

## AHS Board and Executive Expense Report

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

Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
<b>Travel (1)</b>										
	P-Card	Meetings					-			
Nov-23	Expense Claim	Meetings			1,474		1,474			
	Direct Bill	Meetings					-			
<b>Total</b>			\$ -	\$ -	\$ 1,474	\$ -	\$ 1,474	\$ -	\$ -	\$ -

**Total for  
the Month** \$ 1,474

Maximum daily single meal expense claimed in the month \$ -  
 Maximum daily base hotel rate claimed in the month \$ 424  
 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	\$ 1,473.66								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
9/15/2023	Sept 15-19, 2023 Attendance at Health Sector Talent Healthcare Job Fair in London for recruitment and met with physicians to discuss recruitment.	International	Accommodations	\$ 1,473.66			Hotels in London were expensive. This hotel located close to venue	4			
Approver(s) for the claim	Approval Status	Approval Date									
BELANGER, FRANCOIS	Approve	30-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

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						
<b>Total Estimated Travel Costs</b>		*Bank of Canada Currency Converter	Exchange Rate	\$0.00	Cdn\$	<b>\$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.)			
[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)	



Sarah Hall

**Invoice number** [REDACTED]  
**Invoice date** 10/25/2023  
**Our reference** [REDACTED]

# Invoice

Date	Description	Quantity	Price	Total £	
[REDACTED] Arrival: 9/15/2023 Departure: 9/19/2023 Room: [REDACTED]					
9/15/2023	Room Rental Charge	Room Charge	1	231.80	231.80
9/16/2023	Room Rental Charge	Room Charge	1	252.95	252.95
9/17/2023	Room Rental Charge	Room Charge	1	176.81	176.81
9/18/2023	Room Rental Charge	Room Charge	1	193.73	193.73
9/19/2023	Late Check Out		1	0.00	0.00
<b>Total invoice</b>				<b>855.29</b>	

### Payments

9/15/2023	Card Payment kiosk	-855.29		
<b>Total paid</b>				<b>855.29</b>
<b>To pay £</b>				<b>0.00</b>

Description	%	VAT amount	Nett	Gross
VAT 20%	20.00	142.55	712.74	855.29
		142.55	712.74	855.29

**citizenM says: until we meet again, and again, and again...**

Bank: HSBC UK  
 IBAN: GB44HBUK40052012233576  
 UK VAT: 405 8030 28  
 Swift Code: HBUKGB4B  
 Chamber of Commerce: 13606438

citizenM London Victoria Operations Limited  
 292 Vauxhall Bridge Road  
 SW1V 1AE, London  
 www.citizenM.com



London Victoria Operations Limited  
292 Vauxhall Bridge Road  
London SW1V 1AE  
UK

citizenM

CARDHOLDER COPY

Date 15/09/2023  
Time 22:32:45

Card [REDACTED]  
PAN seq. 01 [REDACTED]  
Card type [REDACTED]  
Payment method visa [REDACTED]  
Payment variant [REDACTED]  
Entry mode ICC [REDACTED]  
CVM res. PIN VERIFIED

AID [REDACTED]  
MID [REDACTED]  
TID [REDACTED]  
PTI [REDACTED]

[REDACTED]

Type GOODS\_SERVICES  
TOTAL GBP 855.29

APPROVED

Retain for your records  
Thank you

# Transactions

[DOWNLOAD](#)

## PRE-AUTHORIZED PAYMENTS >

Showing: Since your last statement | All transactions

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

### PENDING



Sep 15, 2023

London Victoria OperationLondon

\$1,473.66

