

AHS Board and Executive Expense Report

Name: Tina Giesbrecht
Title: Corporate Secretary & Legal Counsel
Location: Calgary
 Expenses approved during the month of September 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)
Travel (1)										
	P-Card	Meetings					-			
	Expense Claim	Meetings					-			
Sep-23	Direct Bill	Meetings	2,005		495		2,500			
Total			\$ 2,005	\$ -	\$ 495	\$ -	\$ 2,500	\$ -	\$ -	\$ -

**Total for
the Month** \$ 2,500

Maximum daily single meal expense claimed in the month \$ -
 Maximum daily base hotel rate claimed in the month \$ 155
 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

Name : Tina Giesbrecht	Reporting Period for the Month of : Sep-23
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
12-Jul-23	Direct Billing	Airline Ticket	Roundtrip flight CAL-EDM incurred while attending an in person meeting regarding LAB Discussion on July 17, 2023, held at SSP, Edmonton. Cost effective method was used in selecting this flight as this was the best available option at booking time that worked for schedule.	Vision Travel DT Ontario-West Inc	\$661.45
20-Jul-23	Direct Billing	Airline Ticket	Roundtrip flight CAL-EDM incurred while attending the Wisdom Council-AHS Leadership in-person meeting at Edmonton River Cree Resort on July 28, 2023. Cost effective method was used in selecting this flight as this was the best available option at booking time that worked for schedule.	Vision Travel DT Ontario-West Inc	\$683.25
8-Aug-23	Direct Billing	Airline Ticket	Roundtrip flight CAL-EDM incurred while attending the Executive Leadership Team In-Person Meeting on Aug 15, 2023 and the 2-day LAB Discussion meeting on Aug 16-17, 2023, held at AHS Edmonton Office. Cost effective method was used in selecting this flight as this was the best available option at booking time that worked for schedule.	Vision Travel DT Ontario-West Inc	\$660.25
17-Aug-23	Direct Billing	Hotel	Attending the Executive Leadership Team In-Person Meeting on Aug 15, 2023 and the 2-day LAB Discussion meeting on Aug 16-17, 2023, held at AHS Edmonton Office.	Matrix Hotel	\$328.97
29-Aug-23	Direct Billing	Hotel	Attending the Executive Leadership Team In-Person Meeting on Aug 29, 2023 held at AHS Edmonton Office.	Matrix Hotel	\$166.04
Total Paid in the Month					\$ 2,499.96

Vision Travel DT Ontario-West Inc. - HST# 723782728
 700-251 Consumers Rd, Toronto, ON M2J 4R3 - Ph 416 487 5385



Alberta Health Services
 North Tower
 Edmonton AB T5J 3E4 Canada

Invoice Number : [REDACTED]
 Issued Date: 12-Jul-2023
 Agent: [REDACTED]
 GENERAL COUNSEL

 **Passenger Information**

GIESBRECHT/KATHARINA MS

PNR Locator : [REDACTED]

 **Your Flight Selection**

Ticket Number (s) / Confirmation Number (s) : [REDACTED]

Departure:	Monday	17-Jul-2023	7:00 am	Calgary(YYC)			
Arrival:	Monday	17-Jul-2023	7:54 am	Edmonton(YEG)			
Airline:	WESTJET(WS)			Flight # :	[REDACTED]	Class :	Q Mileage : 163
Departure:	Monday	17-Jul-2023	8:00 pm	Edmonton(YEG)			
Arrival:	Monday	17-Jul-2023	8:58 pm	Calgary(YYC)			
Airline:	WESTJET(WS)			Flight # :	[REDACTED]	Class :	Q Mileage : 163

Air Fare: \$545.20 **GST/HST:** \$0.00 **Taxes:** \$116.25 **Total Air Fare:** \$661.45

Payment Details

Pay Method	PaymentNumber	Amount Paid
Credit Card	[REDACTED]	\$661.45
		\$661.45

Sub Total (excl. GST): \$661.45
GST Total : \$0.00
Service Fee : \$0.00
Invoice Total : \$661.45
Amount Paid : \$661.45
Balance : \$0.00

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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: 20 July 2023
ALBERTA HEALTH SERVICES
10030 107 STREET
EDMONTON AB
T5J 3E4

Agency Ref. [REDACTED]
Sales Person [REDACTED]
Passenger(s):

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

GIESBRECHT/KATHARINA MS

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 - Thursday, July 27 2023 (Flown)		Add To Calendar	
Air Canada Flight	[REDACTED]	Economy Class	
Depart	Calgary, Alberta Weather Calgary International Airport 01:10 PM Thursday, July 27 2023	Arrive	Edmonton, Alberta Weather Edmonton International Airport 02:00 PM Thursday, July 27 2023
Duration:	0 hour(s) and 50 minute(s) Non-stop		
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]		
FF Number:	[REDACTED] - GIESBRECHT/KATHARINA 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:	0 Piece(s)		
Remarks:	PLEASE CHECK IN WITH AIR CANADA EXPRESS JAZZ		

AIR - Friday, July 28 2023 (Flown)		Add To Calendar	
Air Canada Flight	[REDACTED]	Economy Class	
Depart	Edmonton, Alberta Weather Edmonton International Airport 06:15 PM Friday, July 28 2023	Arrive	Calgary, Alberta Weather Calgary International Airport 07:08 PM Friday, July 28 2023
Duration:	0 hour(s) and 53 minute(s) Non-stop		
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]		
FF Number:	[REDACTED] - GIESBRECHT/KATHARINA 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:	0 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:	██████████					
Air Canada	██████████	570.00	113.25	0.00	0.00	683.25
Totals:		570.00	113.25	0.00	0.00	683.25
				Total Credit Card Billing:		683.25
				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 ██████████

 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.

MOST AIRLINE BAGGAGE LINKS ARE AVAILABLE BY VISITING
 WWW.DT.CA/BAGGAGE/

--- AIRPORT ARRIVAL TIMES FOR DOMESTIC FLIGHTS ---

DUE TO COVID 19-RELATED TRAVEL REQUIREMENTS
 AIRPORTS ARE MUCH BUSIER THAN USUAL
 CUSTOMERS FLYING WITHIN CANADA MUST NOW ARRIVE AT THE
 AIRPORT AT LEAST 120 MINUTES PRIOR TO THEIR FLIGHT
 TO ENSURE A SMOOTH AIRPORT EXPERIENCE.

FAILURE TO DO SO MAY CAUSE THEM TO MISS THEIR FLIGHT.

*****BAGGAGE CHECK IN FOR FLIGHTS WITHIN CANADA
 WILL CLOSE 45 MINUTES PRIOR DEPARTURE.

WITH THE EXCEPTION OF FLIGHTS LEAVING
 FROM TORONTO CITY AIRPORT YTZ-WHERE CHECK-IN
 AND BAG DROP-OFF WILL REMAIN AVAILABLE UNTIL
 20 MINUTES BEFORE DEPARTURE.

THIS IS AN ELECTRONIC TICKET VALID ONLY ON ISSUING AIRLINE
 PHOTO ID REQUIRED FOR CHECK IN.

Vision Travel DT Ontario-West Inc. - HST# 723782728
 700-251 Consumers Rd, Toronto, ON M2J 4R3 - Ph 416 487 5385
 TICO R50023501 - W50023502

Alberta Health Services
 North Tower
 Edmonton AB T5J 3E4 Canada

Invoice Number : [REDACTED]
 Issued Date: 08-Aug-2023
 Agent: [REDACTED]
 GENERAL COUNSEL

 **Passenger Information**

GIESBRECHT/KATHARINA MS

PNR Locator : [REDACTED]

 **Your Flight Selection**

Ticket Number (s) / Confirmation Number (s) [REDACTED]

Departure:	Tuesday	15-Aug-2023	8:55 pm	Calgary(YYC)			
Arrival:	Tuesday	15-Aug-2023	9:45 pm	Edmonton(YEG)			
Airline:	AIR CANADA(AC)			Flight # : [REDACTED]	Class : V	Mileage : 163	
Departure:	Thursday	17-Aug-2023	2:40 pm	Edmonton(YEG)			
Arrival:	Thursday	17-Aug-2023	3:33 pm	Calgary(YYC)			
Airline:	AIR CANADA(AC)			Flight # : [REDACTED]	Class : V	Mileage : 163	

Air Fare: \$547.00 **GST/HST:** \$0.00 **Taxes:** \$113.25 **Total Air Fare:** \$660.25

Payment Details

Pay Method	PaymentNumber	Amount Paid
Credit Card	[REDACTED]	\$660.25
		\$660.25

Sub Total (excl. GST): \$660.25
GST Total : \$0.00
Service Fee : \$0.00
Invoice Total : \$660.25
Amount Paid : \$660.25
Balance : \$0.00



AB Health Service
PO Box 1600
Edmonton AB T5J 2N9
Canada

COPY OF INVOICE

Room No. [REDACTED]
Arrival : 08-15-23
Departure : 08-17-23
Page No. : 1 of 1
Folio No. [REDACTED]
Invoice No. [REDACTED]
AR No. [REDACTED]
Conf. No. [REDACTED]
Cashier No. [REDACTED]
Custom Ref. :



Company Name :
Group Name :
Guest Name : Giesbrecht, Katharina Ms

Date	Description	Charges	Credits
08-15-23	Room Revenue	155.00	
08-15-23	Destination Marketing Fee	4.65	
08-15-23	Tourism Levy	6.39	
08-16-23	Room Revenue	152.10	
08-16-23	Destination Marketing Fee	4.56	
08-16-23	Tourism Levy	6.27	
Total Charges		328.97	
Total Credits			0.00
Balance			328.97

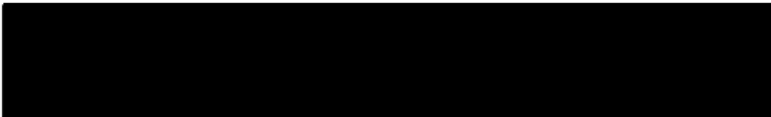
I agree that I am personally liable for payment of this account, and if this person, company or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company or association.



AB Health Service
PO Box 1600
Edmonton AB T5J 2N9
Canada

COPY OF INVOICE

Room No. [REDACTED]
Arrival : 08-28-23
Departure : 08-29-23
Page No. : 1 of 1
Folio No. [REDACTED]
Invoice No. [REDACTED]
AR No. [REDACTED]
Conf. No. [REDACTED]
Cashier No. [REDACTED]
Custom Ref. :



Company Name :
Group Name :
Guest Name : Giesbrecht, Katharina Ms

Date	Description	Charges	Credits
08-28-23	Room Revenue	155.00	
08-28-23	Destination Marketing Fee	4.65	
08-28-23	Tourism Levy	6.39	
Total Charges		166.04	
Total Credits			0.00
Balance			166.04

I agree that I am personally liable for payment of this account, and if this person, company or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company or association.