

AHS Board and Executive Expense Report

Name: Susan McGillivray
Title: VP, People and Health Professions (Interim)
Location: Edmonton
 Expenses approved during the month of December 2023

			Travel (1)							
Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
	P-Card	Meetings					-			
Dec-23	Expense Claim	Meetings		35	212	345	592			
Dec-23	Direct Bill	Meetings	554				554			
Total			\$ 554	\$ 35	\$ 212	\$ 345	\$ 1,146	\$ -	\$ -	\$ -

**Total for
the Month** \$ 1,146

Maximum daily single meal expense claimed in the month \$ 24
 Maximum daily base hotel rate claimed in the month \$ 189
 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 Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
MCGILLIVRAY, SUSAN	VP, People and Health Professions (Interim)	Edmonton	\$ 591.85								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
11/21/2023	Attend Action Learning Project Presentations for Executive Education in Calgary, November 22, 2023		Mileage-Other	\$ 298.96	Home	610 10 Avenue SW, Calgary		2			592
11/21/2023	Attending Action Learning Project Presentations for Executive Education in Calgary, November 22, 2023	AB - Other Zones	Meals Per Diem	\$ 34.50				2			
11/21/2023	Attending Action Learning Project Presentations for Executive Education on November 22,2023 in Calgary	AB - Other Zones	Parking - Lot or Parkade	\$ 31.50				1			
11/21/2023	Attend Action Learning Project Presentations for Executive Education in Calgary, November 22, 2023	AB - Other Zones	Accommodations	\$ 212.19			Base room rate is below guideline limit.	1			
11/22/2023	Attend Action Learning Project Presentations for Executive Education in Calgary	AB - Other Zones	Parking - Lot or Parkade	\$ 14.70				1			
Approver(s) for the claim	Approval Status	Approval Date									
CHILTON, SEAN A	Approve	29-Nov-23									

Residence Inn[®] Calgary Downtown/Beltline District
610 10th Ave SW, Calgary T2R 1M3 P 587.885.2288
Marriott.com/YYCBL

Susan/Ms McGillivray

Room: [REDACTED]
Room Type: STKT
Number of Guests: 1
Rate: \$189.00

Clerk: [REDACTED]

Arrive: 21Nov23

Time: 09:41PM

Depart: 22Nov23

Time: 08:31AM

Folio Number: [REDACTED]

DATE	DESCRIPTION	CHARGES	CREDITS
21Nov23	Room Charge	189.00	
21Nov23	Gst #825489552	9.73	
21Nov23	Destination Marketing Fee	5.67	
21Nov23	Tourism Levy	7.79	
21Nov23	Garage Parking	30.00	
21Nov23	Gst #825489552	1.50	
22Nov23	Visa [REDACTED]		243.69
		<i>Amount: 243.69</i>	
		<i>This card was electronically swiped on 21Nov23</i>	
		BALANCE:	0.00



See our "Privacy & Cookie Statement" on Marriott.com.

THANK YOU

PARKING RECEIPT

INDIGO
LOT 162

DOOR CODE [REDACTED]

Make: [REDACTED]
Trans: [REDACTED]

Paid: \$14.70
Purchase Time:
8:39AM NOV 22, 2023

THANK YOU

PARKING RECEIPT

License Plate:
[REDACTED]

Base Price: \$14.00
GST: \$0.70
Total Price: \$14.70
Card: ****
Auth: [REDACTED]

THANK YOU

PARKING RECEIPT

Expires:
NOV 22 2023
7:00PM

THANK YOU

GST 120996095110004

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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

Name : Susan McGillivray	Reporting Period for the Month of : Dec-23
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
21-Nov-23	Direct Billing	Airline Ticket	Return flight from Edmonton to Calgary November 21-23, 2023 in order to attend Executive Education Action Learning Project Presentations. Flight was cancelled and credit on file for future use.	Vision Travel DT Ontario-West Inc	\$554.25
	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	
Total Paid in the Month					\$ 554.25



Vision Travel DT Ontario-West Inc
 9929 - 108th Street
 Edmonton AB T5K 1G8
 833-692-4120

www.dt.ca
 GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice [REDACTED]
 Issued: 01 November 2023
 ALBERTA HEALTH SERVICES
 [REDACTED]

Agency Ref. [REDACTED]
 Sales Person [REDACTED]
 Passenger(s): MCGILLIVRAY/SUSAN MS

Customer Number [REDACTED]
 Customer Ref.: N/A

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.
Important Information Related To Your Travels:

For complete Canadian Government details for returning to or travelling to Canada – click [here](#)
 Please [click here](#) upon receipt of your itinerary for valuable information that may be critical to the success of your travels. We strongly recommend you continue to come back to this information regularly in advance of and during travel as requirements and restrictions could change.

AIR - Tuesday, November 21 2023		Add To Calendar
Air Canada Flight [REDACTED]	Economy Class	
Depart	Edmonton, Alberta Weather Edmonton International Airport 06:15 PM Tuesday, November 21 2023	Arrive Calgary, Alberta Weather Calgary International Airport 07:13 PM Tuesday, November 21 2023
Duration:	0 hour(s) and 58 minute(s) Non-stop	
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]	
Operated By:	AIR CANADA EXPRESS - JAZZ	
FF Number:	[REDACTED] - MCGILLIVRAY/SUSAN MS - please reconfirm at check-in	
Online Check In:	Available 24 hours prior - click here	
E Upgrade:	For Eligible Flight - Aeroplan Members click here	
Baggage Allowance:	1 Piece(s)	
Remarks:	PLEASE CHECK IN WITH AIR CANADA EXPRESS JAZZ	

AIR - Thursday, November 23 2023

[Add To Calendar](#)

Air Canada Flight [REDACTED] Economy Class	
Depart	Calgary, Alberta Weather Calgary International Airport 04:40 PM Thursday, November 23 2023
Arrive	Edmonton, Alberta Weather Edmonton International Airport 05:37 PM Thursday, November 23 2023
Duration:	0 hour(s) and 57 minute(s) Non-stop
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]
Operated By:	AIR CANADA EXPRESS - JAZZ
FF Number:	[REDACTED] - MCGILLIVRAY/SUSAN MS - please reconfirm at check-in
Online Check In:	Available 24 hours prior - click here
E Upgrade:	For Eligible Flight - Aeroplan Members click here
Baggage Allowance:	1 Piece(s)
Remarks:	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]					
Air Canada [REDACTED]	441.00	113.25	0.00	0.00	554.25
Totals:	441.00	113.25	0.00	0.00	554.25
			Total Credit Card Billing:		554.25
			Balance Due:		0.00

Remarks

24 HOUR EMERGENCY TRAVEL ASSISTANCE
 OUTSIDE REGULAR BUSINESS HOURS - MONDAY TO FRIDAY
 A SERVICE FEE MAY APPLY FOR CALLS TO THIS SERVICE
 WITHIN NORTH AMERICA - CALL 1-888-700-6063
 OUTSIDE NORTH AMERICA - CALL COLLECT 1-514-855-4263
 PLEASE QUOTE ACCESS CODE [REDACTED]

RECOMMENDED CHECK-IN TIME IS AT LEAST 120 MINUTES
 PRIOR TO DEPARTURE. AFTER CHECK-IN YOU MUST BE
 AVAILABLE AT THE BOARDING GATE AT LEAST 60 MINUTES
 PRIOR TO DEPARTURE OR YOU MAY BE DENIED BOARDING.
 PLEASE ENSURE THAT YOU HAVE VALID GOVERNMENT ISSUED
 PHOTO I.D. GATE ASSIGNMENTS AND DEPARTURE
 ARRIVAL INFORMATION ARE SUBJECT TO CHANGE.
 PLEASE CHECK MONITORS AT THE AIRPORT.
 PLEASE RECONFIRM ALL FLIGHTS
 IT IS YOUR RESPONSIBILITY TO VERIFY FLIGHT TIMES WITH
 THE AIRLINE PRIOR TO YOUR DEPARTURE. SCHEDULE CHANGE
 MAY OCCUR AT ANY TIME WITHOUT NOTICE BY THE AIRLINE.

ENSURE ALL TRAVELLERS HAVE PROPER TRAVEL DOCUMENTS
 CHECK THIS WEBSITE FOR AIRPORT SECURITY INFO
 WWW.CATSA.GC.CA
 ---AIRPORT SECURITY REVISIONS---
 BAGGAGE ALLOWANCE-SPECIFIC SIZE AND WEIGHT
 RESTRICTIONS VARY BETWEEN AIRLINES. EXCESS CHARGES
 MAY APPLY. VISIT THE AIRLINES WEBSITE TO SEE THE
 EXACT BAGGAGE RESTRICTIONS AND FEES.