

Official Administrator and Executive Expense Report

Name Sharon Lehr
Title Chief Program Officer Operational Benchmarking & Efficiency
Location Edmonton
 Expenses submitted during the month of August 2015

Travel (1)										
Month-Year	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Aug-15	Expense Claim	Meetings			223	200	423			
Aug-15	Direct Billing	Meetings	383				383			
Total			\$ 383	\$ -	\$ 223	\$ 200	\$ 806	\$ -	\$ -	\$ -

Total for the Month \$ 806

Maximum daily single meal expense claimed in the month \$ -
 Maximum daily base hotel rate claimed in the month \$ 199
 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 Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total
LEHR, SHARON	Chief Program Officer, Operational Benchmarking & Efficiency	Edmonton	423.61

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
8/7/2015	RAH to UAH - attend Benchmarking meetings with Executive Directors, Cardiac Sciences	AB - Local	Taxi	15.00			Taxi from Royal Alex Hospital to U of A Hospital to attend Benchmarking meetings with Executive Directors, Cardiac Sciences	1			
8/7/2015	RAH - attend Benchmarking meeting with Executive Directors, Edmonton Zone	AB - Local	Taxi	10.00			Taxi to Royal Alex Hospital to attend Benchmarking meetings with Executive Directors, Edmonton Zone	1			
8/13/2015	SSP-RAH: Benchmarking presentation to Executive Directors, Edmonton Zone	AB - Local	Taxi	11.00			Taxi from SSP to Royal Alex Hospital for Benchmarking presentation to Executive Directors, Edmonton Zone	1			
8/12/2015	Benchmarking presentation to Unit Managers		Mileage	19.19	Seventh Street Plaza	St. Albert Sturgeon Hospital	Travel from SSP to St. Albert Sturgeon Hospital (return): Benchmarking presentation to Unit Managers.	1			38
8/13/2015	Benchmarking meetings for Executive Directors - RGH/FMC, Calgary		Mileage	30.30	Seventh Street Plaza	Edmonton Airport	Travel from SSP to Edmonton Airport and return for flight to Calgary to attend Benchmarking meetings for Executive Directors - RGH/FMC	1			60
8/13/2015	Attend Benchmarking meetings for Executive Directors - RGH/FMC	AB - Other Zones	Taxi	45.87			Taxi from Calgary Airport to Fairmont Palliser Hotel: attend Benchmarking meetings for Executive Directors - RGH & FMC	1			
8/13/2015	Benchmarking Meetings for Executive Directors - RGH/FMC, Calgary	AB - Other Zones	Accommodations	223.42			Meetings: Benchmarking for Executive Directors Rockyview Hospital & FootHills Medical Centre	2			
8/14/2015	Attend Benchmarkings meetings for Executive Directors - RGH/FMC	AB - Other Zones	Taxi	27.20			Taxi from Foothills Medical Centre to Calgary Airport: attended Benchmarking meetings for Executive Directors - RGH/FMC	1			
8/14/2015	Attended Benchmarking meetings for Executive Directors - RGH/FMC, Calgary	AB - Local	Parking - Lot or Parkade	28.50			Short-term parking at Edmonton Airport: attended Benchmarking meetings for Executive Directors - RGH/FMC, Calgary	1			
8/18/2015	Meeting with Covenant Health to review Benchmarking workbooks		Mileage	13.13	Seventh Street Plaza	Tawa-110	Meeting with Covenant Health to review Benchmarking workbooks.	1			26
Approver(s) for the claim		Approval Status		Approval Date							
KAMINSKI, VICTORIA		Approve		28-Oct-15							

Co-op Taxi Line
(780) 425-2525
www.co-optaxi.com

CASH RECEIPT

TERMINAL: [REDACTED]
DRIVER : [REDACTED]
TRIP #: [REDACTED]
2015/08/07 08:50:52

FARE : \$ 10.00

TOTAL: \$ 10.00

Thank you for choosing
Co-op Taxi

Taxi from Seventh Street Plaza to
Royal Alex Hosp. to attend Benchmarking
meetings with Executive Directors,
Edmonton Zone

Date: 08-13-15 Amount \$ 11-
From: _____
To: _____
To: _____
Driver: [REDACTED] Car # [REDACTED]
780-442-4444
www.24-7taxiline.com

Taxi to Royal Alex Hospital for
Benchmarking presentation to Executive
Directors, Edmonton Zone

YELLOW CAB

780.462.3456

GST# _____
Date: 8/7/15 Amount: \$ 15.00
Driver: [REDACTED] Car#: [REDACTED]
From: RAH
To: U of A Hosp.
10135-31 Avenue, Edmonton, AB T6N 1C2

Taxi from Royal Alex to U of A to attend
Benchmarking meetings with
Executive Directors, Cardiac Sciences,

ASSOCIATED CAB
404-35 AVENUE N E T2E2K7
CALGARY AB
22143180

|||| PURCHASE ||||
08-13-2015 19:54:40
Acct # [REDACTED] C
Exp Da [REDACTED] Card type VI
Name: SHARON P LEHR
A0000000031010 Visa Credit

Trace # [REDACTED]
Inv. [REDACTED]
Auth [REDACTED] RRN 001001546

Purchase \$41.70
Tip \$4.17
Total \$45.87

(00) APPROVED-THANK YOU

Retain this copy for your
records
Customer copy

www.associatedcab.ca
403-299-1111

Taxi from Calgary Airport to
Fairmont Hotel



133 9th Avenue SW,
Calgary, AB, Canada T2P 2M3
T (403) 262-1234 F (403) 260-1260
G.S.T. Registration # 846543619

Room :
Folio # :
Cashier # :
Page # : 1 of 1

Ms Sharon Lehr
Executive Offices

Arrival : 08-13-15
Departure : 08-14-15
Fairmont President's Club

Date	Description	Additional Information	Charges	Credits
08-13-15	Room Charge		199.00	
08-13-15	Calgary Destination Marketing F		5.97	
08-13-15	Alberta Tourism Levy (4%)		8.20	
08-13-15	Room GST		10.25	
08-14-15	Visa			223.42
Total			223.42	223.42

Balance Due 0.00

GST Summary

Room	10.25
F&B	0.00
Other	0.00
Total	10.25

Thank you for choosing Fairmont Hotels & Resorts.
To provide feedback about your stay, please contact Dan McGowan, General Manager, at Dan.McGowan@fairmont.com.
We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

Merci d'avoir choisi Hôtels Fairmont.
Vous pouvez nous faire part de vos commentaires au sujet de votre séjour en écrivant au Directeur général, Dan McGowan à Dan.McGowan@fairmont.com.
Nous vous invitons également à partager vos observations ou photos sur notre forum communautaire www.everyonesanoriginal.com (anglais seulement).

For information or reservations, visit us at
www.fairmont.com or call Fairmont Hotels & Resorts from:
United States or Canada 1 800 441 1414
Pour information et réservations visitez notre web au
www.fairmont.com ou téléphoner au Hôtels Fairmont de:
États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année)
J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1,00\$ par jour (du Lundi au Vendredi) et de 2,00\$ le Samedi. (Dans les hôtels participants.)

Thank you for choosing to stay with Fairmont Hotels & Resorts
Merci d'avoir choisi les Hôtels Fairmont

= TRANSACTION RECEIPT =

DELTA CAB LTD.
BOOK TAXI ON LINE AT
WWW.DELTACAB.CA
403-278-9999

ACCT TYPE: CREDIT CARD
CARD NUMBER: [REDACTED]

CARD TYPE: VISA
DATE/TIME:
13/08/14 07:38:47
AUTH#: [REDACTED]

VEH/DRV [REDACTED]
GST#: [REDACTED]
TXN ID: [REDACTED]

FARE: \$ 24.00
FLAT: \$000.00
EXTRAS: \$000.00
TAX: \$ 1.20

FA+FL+EX+TAX: \$ 25.20
TIP: \$ 2.00
DISCOUNT: \$000.00

TOTAL: \$ 27.20

SIGNATURE:

Taxi from Foothills Medical Centre to
Calgary Airport

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax CodeCA5%

POF 2nd Fl 14/08/15 17:12
Receipt [REDACTED]

Short-term parking tkt
HL - No. [REDACTED]
13/08/15 16:45
14/08/15 17:14
Period 1d0h30'
(Tax) \$28.50

Total \$28.50

Payment Received
VTSA \$28.50

Merch
Auth
Type: Swiped

Sub Total \$27.14
Tax 5% \$1.36

DEGESEA - 11

Parking at Edmonton Airport

Executive Expenses Report Direct Bill Summary

Purpose of This Form:

The purpose of this form is to report expenses incurred on behalf of a designated Executive 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.
- 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 : Sharon Lehr	Reporting Period for the Month of : Aug-15
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
13-Aug-2015	Direct Billing	Airline Ticket	Flight-Edmonton to Calgary and return(invoice number [REDACTED]). Attended benchmarking meetings with Executive directors - Rockyview Hospital and foothills medical centre.	Marlin Travel	382.96
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
	Direct Billing	Choose from Drop-down List		Marlin Travel	-
Total Paid in the Month					\$ 382.96

MARLIN TRAVEL
O-O PERCY HUNT TRAVELGROUP INC
MAIN FLOOR, 9929 108TH ST.
EDMONTON, AB T5K 1G8
GST Reg#: 885101915

Branch:

Agent:

To: ALBERTA HEALTH SERVICES
SUITE 800, NORTH TOWER
10030-107 ST
EDMONTON AB
CA T5J 3E4

Invoice Number:

Date:

October 23, 2015

Page:

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Our Reference:

INVOICE

For

MS SHARON LEHR

AC

Thursday, August 13, 2015

 Air

AIR CANADA

From: EDMONTON INTL AB

To: CALGARY AB

Stops: 0 Arrival: 13Aug15

Seat(s): 08C

AIR CANADA E

Flight: 8153 V CLASS
06:00 PM Equipment: DH4
06:51 PM

Mile(s) Flown: 163

Friday, August 14, 2015

 Air

AIR CANADA

From: CALGARY AB

To: EDMONTON INTL AB

Stops: 0 Arrival: 14Aug15

Seat(s): 09D

AIR CANADA E

Flight: 8150 V CLASS
04:00 PM Equipment: DH4
04:50 PM

Mile(s) Flown: 163

Cost:

TKT- E-TKT

308.00

Tax:

74.96

Ticket Total:

382.96

**To: ALBERTA HEALTH SERVICES
SUITE 800, NORTH TOWER
10030-107 ST
EDMONTON AB
CA T5J 3E4**

Invoice Number: [REDACTED]
Date: October 23, 2015
Page: 2/2
Our Reference: [REDACTED]

INVOICE

Total:

Grand Total:	382.96
Less Credit Card Payments:	382.96
Credit / Balance Due To This Invoice:	0.00
Total Balance Due:	0.00

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE
ACCEPTED:.....DECLINED:.....
DOCUMENTATION REQUIRED:VALID PASSPORT...VISA..TOURIST CARD..
...PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER.....
PLEASE RECONFIRM ALL FLIGHTS BETWEEN 48 AND 72 HOURS PRIOR
TO EACH DEPARTURE DIRECTLY WITH THE AIRLINE.
CLIENTS FOR THE PRINCIPAL SUM \$100000 UNDER GROUP POLICY
GTRMM 11506 UNDERWRITTEN BY MANULIFE FINANCIAL
24 HOUR EMERGENCY HELP DESK WITHIN CANADA OR USA CALL
1 888 342 3292 OUTSIDE OF TOLL FREE AREA CALL COLLECT
1 303 801 2147. PLEASE QUOTE ACCESS CODE 2EC0
OUR PRIVACY POLICY CAN BE FOUND AT WWW.MARLINTRAVEL.CA.