

## AHS Board and Executive Expense Report

**Name:** Stacy Greening  
**Title:** Chief Zone Officer, North Zone  
**Location:** Whitecourt  
 Expenses approved during the month of July 2023

Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
<b>Travel (1)</b>										
	P-Card	Meetings					-			
	Expense Claim	Meetings					-			
Jul-23	Direct Bill	Meetings			127		127			
<b>Total</b>			\$ -	\$ -	\$ 127	\$ -	\$ 127	\$ -	\$ -	\$ -

**Total for  
the Month** \$ 127

Maximum daily single meal expense claimed in the month \$ -  
 Maximum daily base hotel rate claimed in the month \$ 119  
 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

## 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.
- Refer to Quick Reference Guide for: [Providing a Standard Business Reason\(s\)](#)
- 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> Stacy Greening	<b>Reporting Period for the Month of :</b> Jul-23
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
17-Jul	Direct Billing	Hotel	Meeting in Lac La Biche with Lac La Biche County, Town of Athabasca and Town of Boyle Council members on July 18th.	<b>Canalta Real Estate Services Ltd O/A Canalta Lac La Biche</b>	\$127.47
	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	
<b>Total Paid in the Month</b>					\$ 127.47



REMIT TO: Canalta Real Estate Services Ltd.

o/a Canalta Lac La Biche  
PO Box 2109  
Drumheller AB, T0J 0Y0  
Website: www.canaltahotels.com

# Invoice

Invoice#: [REDACTED]  
GST#: 894948450 RT0001  
Page: 1/1

**Bill To:** [REDACTED]

Alberta Health Services  
PO Box 1600  
Edmonton AB, T5J 2N9

Invoice Date	19-Jul-23
Due Date	18-Aug-23

Folio No	Description	QTY	Amount	Total
[REDACTED]	Room: [REDACTED] 1 King Bed - Standard Room: Stacy Greening Jul-17 - Jul-17			
	Reference: STACY GREENING		0.00	0.00
	ROOM RENT	1	119.00	119.00
	DESTINATION MARKETING FEE	1	3.57	3.57
	GST	1	5.95	5.95
	GST ON DMF	1	0.18	0.18
	TOURISM LEVY	1	4.76	4.76
	TOURISM LEVY ON DMF	1	0.14	0.14
	GST	1	-5.95	-5.95
	GST ON DMF	1	-0.18	-0.18

**Invoice Total \$127.47**

### Invoice Summary

Room Charges	Other Charges	Other Payments	GST/HST	PST/RST	DMF/TIF	Accommodation Tax	TL (AB)
\$119.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3.57	\$0.00	\$4.90

Terms: Net 30 Days



**Make all payments to: Canalta Real Estate Services Ltd.**

Please remit payment to PO Box 2109, Drumheller, AB T0J 0Y0

Should you have any inquiries concerning this invoice, please contact Account Receivables Office  
Phone: 1-403-823-2030 Email: accr@canalta.com Website: www.canaltahotels.com

Thank you for choosing Canalta Hotels!

