

AHS Board and Executive Expense Report

Name Sharon Lehr
Title Chief Program Officer Operational Best Practices
Location Edmonton
 Expenses submitted during the month of July 2018

MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Travel (1)										
Jul-18	Direct Billing	Meetings	512				512			
Total			\$ 512	\$ -	\$ -	\$ -	\$ 512	\$ -	\$ -	\$ -

Total for the Month \$ 512

Maximum daily single meal expense claimed in the month \$ -
 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.

5) Remuneration, Allowances Reported in the Financial Statements

Car allowance, honoraria, meeting fees, and any other employment benefits reported in the annual financial statements are excluded from this report.

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.
- 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 : Jun-18
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
12-Jun-2018	Direct Billing	Choose from Drop-down List	June 12 -14, 2018 Flight from Calgary to Edmonton and return (Trip#: [REDACTED]) to attend CIHI meetings & OBP meetings.	Marlin Travel	512.00
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	-
	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					\$ 512.00

Traveler**Passenger Name:**
LEHR, SHARON MS**e-Ticket Number:**
[REDACTED]**Reservation Number:**
[REDACTED]**Ticket Issue Date:**
June 08, 2018**Rewards Program:**
[REDACTED]**Agency Details****Agency Information:**VISION TRAVEL
9929 - 108Th.Street Government Centre
Edmonton, AB T5K 1G8
Canada**Agency Phone:**780 425-8611 VISIONTRAVEL 60-87935-0/-
TIFFANY**Flight - Air Canada (AC) - 8130 - June 12, 2018****Confirmation Number:**
[REDACTED]**Status:**
Confirmed**Fare Basis:**
Q3WLAFI***Operated by:** AIR CANADA EXPRESS -
JAZZ**Depart:**
Calgary Intl Arpt (YYC)
Calgary
7:00 AM**Arrive:**
Edmonton Intl Arpt (YEG)
Edmonton
7:54 AM**Class Of Service:**
Economy**Not Valid Before:**
June 12, 2018**Not Valid After:**
June 12, 2018**Carry-On:**2 Piece Plan
Bag 1 - NO FEE CARRYON HAND BAGGAGE ALLOWANCE
Bag 2 - NO FEE CARRY ON HAND BAGGAGE**Baggage Allowance:**1 Piece Plan
Bag 1 - NO FEE UPTO50LB/23KG AND UPTO62LI/158LCM
Bag 2 - 35.00 CAD UPTO50LB/23KG AND UPTO62LI/158LCM
Applies to: YYC - YEA**Flight - Air Canada (AC) - 8169 - June 14, 2018****Confirmation Number:**
[REDACTED]**Status:**
Confirmed**Fare Basis:**
Q3ZLAFI***Operated by:** AIR CANADA EXPRESS -
JAZZ**Depart:**
Edmonton Intl Arpt (YEG)
Edmonton
5:05 PM**Arrive:**
Calgary Intl Arpt (YYC)
Calgary
6:02 PM**Class Of Service:**
Economy**Not Valid Before:**
June 14, 2018**Not Valid After:**
June 14, 2018**Carry-On:**2 Piece Plan
Bag 1 - NO FEE CARRYON HAND BAGGAGE ALLOWANCE
Bag 2 - NO FEE CARRY ON HAND BAGGAGE**Baggage Allowance:**1 Piece Plan
Bag 1 - NO FEE UPTO50LB/23KG AND UPTO62LI/158LCM
Bag 2 - 35.00 CAD UPTO50LB/23KG AND UPTO62LI/158LCM
Applies to: YEA - YYC

Fare Information

Form Of Payment:



Fare: CAD 438.00

Taxes and Carrier-imposed fees:

CAD 14.96 CA
CAD EXEMPT XG
CAD 60.00 SQ

Total: CAD 512.96

Endorsement Information:

AC ONLY-NONREF-CHGE FEE AB HEALTH SERVICES COF

Fare Calculation:

12JUN YYC AC YEA Q9.00Q3.00 202.00AC YYC Q9.00Q3.00 212.00CAD438.00END

Notes

Baggage discounts may apply based on frequent flyer status/online checkin/form of payment/military/etc.

IMPORTANT INFORMATION FOR TRAVELERS WITH ELECTRONIC TICKETS - PLEASE READ:

Carriage and other services provided by the carrier are subject to conditions of carriage, which are hereby incorporated by reference. These conditions may be obtained from the issuing carrier. Passengers on a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that international treaties known as the Montreal Convention, or its predecessor, the Warsaw Convention, including its amendments (the Warsaw Convention System), may apply to the entire journey, including any portion thereof within a country. For such passengers, the applicable treaty, including special contracts of carriage embodied in any applicable tariffs, governs and may limit the liability of the carrier. The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, where your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.iatatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred.