

AHS Board and Executive Expense Report

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

Travel (1)										
MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Nov-18	Direct Billing	Meetings	100				100			
Total			\$ 100	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -

Total for the Month \$ 100

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 :	Nov-18
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
15-Nov-2018	Direct Billing	Airline Ticket	Change Fee - Flight from Calgary to Edmonton was changed from Oct. 14, to Nov. 15, 2018 - For OBP Phase IV Site Visits at Royal Alex Hosp., Addiction & Mental Health Office, St. Albert Hospital and Northern Lights Regional Hospital.	Marlin Travel	50.00
27-Nov-2018	Direct Billing	Airline Ticket	Change Fee - Flight from Calgary to Edmonton was changed from Nov. 15 to Nov. 27, 2018 - For OBP Phase IV Site Visits at Royal Alex Hosp., Addiction & Mental Health Office, St. Albert Hospital and Northern Lights Regional Hospital.	Marlin Travel	50.00
	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	-
Total Paid in the Month					\$ 100.00



Vision Travel DT Ontario-West Inc
9929 - 108 St.
Edmonton, AB
T5K 1G8
(780) 425-8611 1-866-425-8611

www.visiontravel.ca
GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: [REDACTED] Agency Ref.: [REDACTED] Customer Number: [REDACTED]
Issued: 15 October 2019 Sales Person: [REDACTED] Customer Ref.: [REDACTED]

ALBERTA HEALTH SERVICES
10030 - 107 STREET
EDMONTON AB
T5J 3E4

Passenger(s): LEHR/SHARON MS

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

AIR - Thursday, November 15 2018 (Flown)

[Add To Calendar](#)

Air Canada Flight AC8130 Economy Class

Depart	Calgary, Alberta	Weather	Arrive	Edmonton, Alberta	Weather
	Calgary International Airport			Edmonton International Airport	
	07:00 AM Thursday, November 15 2018			07:56 AM Thursday, November 15 2018	

Duration: 0 hour(s) and 56 minute(s) Non-stop
Status: Confirmed
FF Number: [REDACTED] LEHR/SHARON MS - please reconfirm at check-in
Online Check In: Available 24 hours prior - [click here](#)
E Upgrade: For Eligible Flight - Aeroplan Members [click here](#)

Remarks: AIR CANADA CONFIRMATION [REDACTED]
SEAT 4C
TICKET NUMBER [REDACTED]
PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number						
Vendor AC AIR		50.00	0.00	0.00	0.00	50.00
CANADA						
Billed to:						
	Totals:	50.00	0.00	0.00	0.00	50.00
Total Credit Card Billing:						50.00
Balance Due:						0.00



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Invoice/Itinerary

Invoice: [REDACTED] Agency Ref.: [REDACTED] Customer Number: [REDACTED]
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ALBERTA HEALTH SERVICES
10030 - 107 STREET
EDMONTON AB
T5J 3E4

Passenger(s): LEHR/SHARON MS

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

AIR - Tuesday, November 27 2018 (Cancelled)

[Add To Calendar](#)

Air Canada Flight AC8130 Economy Class

Depart	Calgary, Alberta Weather	Arrive	Edmonton, Alberta Weather
	Calgary International Airport		Edmonton International Airport
	07:00 AM Tuesday, November 27 2018		07:56 AM Tuesday, November 27 2018

Duration: 0 hour(s) and 56 minute(s) Non-stop
Status: Confirmed
FF Number: [REDACTED] LEHR/SHARON MS - please reconfirm at check-in
Online Check In: Available 24 hours prior - [click here](#)
E Upgrade: For Eligible Flight - Aeroplan Members [click here](#)

Remarks: AIR CANADA CONFIRMATION [REDACTED]
PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

Invoice Details

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number: Vendor AC AIR CANADA		50.00	0.00	0.00	0.00	50.00
		Billed to				
Totals:		50.00	0.00	0.00	0.00	50.00
		Total Credit Card Billing:				50.00
		Balance Due:				0.00