

Official Administrator and Executive Expense Report

Name Sharon Lehr
Title Chief Program Officer Operational Benchmarking & Efficiency
Location Edmonton
 Expenses submitted during the month of September 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)
Sep-15	Expense Claim	Meetings			173	205	378			
Sep-15	Direct Billing	Meetings	334				334			
Total			\$ 334	\$ -	\$ 173	\$ 205	\$ 712	\$ -	\$ -	\$ -

Total for the Month \$ 712

Maximum daily single meal expense claimed in the month \$ -
 Maximum daily base hotel rate claimed in the month \$ 154
 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	378.12

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
9/28/2015	Benchmarking Meeting with Ambulatory Care at RAH	AB - Local	Parking - Lot or Parkade	11.25			Parking at Royal Alex Hospital: Attend Benchmarking meetings with Ambulatory Care	1			
9/29/2015	Benchmarking Workshop with OR Managers - Southport	AB - Other Zones	Taxi	57.58			Taxi from Calgary Airport to Delta South Hotel: Attend OR Managers Benchmarking workshop at Southport Office	1			
9/29/2015	Benchmarking Workshop with OR Managers, Southport	AB - Other Zones	Accommodations	172.89			Attend OR Managers Benchmarking workshop at Southport Office	1			
9/29/2015	Benchmarking Workshop: OR Managers, Southport Office		Mileage	30.30	Seventh Street Plaza	Edmonton Airport	Travel from SSP to Edmonton Airport (return) for flight to Calgary to attend Benchmarking OR Managers workshop, Southport Office	1			60
9/30/2015	Benchmarking Workshop with OR Managers, Southport	AB - Other Zones	Taxi	10.00			Taxi from Delta South Hotel to Southport Office: Attend OR Managers Benchmarking workshop	1			
9/30/2015	Benchmarking Workshop with OR Managers, Southport	AB - Local	Parking - Lot or Parkade	35.50			Short-term Parking at Edmonton Airport: attended Benchmarking OR Managers workshop - Southport, Calgary	1			
9/30/2015	Benchmarking Workshop with OR Managers - Southport	AB - Other Zones	Taxi	60.60			Taxi from Southport Office to Calgary Airport: attended OR Managers Benchmarking workshop at Southport	1			
Approver(s) for the claim		Approval Status		Approval Date							
KAMINSKI, VICTORIA		Approve		6-Nov-15							

LEAVE ON DASH - THIS SIDE UP

EXPIRATION DATE

EXPIRATION TIME

28/09/15 10:07 AM

AMOUNT PAID

\$11.25 76430000 07:37 AM

Alberta Health Services

CHARGES ARE FOR USE OF PARKING SPACE ONLY. ALBERTA HEALTH SERVICES ENDEAVOURS TO PROTECT THE PROPERTY OF ITS PATRONS BUT WILL NOT BE RESPONSIBLE FOR LOSS OR DAMAGE TO CAR OR CONTENTS.

NON TRANSFERABLE

Alberta Health Services

DETACH RECEIPT FROM TICKET

DATE ISSUED

TIME ISSUED

AMOUNT PAID

28/09/15 07:37 AM \$11.25

CREDIT CARD NUMBER

CC

Alberta Health Services

RECEIPT

(Sept. 28, 2015 - \$11.25)

Parking at Royal Alex Hospital: Attend Benchmarking meetings with Ambulatory Care

ASSOCIATED CAB ALTA LTD
307 - 41 AVE NE (403) 299-1111
INSIST ON THE PROFESSIONALS

DATE: 2015/09/29
PICK-UP TIME: 20:03
DROP-OFF TIME: 20:27
TRIP ID: 0
LOCATION: 073000-45024103707
CAR NUMBER: 1381
DRIVER: 587076
CARD TYPE: VISA
CARD: [REDACTED]
EXPIRY: [REDACTED]
AUTH: [REDACTED]

(Sept. 29, 2015 - \$57.58)

Taxi from Calgary Airport to Delta South Hotel:
Attend OR Managers Benchmarking Workshops
at Southport Office

FARE (\$) : 57.50
EXTRA (\$) : 0.00
SUBTTL (\$) : 57.50

TIP (\$) : _____

TOTAL (\$) : _____

SIGNATURE: _____

FOR ONLINE TAXI BOOKINGS VISIT
OUR WEBSITE@WWW.ASSOCIATEDCAB.CA

CUSTOMER'S COPY



135 Southland Drive S.E. Calgary, Alberta, T2J 5X5
Tel: 403-278-5050 Fax: 403-225-5834

AB HEALTH SERVICES
Ms Sharon Lehr
Canada

Room: [REDACTED]
Folio: [REDACTED]
Cashier: [REDACTED]
Arrival: 09-29-15
Departure: 09-30-15

Date	Description	Additional Information	Charges	Credits
09-29-15	Room Charge		154.00	
09-29-15	DMF		4.62	
09-29-15	Room GST		7.93	
09-29-15	Tourism Levy		6.34	
09-30-15	Visa	[REDACTED]		172.89
GST Summary			Total	172.89
Registration No: 895126332			Balance Due	0.00 CDN
Room 7.93				
F&B 0.00				
Other 0.00				
Total 7.93				

(Sept 29, 2015 - \$172.89)
One night accommodation: Attend OR Managers
Benchmarking workshops at Southport Office

Guest Signature: _____

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.

510 THE CHECKER GROUP
10000 100 120 1A.

Driver # 432 Car # 432
To: 10301 Southport Hotel
From: Delta South
Date: Sept 30 - 15 Amount: 10.00
GST# _____

(Sept. 30, 2015 - \$10.00)

Taxi from Delta South Hotel to Southport Office
Attend OR Managers Benchmarking workshops

EDMONTON ID. 314 351 479
PASSENGER ID. 432 0517
VEHICLE ID. 0745
DRIVER ID. 4250
GST ACCOUNT # 366981813
TRIP NUMBER. 4663471
PASSENGERS 1

09/30/2015
START 16.18 TIME 16:40
FINISH 16.55 RATE: 1

Taxi amount. \$ 52.95

TAX AMOUNT: \$ 2.65
TIP AMOUNT: \$ 5.00

TOTAL : \$ 60.60

TRIP SET :

APPROVAL NUMBER :

PASSENGER COPY

THANK YOU
(403) 999 9999
WWW.THECHECKERGROUP.COM



(Sept. 30, 2015 - \$60.60)

Taxi from Southport Office to Calgary Airport:
attended OR Managers Benchmarking Workshop
at Southport

GST# R128599776

Edmonton Airports

Can-T5J 2T2 Edmonton
Tax CodeCA5%

P3 Southport 09/15 19:07
Receipt

Short-term parking tkt

DL - No
29/09/15 17:40
30/09/15 19:09
Period 1d1h30'
(Tax) \$35.50

Total \$35.50

Payment Received
VISA \$35.50

Auth
Type: Swiped

Sub Total \$33.81
Tax 5% \$1.69

Sept.30, 2015 - \$35.50)

Short-term Parking at Edmonton Airport:
attended Benchmarking OR Managers
Workshops - Southport, Calgary

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 : Sep-15
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
28-Sep-2015	Direct Billing	Airline Ticket	Flight-Edmonton to Calgary to attend benchmarking workshops with OR managers	Marlin Travel	334.42
	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					\$ 334.42

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

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

Invoice Number: [REDACTED]
Date: September 24, 2015
Page: 1/3
Our Reference: [REDACTED]

INVOICE

For
MS SHARON LEHR
AC [REDACTED]

Tuesday, September 29, 2015

 **Air**

AIR CANADA
From: EDMONTON INTL AB
To: CALGARY AB
Stops: 0 **Arrival:** 29Sep15

Flight: 8171 **W CLASS**
07:00 PM **Equipment:** D8 (300 SERIES)
07:55 PM

Mile(s) Flown: 163

AIR CANADA E
SEAT 6D - LEHR/SHARON MS
AIR CANADA CONFIRMATION [REDACTED]
TICKET NUMBER [REDACTED]

[REDACTED]

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

Invoice Number: [REDACTED]
Date: September 24, 2015
Page: 2/3
Our Reference: Z [REDACTED]

INVOICE

Wednesday, September 30, 2015

 Air

AIR CANADA
From: CALGARY AB
To: EDMONTON INTL AB
Stops: 0 Arrival: 30Sep15
AIR CANADA E
AIR CANADA CONFIRMATION [REDACTED]
TICKET NUMBER [REDACTED]
SEAT 11C

Flight: 8225 W CLASS
06:00 PM Equipment: CRJ JET
06:49 PM

Mile(s) Flown: 163

Cost:

TKT [REDACTED] E-TKT		121.44
	Tax:	49.48
	Ticket Total:	170.92
AIR CANADA W [REDACTED]		125.46
	Tax:	37.48
	Ticket Total:	162.94
AIR CANADA WEB [REDACTED]		134.00
	Tax:	37.48
	Ticket Total:	171.48
TKT [REDACTED]		-121.44
	Tax:	-49.48
	Ticket Total:	-170.92

Total:

Grand Total:	334.42
Less Credit Card Payments:	334.42
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.....