

## AHS Board and Executive Expense Report

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

			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)
Aug-19	Expense Claim	Meetings		13	170	185	368			
Aug-19	Direct Billing	Meetings	646				646			
<b>Total</b>			\$ 646	\$ 13	\$ 170	\$ 185	\$ 1,014	\$ -	\$ -	\$ -

**Total for the Month**      \$      1,014

Maximum daily single meal expense claimed in the month      \$      13  
 Maximum daily base hotel rate claimed in the month      \$      159  
 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.

## AHS Public Disclosure Expense Claims

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
LEHR, SHARON	Chief Program Officer, Operational Best Practices	Edmonton	\$ 368.52								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
7/31/2019	Accommodation for one night to attend Ernest Young meetings at SSP on Aug. 1st.	AB - North Zone	Accommodations	\$ 170.32				1			
7/31/2019	Taxi from YEG to Matrix Hotel - Attend Ernest Young meetings at SSP on Aug. 1st. (Flight from YYC to Edmonton)	AB - North Zone	Taxi	\$ 63.25	YEG	Matrix Hotel		1			
8/1/2019	Parking at YYC Airport while in Edmonton for Ernest Young meetings at SSP on Aug. 1st.	AB - North Zone	Parking - Lot or Parkade	\$ 58.70				1			
8/1/2019	Lunch while in Edmonton for Ernest Young meetings at SSP on Aug. 1st.	AB - North Zone	Meals Per Diem	\$ 13.00				1			
8/1/2019	Taxi from SSP to YEG Airport to return to calgary after - Attending Ernest Young meetings at SSP on Aug. 1st.	AB - North Zone	Taxi	\$ 63.25	Seventh Street Plaza	YEG		1			
Approver(s) for the claim		Approval Status	Approval Date								
GORDON, DEBORAH A		Approve	13-Sep-19								

MS Sharon Lehr

Room No. [REDACTED]  
Arrival : 07-31-19  
Departure Date : 08-01-19  
Folio No. [REDACTED]  
Conf. No. [REDACTED]  
P.O. No. [REDACTED]

Company Name: AB Health  
Group Name:

**INFORMATION INVOICE**

Date	Description	Charges	Credits
07-31-19	Room Revenue	159.00	
07-31-19	Destination Marketing Fee	4.77	
07-31-19	Tourism Levy	6.55	
07-31-19	Visa		170.32
		<b>Total Charges</b>	170.32
		<b>Total Credits</b>	170.32
		<b>Balance</b>	<b>0.00</b>

GREATER EDMONTON TAXI  
SERVICE  
10135 31 AVE NW  
EDMONTON AB

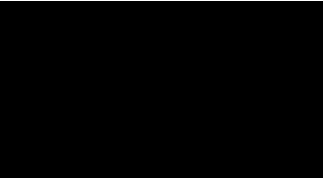
3

CARD [REDACTED]  
CARD TYPE VISA  
DATE 2019/08/01  
TIME 0072 16:40:25  
INVOICE # [REDACTED]  
RECEIPT NUMBER [REDACTED]

-----  
PURCHASE  
AMOUNT \$55.00  
TIP \$8.25  
TOTAL

\$63.25  
-----

Visa Credit



APPROVED

AUTH# [REDACTED]  
THANK YOU

CARDHOLDER COPY

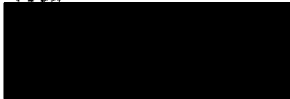
IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

YELLOW CAB 780.462.3456  
BARREL TAXI 780.489.7777  
EDMTAXI.COM  
GST 100403070

RECEIPT  
GST NO. R122556194

4

TKT NO [REDACTED]  
EXIT NO. A1  
IN: 07/31/19 16:36  
OUT: 08/01/19 19:52  
DURATION: 1 03: 16  
PAID: \$ 58.70  
(GST INCLUDED)  
VISA



THANK YOU FOR  
YOUR VISIT

YYC CALGARY AIRPORT AUTHORITY

GREATER EDMONTON TAXI  
SERVICE  
10135 31 AVE NW  
EDMONTON AB

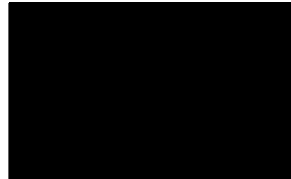
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CARD [REDACTED]  
CARD TYPE VISA  
DATE 2019/07/31  
TIME 0605 19 56.17  
INVOICE # [REDACTED]  
RECEIPT NUMBER [REDACTED]

-----  
PURCHASE  
AMOUNT \$55.00  
TIP \$8.25  
TOTAL

\$63.25  
-----

Visa Credit



APPROVED

AUTH# [REDACTED]  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

YELLOW CAB 780.462.3456  
BARREL TAXI 780.489.7777  
EDMTAXI.COM  
GST 100403070

## 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

<b>Name :</b> Sharon Lehr	<b>Reporting Period for the Month of :</b> Jul-19
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
31-Jul-2019	Direct Billing	Airline Ticket	Flight from Calgary (July 31) to Edmonton and return (Aug. 1st) Attended OBP meetings and EY meeting at Seventh Street Plaza. <b>Rationale:</b> Sharon Lehr was required to attend an urgent meeting in Edmonton and this was the most cost effective flight option available on short notice	Vision Travel	\$646.16
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
	Direct Billing	Airline Ticket		Vision Travel	
<b>Total Paid in the Month</b>					\$ 646.16

**Subject:**

FW: Invoice and Itinerary for LEHR/SHARON MS - 31July19 - Vision Travel Locator:



Vision Travel DT Ontario-West Inc

, , Canada,

[www.visiontravel.ca](http://www.visiontravel.ca)

GST Reg : 723782728 RT 0001

## Invoice/Itinerary

Invoice [REDACTED]  
Issued: 31 July 2019

Agency Ref. [REDACTED]  
Sales Person:

Customer Number [REDACTED]  
Customer Ref.:

SHARON LEHR  
9929 108TH STREET GOVERNMENT CENTRE  
EDMONTON AB  
CA  
Z/T5K1G8

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 Passenger Protection Regulations:**

AC : <https://www.aircanada.com/ca/en/aco/home/legal/conditions-carriage-tariffs.html>

**AIR - Wednesday, July 31 2019 [Add To Calendar](#)**

**Air Canada Flight AC8164 Economy Class**

<b>Depart</b>	Calgary, Alberta <a href="#">Weather</a>	<b>Arrive</b>	Edmonton, Alberta <a href="#">Weather</a>
	Calgary International Airport		Edmonton International Airport
	06:15 PM Wednesday, July 31 2019		07:05 PM Wednesday, July 31 2019

Duration: 0 hour(s) and 50 minute(s) Non-stop  
 Status: Confirmed - Air Canada Booking Reference [REDACTED]  
 Operated By: AIR CANADA EXPRESS - JAZZ  
 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: PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ**

AIR - Thursday, August 1 2019

[Add To Calendar](#)

**Air Canada Flight AC8155 Economy Class**

**Depart** Edmonton, Alberta [Weather](#) **Arrive** Calgary, Alberta [Weather](#)  
Edmonton International Airport Calgary International Airport  
06:25 PM Thursday, August 1 2019 07:24 PM Thursday, August 1 2019

**Duration:** 0 hour(s) and 59 minute(s) Non-stop  
**Status:** Confirmed - Air Canada Booking Reference: [REDACTED]  
**Operated By:** AIR CANADA EXPRESS - JAZZ  
**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:** SEAT 2D - LEHR/SHARON MS  
PLEASE CHECK IN WITH AIR CANADA EXPRESS - JAZZ

**Invoice Details**

Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Invoice Number:	[REDACTED]					
Vendor AC AIR CANADA	[REDACTED]	571.20	74.96	0.00	0.00	646.16
				Billed to: [REDACTED]		
	<b>Totals:</b>	<b>571.20</b>	<b>74.96</b>	<b>0.00</b>	<b>0.00</b>	<b>646.16</b>
				<b>Total Credit Card Billing:</b>		<b>646.16</b>
				<b>Balance Due:</b>		<b>0.00</b>