

AHS Board and Executive Expense Report

Name: Dr Sarah Hall
Title: Assoc Chief Medical Officer
Location: Calgary
 Expenses approved during the month of October 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)
	P-Card	Meetings					-			
Oct-23	Expense Claim	Meetings	150	450		132	731			
Oct-23	Direct Bill	Meetings	2,496				2,496			
Total			\$ 2,646	\$ 450	\$ -	\$ 132	\$ 3,227	\$ -	\$ -	\$ -

**Total for
the Month** \$ 3,227

Maximum daily single meal expense claimed in the month \$ 31
 Maximum daily base hotel rate claimed 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 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	\$ 731.13								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
9/8/2023	Attending recruitment events Edinburgh and London Sept 10-19	AB - Other Zones	Airfare	\$ 150.00	International	International	Meeting schedule changed after flight book necessitating change in return flight.	1			
9/10/2023	Travel to recruitment events in Edinburgh and London.	AB - Other Zones	Meals Per Diem	\$ 24.00				1			
9/10/2023	Travel to airport for flight to UK, attending recruitment events Edinburgh and London		Mileage-Local-Home Zone	\$ 10.10	Residence	Calgary International Airport		1			20
9/11/2023	Attendance at Anesthesia Congress in Edinburgh for recruitment event.	International	Meals Per Diem	\$ 243.80				5			
9/11/2023	Attended Anesthesia Congress in Edinburgh Sept 12-15	International	Taxi	\$ 52.37	Edinburgh Airport	Point A Hotel		1			
9/16/2023	Attended Health Sector Talent Healthcare Job Fair and meetings to discuss recruitment	International	Meals Per Diem	\$ 151.10				3			
9/19/2023	Meetings with physicians to discuss recruitment	International	Meals Per Diem	\$ 30.70				1			
9/19/2023	Attended recruitment events in Ediburgh and London	AB - Other Zones	Taxi	\$ 69.06	Calgary Airport	Residence		1			
Approver(s) for the claim	Approval Status	Approval Date									
BELANGER, FRANCOIS	Approve	24-Oct-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)					
		Currency <input checked="" type="checkbox"/> CDN <input type="checkbox"/> USD <input type="checkbox"/> OTHER		\$6,000.00	
Total Estimated Travel Costs		*Bank of Canada Currency Converter	Exchange Rate	\$0.00	Cdn\$ \$6,000.00
*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 <u>Financial Authorization Matrix</u> .)					
E [REDACTED]				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 (Print Name)			Title		Phone Number
Signature			DOA Level		Date (dd-Mon-yyyy)

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

Important Information Related To Your Travels

For complete Canadian Government details for returning to or travelling to Canada – click [here](#)

Please click here upon receipt of your itinerary for valuable information that may be critical to the success of your travels. We strongly recommend you continue to come back to this information regularly in advance of and during travel as requirements and restrictions could change.

Baggage/Check-in Information:

Click [Here](#) for Baggage Information. Click [Here](#) for Check-in Information.

AIR - Sunday, September 10, 2023 [Add To Calendar](#)

WestJet Flight **Business Class** **Non-smoking (Aisle) Confirmed**

Depart	Calgary, Alberta Weather Calgary International Airport 08:20 PM Sunday, September 10 2023	Arrive	Edinburgh, United Kingdom Weather Edinburgh Airport 10:55 AM Monday, September 11 2023
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Duration: 7 hour(s) and 35 minute(s) Non-stop
Status: Confirmed - WestJet Booking Reference: [REDACTED]
FF Number: [REDACTED] HALL/SARAH DR - please reconfirm at check-in
Canada Consulate Registration: Keep connected to Canada in case of an emergency abroad by Registering using the following Link: [click here](#)

Remarks: DEP TERMINAL 4

AIR - Tuesday, September 19, 2023 [Add To Calendar](#)

WestJet Flight **Economy Class** **Non-smoking (Aisle) Confirmed**

Depart	London, United Kingdom Weather Heathrow 01:55 PM Tuesday, September 19 2023	Arrive	Calgary, Alberta Weather Calgary International Airport 03:46 PM Tuesday, September 19 2023
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Duration: 8 hour(s) and 51 minute(s) Non-stop
Status: Confirmed - WestJet Booking Reference: [REDACTED]
FF Number: [REDACTED] - HALL/SARAH DR - please reconfirm at check-in
Canada Consulate Registration: Keep connected to Canada in case of an emergency abroad by Registering using the following Link: [click here](#)

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Change Fee:		150.00		0.00	0.00	150.00
Additional Collection:		0.00	0.00	0.00	0.00	0.00
Totals:		150.00	0.00	0.00	0.00	150.00
Balance Due:						0.00

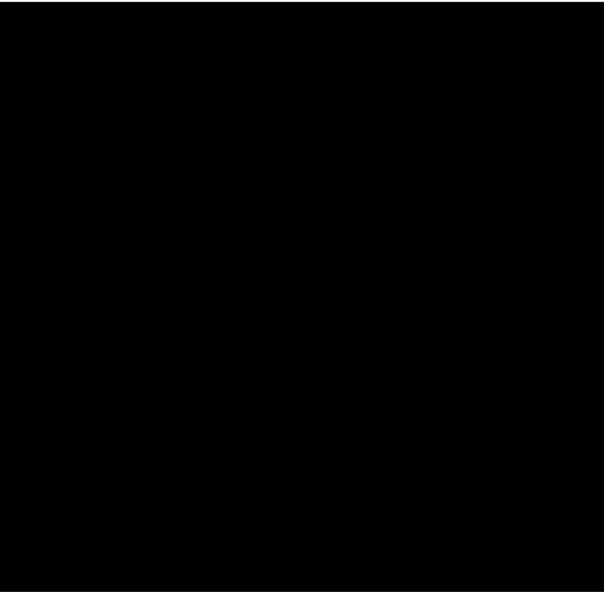
Transactions since your last statement (continued)

TRANS DATE	POSTING DATE	DESCRIPTION	AMOUNT (\$)
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Sep. 11	Sep. 12	GBP 29.9@1:751505016 DEREKBRIDG* DEREKBRIDG DUNBAR	52.37 ←
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JTA9085585-0003773-00902-0005-0005-00-



RECEIVED WITH THANKS

DATE 11.9.23

FROM AIRPORT

TO POINT A HOTEL

THE SUM OF £29.90

DRIVERS NAME: [REDACTED]

DRIVERS SIGNATURE [REDACTED]

www.capitalcarscotland.co.uk

(continued on next page)

Balance transfer

23.99000 %

rate

actions

[DOWNLOAD](#)

AUTHORIZED PAYMENTS

>

Showing: Sep 14, 2023 | All transactions

Transaction date ↓	Description ↑↓	Money in/out ↑↓
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POSTED

Sep 12, 2023	<u>POUNDLAND LTD - 2205 EDINBURGH</u>	\$34.95
Sep 12, 2023	<u>SAINSBURYS SMKT LOTHIAN ROAD</u>	\$46.89



CHECKER CABS

316 MERIDIAN RD SE
CALGARY, AB T2A 1X2
4032999999
WWW.NONE.COM

Checker Cabs Calgary

Cashier: [REDACTED]

Transaction [REDACTED]

Total CA\$57.55

Tip CA\$11.51

CREDIT CARD SALE CA\$69.06

Retain this copy for statement
validation

Station: [REDACTED]

19-Sep.-2023 5:21:51p.m.

CA\$69.06 | Method: EMV

VISA CREDIT

[REDACTED]
SARAH HALL

Reference ID: [REDACTED]

Auth ID: [REDACTED]

MID: [REDACTED]

AID: [REDACTED]

AthNtwkNm: VISA

NO CARDHOLDER VERIFICATION

GST# 100936111

Expense Report Direct Bill Summary

Purpose of This Form:

The purpose of this form is to report expenses incurred on behalf of a designated Executive or an AHS Board Member and paid for by a third party vendor. The information will be used for Public Disclosure reporting.

Expenses Paid Directly to Third Party Vendors:

AHS may have established accounts with certain vendors used to book travel and other expenses that are billed directly to AHS.

Examples include but are not limited to hotels, travel agencies, car rental agencies, conferences, courses and expenses reimbursed from a petty cash fund.

It is mandatory to include in monthly reports these expenses that pertain to each member. AHS is required to disclose expenses for all applicable receipts and back up must be attached.

Direct Bill Report

- Enter all items related to expenses incurred while conducting AHS business and paid for via a third party vendor (i.e. accommodations, airline tickets, car rentals, hosting events and working sessions)
- Enter all expenses pertaining to professional development such as conferences and courses, etc.
- Enter all expenses paid by AHS not mentioned above.
- Copies of invoices and other relevant back up must be attached, approvals for hosting events/working sessions that exceeds \$600 must be provided.
- Information will be used for reporting purposes only.
- Refer to Quick Reference Guide for: [Providing a Standard Business Reason\(s\)](#)
- A personal cheque must be attached to cover expenses deemed ineligible.
- Indicate whether you have expenses to report in this section for this reporting period: YES

Name : Dr Sarah Hall	Reporting Period for the Month of : Oct-23
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
24-Aug-23	Direct Billing	Airline Ticket	All-day in-person Medical Staff Bylaws and Rules Operational Planning Meeting November 29, 2023	Vision Travel DT Ontario-West Inc	\$222.12
24-Aug-23	Direct Billing	Airline Ticket	All-day in-person Medical Staff Bylaws and Rules Operational Planning Meeting November 29, 2023	Vision Travel DT Ontario-West Inc	\$195.32
25-Aug-23	Direct Billing	Airline Ticket	Travel to Edinburgh and London Attended Anesthesia Congress, Health Sector Talent Healthcare Job Fair and meetings with students and medical leaders September 10 to 19, 2023	Vision Travel DT Ontario-West Inc	\$2,078.81
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
Total Paid in the Month					\$ 2,496.25

Vision Travel DT Ontario-West Inc. - HST# 723782728
 700-251 Consumers Rd, Toronto, ON M2J 4R3 - Ph 416 487 5385
 TICO R50023501 - W50023502

Alberta Health Services
 North Tower
 Edmonton AB T5J 3E4 Canada

Invoice Number : ██████████
 Issued Date: 24-Aug-2023
 Agent: ██████████
 ACO AND PROV MEDICA

 **Passenger Information**

HALL/SARAH DR

PNR Locator : ██████████

 **Your Flight Selection**

Ticket Number (s) / Confirmation Number (s) ██████████

Departure:	Wednesday	29-Nov-2023	8:20 am	Calgary(YYC)
Arrival:	Wednesday	29-Nov-2023	9:21 am	Edmonton(YEG)
Airline:	AIR CANADA(AC)		Flight # : ██████████	Class : G
				Mileage : 163

Air Fare: \$151.00 **GST/HST:** \$0.00 **Taxes:** \$71.12 **Total Air Fare:** \$222.12

Payment Details

Pay Method	PaymentNumber	Amount Paid
Credit Card	██████████	\$222.12
		\$222.12

Sub Total (excl. GST): \$222.12
GST Total : \$0.00
Service Fee : \$0.00
Invoice Total : \$222.12
Amount Paid : \$222.12
Balance : \$0.00

Vision Travel DT Ontario-West Inc. - HST# 723782728
 700-251 Consumers Rd, Toronto, ON M2J 4R3 - Ph 416 487 5385
 TICO R50023501 - W50023502

Alberta Health Services
 North Tower
 Edmonton AB T5J 3E4 Canada

Invoice Number : ██████████
 Issued Date: 24-Aug-2023
 Agent: ██████████
 ACMO AND PROV MEDICA

 **Passenger Information**

HALL/SARAH DR

PNR Locator : ██████████

 **Your Flight Selection**

Ticket Number (s) / Confirmation Number (s) : ██████████

Departure:	Wednesday	29-Nov-2023	4:00 pm	Edmonton(YEG)
Arrival:	Wednesday	29-Nov-2023	4:57 pm	Calgary(YYC)
Airline:	WESTJET(WS)		Flight # : ██████████	Class : B
				Mileage : 163

Air Fare: \$137.20 **GST/HST:** \$0.00 **Taxes:** \$58.12 **Total Air Fare:** \$195.32

Payment Details

Pay Method	PaymentNumber	Amount Paid
Credit Card	██████████	\$195.32
		\$195.32

Sub Total (excl. GST): \$195.32
GST Total : \$0.00
Service Fee : \$0.00
Invoice Total : \$195.32
Amount Paid : \$195.32
Balance : \$0.00

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)					
Currency <input checked="" type="checkbox"/> CDN <input type="checkbox"/> USD <input type="checkbox"/> OTHER \$6,000.00					
Total Estimated Travel Costs		*Bank of Canada Currency Converter		Exchange Rate	\$0.00 Cdn\$ \$6,000.00
*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)

Vision Travel DT Ontario-West Inc. - HST# 723782728
 700-251 Consumers Rd, Toronto, ON M2J 4R3 - Ph 416 487 5385
 TICO R50023501 - W50023502

Alberta Health Services
 North Tower
 Edmonton AB T5J 3E4 Canada

Invoice Number : [REDACTED]
 Issued Date: 25-Aug-2023
 Agent: [REDACTED]
 UK RECRUITMENT TOUR

 **Passenger Information**

HALL/SARAH DR

PNR Locator : [REDACTED]

 **Your Flight Selection**

Ticket Number (s) / Confirmation Number (s) : [REDACTED]

Departure:	Sunday	10-Sep-2023	8:20 pm	Calgary(YYC)			
Arrival:	Monday	11-Sep-2023	10:55 am	Edinburgh(EDI)			
Airline:	WESTJET(WS)			Flight # : [REDACTED]	Class : B	Mileage : 4051	
Departure:	Wednesday	20-Sep-2023	2:10 pm	London(LHR)			
Arrival:	Wednesday	20-Sep-2023	3:59 pm	Calgary(YYC)			
Airline:	WESTJET(WS)			Flight # : [REDACTED]	Class : B	Mileage : 4364	

Air Fare: \$1,197.00 **GST/HST:** \$0.00 **Taxes:** \$881.81 **Total Air Fare:** \$2,078.81

Payment Details

Pay Method	PaymentNumber	Amount Paid
Credit Card	[REDACTED]	\$2,078.81
		\$2,078.81

Sub Total (excl. GST): \$2,078.81
GST Total : \$0.00
Service Fee : \$0.00
Invoice Total : \$2,078.81
Amount Paid : \$2,078.81
Balance : \$0.00