

THANK YOU

Loyalty: NO

What if buying gas  
fuelled your points?

Only Esso and Mobil

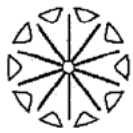
gas earns you PC

Optimum points.

PC Optimum

Inquiries:

1-866-727



**Association  
of Anaesthetists**

# Sales Invoice

Sarah Hall
[REDACTED]

Invoice number	[REDACTED]
Invoice date	20/08/2023
Account number	[REDACTED]
Your ref	N/A
Payment Type	Online Payment

Description	Unit price	Quantity	Vat code	VAT(£)	Total (£)
Annual Congress 2023 - Annual dinner - Standard Package - Dinner booking (please select your/guest dinner tickets on the next page)	0.00	1	E	0.00	0.00
Annual Congress 2023 - Annual dinner - Add-on Package - Dinner ticket (me)	74.17	1	S20	14.83	89.00
VAT total					14.83
Total invoice value					89.00

PAID WITH THANKS

VAT Codes:  
 VAT Code 0 = Zero Rated  
 VAT Code 1 = 20%  
 VAT Code 2 = Exempt  
 VAT Code 8 = Outside the scope

**Association of Anaesthetists, 21 Portland Place, London W1B 1PY**

**Tel: +44 (0)20 7631 1650 Fax: +44 (0)20 7631 4352 Email: [info@anaesthetists.org](mailto:info@anaesthetists.org) [www.anaesthetists.org](http://www.anaesthetists.org)**

Association of Anaesthetists of Great Britain & Ireland. Registered as a company limited by guarantee no. 1888799 (England).

AAGBI Foundation. Registered as a company limited by guarantee no. 1963975 (England), as a charity in England & Wales no. 293575 and in Scotland no. SC040697.

Association of Anaesthetists is the brand name used to refer to both the Association of Anaesthetists of Great Britain & Ireland and its related charity, AAGBI Foundation.

## Transactions ⓘ

[↓ DOWNLOAD](#)

PRE-AUTHORIZED PAYMENTS [>](#)

[FILTER](#) Showing: [Since your last statement](#) [All transactions](#)

Transaction date ↓

Description ↑↓

Money in/out ↑↓

POSTED

Aug 20, 2023

(AASBI FOUNDATION) LONDON

\$157.63

## AHS Executive Expenses Report P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
HALL, SARAH	Assoc Chief Medical Officer	Calgary	\$ 1,293.96								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
8/30/2023	Recruitment event Edinburgh Dr. S. Hall Sept 11-14, 2023	AB - Other Zones	Accommodations	\$ 1,293.96			Items charged to EA's P-Card on behalf of Dr Hall - Stayed at the hotel where the events were taking place to save on travel costs	4			
Approver(s) for the claim	Approval Status	Approval Date									
Approval kept on file	Approve	30-Aug-23									



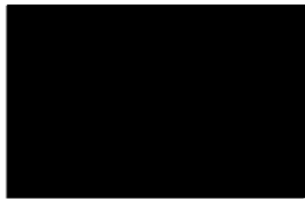
## Travel Pre-Approval

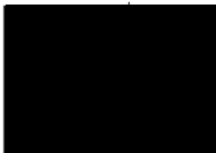
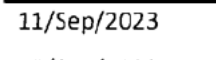
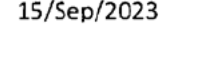
- All travel expenses must be approved in accordance to "Appendix A" of the Alberta Health Services Travel Policy or the rates set out in the applicable collective agreements.
- Pre-Approval form MUST be attached to the actual expense claim for all OUT OF COUNTRY travel expenses
- Note: Travel within Canada does not require formal pre-approval, however this form may be used for departmental pre-approval processes for travel within Canada

Employee Information					
First Name Sarah		Last Name Hall		Employee Number [REDACTED]	
Phone Number [REDACTED]			Reports To Dr. Francois Belanger		
Department Medical Affairs			Office Location Southport		
Travel Details (check one)					
<input checked="" type="checkbox"/> Outside of Canada <input type="checkbox"/> Within Canada					
Purpose of Trip Attend the Anesthesia Congress Recruitment Event & Health Sector Job Fair Physician Recruitment Event- Sept 8-19.					
Destination Europe		Date of Departure 8-Sep-2023		Date of Return 19-Sep-2023	
Finance/Coding/Accounting/Distribution					
Project Coding					
Project UK Recruitment	Task UK Recruitment	Expense Type Recruitment Event		Expense Org AHS	
Estimate of Expenses					
Category	Description	Amount			
Accommodation Charge	Hotel 10 days (above AHS rate to compensate for exchange)	\$3,000.00			
Meals	Daily per diem for 10 days (Above AHS rate to compensate for exchange)	\$1,000.00			
Registration					
Airfare	Airfare + Train + Public Transportation	\$2,000.00			
Taxi/Rental Car/Fuel/Parking/Bus/LRT	See above	\$0.00			
Other Expenses (please specify)					
		<b>Currency</b> <input checked="" type="checkbox"/> CDN <input type="checkbox"/> USD <input type="checkbox"/> OTHER		\$6,000.00	
<b>Total Estimated Travel Costs</b>		*Bank of Canada Currency Converter	Exchange Rate	\$0.00	<b>Cdn\$ 6,000.00</b>
*Select foreign country in 'From cell', and Canadian Dollar in 'To cell'; Enter date of expense in both date cells then select convert which will give the exchange rate					
Approvals (Pre-approvals for travel outside of Canada must be in accordance with the Financial Authorization Matrix)					
				Date (dd-Mon-yyyy)	
				22-08-2023	
Approved by (Print Name) Dr. Francois Belanger			Title VP Quality & CMO		Phone Number
Signature [REDACTED]			DOA Level 2		Date (dd-Mon-yyyy) Aug 24, 2023
Approved by			Title		Phone Number
Signature			DOA Level		Date (dd-Mon-yyyy)



**Invoice**



Document No. :   
Room :   
Booking :   
Arrival : 11/Sep/2023  
Departure : 15/Sep/2023



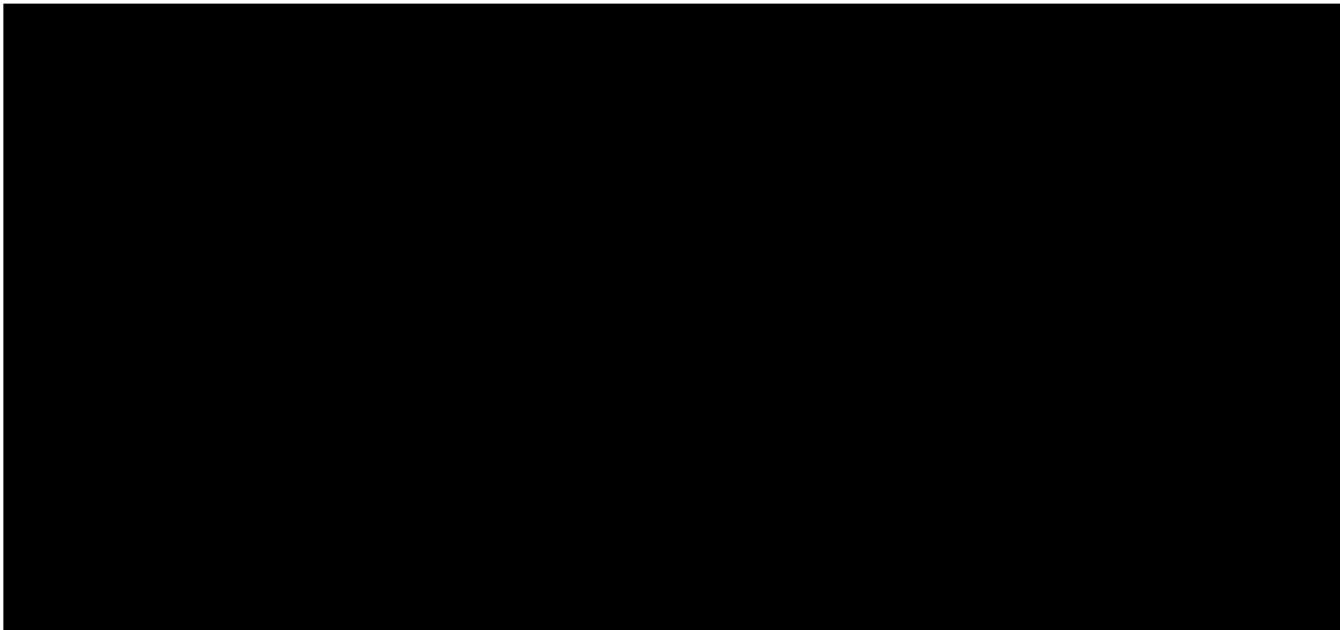
Date	Description	Quantity	Value Each	Value Total
11/Sep/2023	Deposit	1	-734.40	-734.40
11/Sep/2023	Saver AList Traveller 20%	1	151.20	151.20
11/Sep/2023	Free Breakfast AList	1	0.00	0.00
11/Sep/2023	Early Check in Free ALIST	1	0.00	0.00
12/Sep/2023	Saver AList Traveller 20%	1	201.60	201.60
12/Sep/2023	Free Breakfast AList	1	0.00	0.00
13/Sep/2023	Saver AList Traveller 20%	1	201.60	201.60
13/Sep/2023	Free Breakfast AList	1	0.00	0.00
14/Sep/2023	Saver AList Traveller 20%	1	180.00	180.00
14/Sep/2023	Free Breakfast AList	1	0.00	0.00
<b>Balance Due:</b>				<b>0.00</b>

**Tax Analysis**

Tax Code Description	Nett	Tax	Gross
20% VAT	612.00	122.40	734.40

VAT Reg 316270426

Signature: \_\_\_\_\_



Sent: Wednesday, August 30, 2023 11:48 AM



Sarah Hall (MD)

FW: Point A Hotels - Booking Confirmation

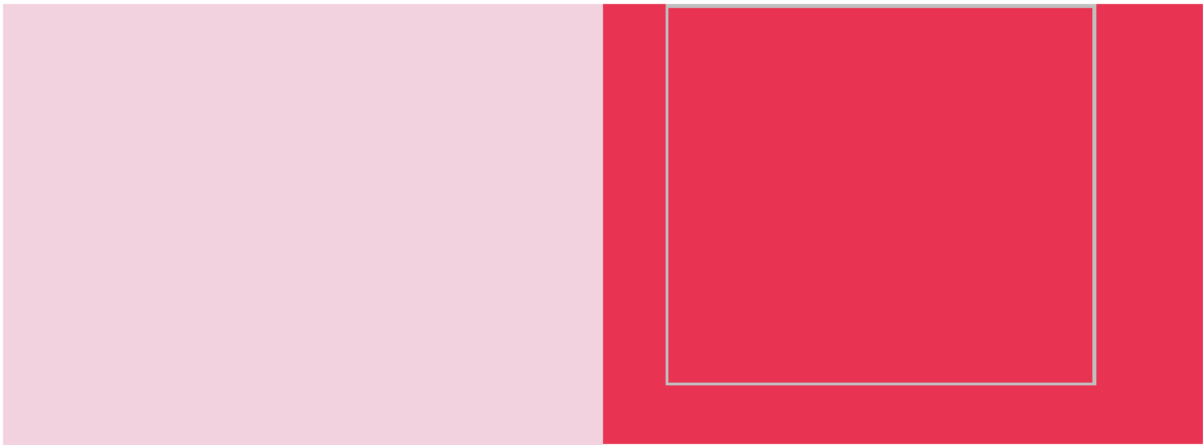
Edinburgh Hotel Booked- confirmation below.



Can't read this email?

[View in a browser](#)

<p></p> <p><b>Your A-List booking is confirmed</b></p>	
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We can't wait for you to come stay with us at Point A Edinburgh!

Below are your reservation details and some other useful info you might need as you plan your trip.

**Pre-registration:**

For the swiftest check-in possible, we ask all guests to complete a Pre-registration form, accessed from the A-List Bookings in the top right corner of our website.

**Local discounts:**

In the members area, you'll also find a full list of discounts for A-listers to enjoy during their stay... how nice is that?

Best wishes and safe travels from  
**The Point A Team**

**Your booking:**

Confirmation No.: XXXXXXXXXX  
Arrival: 11 September 2023  
Departure: 15 September 2023  
Total: £734.40

**Your hotel:**

Point A Edinburgh  
152 Morrison St,  
Edinburgh  
EH3 8EB  
[GET DIRECTIONS](#) [GET IN TOUCH](#)

Answers to all your **Frequently Asked Questions** can be found [here](#).

**Room 1:**

Standard: £734.40  
Room type: Cosy Double  
Rate type: Saver

**Extras:**

Breakfast: Yes  
 Window: Yes  
 Check-in: 12pm

Late check-out: 11am

\* The traveller membership truly unlocks the doors to Point A Hotels. Stay unlimited nights throughout our central locations and make us your second home and new office all in one. Designed for the true city stayer, our Explorer membership is available within London, Edinburgh and Glasgow

