

AHS Board and Executive Expense Report

Name Sharon Lehr
Title Chief Program Officer Operational Best Practices
Location Edmonton
 Expenses submitted during the month of May 2019

MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
May-19	Direct Billing	Meetings	734				734			
Total			\$ 734	\$ -	\$ -	\$ -	\$ 734	\$ -	\$ -	\$ -

Total for the Month \$ 734

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: **No**

Name : Sharon Lehr	Reporting Period for the Month of : May-19
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
15-May-2019	Direct Billing	Airline Ticket	Flight from Calgary (May 15) to Grande Prairie and return. Attended OBP Phase 4 Overview meetings at QEII Hospital. Rationale: Flights to Grande Prairie are limited on specific days of the week. Between the short notice and availability, this was the cheapest option through Vision Travel	Vision Travel	\$733.88
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
Total Paid in the Month					\$ 733.88



Vision Travel DT Ontario-West Inc
 , , Canada
 www.visiontravel.ca
 GST Reg : 723782728 RT 0001

E-Ticket Receipt

Ticket Number: [REDACTED]
 Invoice: [REDACTED]
 Sales Person: [REDACTED]

Issuing Airline: [REDACTED]
 Agency Ref.: [REDACTED]
 IATA Number: [REDACTED]

Issued: 13May19
 Customer Number: [REDACTED]
 Customer Ref.: N/A

Passenger(s): LEHR/SHARON MS

AIR - Wednesday, May 15 2019			
WestJet Flight WS3187 Economy Class - Seat Assigned at Check-in			
Depart	Calgary, Alberta Calgary International Airport 06:00 AM Wednesday, May 15 2019	Arrive	Grande Prairie, Alberta Grande Prairie Municipal Airport 07:25 AM Wednesday, May 15 2019
Duration:	1 hour(s) and 25 minute(s) Non-stop		
Status:	Confirmed - WestJet Booking Reference [REDACTED]		
Operated By:	WESTJET ENCORE		
Online Check In:	Available 24 hours prior		
Baggage Allowance:	0 Piece(s)		
Remarks:	PLEASE CHECK IN WITH WESTJET ENCORE		
Fare Basis:	HA1F5ELS		
Not Valid Before:	15May		
Not Valid After:	15May		

AIR - Wednesday, May 15 2019			
WestJet Flight WS3220 Economy Class - Seat Assigned at Check-in			
Depart	Grande Prairie, Alberta Grande Prairie Municipal Airport 04:15 PM Wednesday, May 15 2019	Arrive	Calgary, Alberta Calgary International Airport 05:37 PM Wednesday, May 15 2019
Duration:	1 hour(s) and 22 minute(s) Non-stop		
Status:	Confirmed - WestJet Booking Reference [REDACTED]		
Operated By:	WESTJET ENCORE		
Online Check In:	Available 24 hours prior		
Baggage Allowance:	1 Piece(s)		
Remarks:	PLEASE CHECK IN WITH WESTJET ENCORE		
Fare Basis:	BA0D0FLS		
Not Valid Before:	15May		
Not Valid After:	15May		

Fare	
Form of payment:	Credit Card [REDACTED]
Endorsements / restrictions:	NONE
Fare calculation:	
Fare:	CAD 733.88
Equivalent amount paid:	