

AHS Board and Executive Expense Report

Name: Stacy Greening
Title: Chief Zone Officer, North Zone
Location: Grande Prairie
 Expenses approved during the month of May 2022

Approved 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)										
May-22	P-Card	Meetings			195		195			
May-22	Expense Claim	Meetings		48			48			
May-22	Direct Bill	Meetings					-	1,125		
Total			\$ -	\$ 48	\$ 195	\$ -	\$ 243	\$ 1,125	\$ -	\$ -

**Total for
the Month** \$ 1,368

Maximum daily single meal expense claimed in the month \$ 24
 Maximum daily base hotel rate claimed in the month \$ 174
 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 Executive Expenses Report P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
GREENING, STACY T	Chief Zone Officer, North Zone	Grande Prairie	\$ 195.35								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
4/22/2022	Metis Settlements Health Board Workshop (April 21, 2022)	AB - Other Zones	Accommodations	\$ 195.35				1			
Approver(s) for the claim	Approval Status	Approval Date									
GORDON, DEBORAH A	Approve	24-May-22									

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Stacy/Mrs Greening

Room: [REDACTED]
Room Type: KING
Number of Guests: 1
Rate: \$174.00

[REDACTED]

Arrive: 20Apr22 Time: 03:27PM Depart: 21Apr22 Time: 08:44AM Folio Number: [REDACTED]

DATE	DESCRIPTION	CHARGES	CREDITS
20Apr22	Room Charge	174.00	
20Apr22	Marketing Fee	5.22	
20Apr22	Gst 767657513	8.96	
20Apr22	Tourism Levy	7.17	
21Apr22	Master Card		195.35
	[REDACTED]		
	Amount: 195.35		
	<i>This card was electronically swiped on 20Apr22</i>		
	BALANCE:	0.00	

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AHS Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
GREENING, STACY T	Chief Zone Officer, North Zone	Grande Prairie	\$ 48.00								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
4/20/2022	Metis Settlements Health Board Workshop (April 20-21, 2022)	AB - Other Zones	Meals Per Diem	\$ 48.00				2			
Approver(s) for the claim	Approval Status	Approval Date									
GORDON, DEBORAH A	Approve	24-May-22									

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 : Stacy Greening	Reporting Period for the Month of : May-22
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DD-MMM-YYYY	Payment Method	Category	Description/Purpose of the Expense	Name of Vendor	Amount Paid
31-May-22	Direct Billing	Professional Development	Executive Coaching Sessions (March 3, 17 and 31, 2022)	Pam Whitnack	\$675.00
30-Apr-22	Direct Billing	Professional Development	Executive Coaching Sessions (April 14, 28, 2022)	Pam Whitnack	\$450.00
	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					\$ 1,125.00

INVOICE

Pam Whitnack

Invoice No.:

Date: March 31, 2022

Due Date net 15 days

BILL TO:

Alberta Health Services

PO Box 1600

Edmonton, AB

T5J 2N9

Executive Coaching : Culture Change Plan - Grande Prairie and Area

AHS Representa Stacy Greening, Chief Zone Officer, North Zone

Date	Description	Quantity	Unit Price	Total
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Mar 3	Coaching session	1	\$225.00	\$225.00
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Mar 17	Coaching session	1	\$225.00	\$225.00
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Mar 31	Coaching session	1	\$225.00	\$225.00
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			Subtotal	\$675.00
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			GST	\$0.00
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			TOTAL	\$675.00
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REMIT TO:

Please make all payments payable to Pam Whitnack

GST# 75576 5897

THANK YOU FOR YOUR BUSINESS!!

Pam Whitnack

INVOICE

Pam Whitnack

Invoice No.:

Date: April 30, 2022

Due Date: net 15 days

BILL TO:

Alberta Health Services

PO Box 1600

Edmonton, AB

T5J 2N9

Executive Coaching : Culture Change Plan - Grande Prairie and Area

AHS Represented by Stacy Greening, Chief Zone Officer, North Zone

Date	Description	Quantity	Unit Price	Total
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Apr 14	Coaching session	1	\$225.00	\$225.00
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Apr 28	Coaching session	1	\$225.00	\$225.00
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			Subtotal	\$450.00
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			GST	\$0.00
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			TOTAL	\$450.00
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REMIT TO:

Please make all payments payable to Pam Whitnack

GST# 75576 5897

THANK YOU FOR YOUR BUSINESS!!

Pam Whitnack