

AHS Board and Executive Expense Report

Name: Tina Giesbrecht
Title: Corporate Secretary & Legal Counsel
Location: Calgary
 Expenses approved during the month of October 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					-			
	Expense Claim	Meetings					-			
Oct-23	Direct Bill	Meetings	1,103				1,103			
Total			\$ 1,103	\$ -	\$ -	\$ -	\$ 1,103	\$ -	\$ -	\$ -

**Total for
the Month** \$ 1,103

Maximum daily single meal expense claimed in the month \$ -
 Maximum daily base hotel rate claimed in the month \$ -
 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 : Oct-23
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
11-Aug-23	Direct Billing	Airline Ticket	One-way flight CAL-EDM on August 15, 2023, incurred while attending two day in-person meeting regarding LAB Discussion on August 16-17, 2023, held at SSP (Seventh Street Plaza), Edmonton.	Vision Travel DT Ontario-West Inc	\$136.00
17-Aug-23	Direct Billing	Airline Ticket	One-way flight EDM-CAL on August 17, 2023, incurred while attending two day in-person meeting regarding LAB Discussion on August 16-17, 2023, held at SSP, Edmonton.	Vision Travel DT Ontario-West Inc	\$184.00
23-Aug-23	Direct Billing	Airline Ticket	Roundtrip flight CAL-EDM incurred while attending the Executive Leadership Team Alignment Discussion Follow-up in-person meeting on August 29, 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 with schedule.	Vision Travel DT Ontario-West Inc	\$783.25
Total Paid in the Month					\$1,103.25



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: 11 August 2023
ALBERTA HEALTH SERVICES
 [REDACTED]

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 - Tuesday, August 15 2023		Add To Calendar
Air Canada Flight [REDACTED]	Economy Class	
Depart	Calgary, Alberta Weather Calgary International Airport 08:55 PM Tuesday, August 15 2023	Arrive Edmonton, Alberta Weather Edmonton International Airport 09:45 PM Tuesday, August 15 2023
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] - 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	

AIR - Thursday, August 17 2023		Add To Calendar
[REDACTED]		

Air Canada Flight [REDACTED] Economy Class			
Depart	Edmonton, Alberta Weather Edmonton International Airport 02:40 PM Thursday, August 17 2023	Arrive	Calgary, Alberta Weather Calgary International Airport 03:33 PM Thursday, August 17 2023
Duration:	0 hour(s) and 53 minute(s) Non-stop		
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]		
Operated By:	AIR CANADA EXPRESS - JAZZ		
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		

Invoice Details						
Transaction	Document / Booking Number	Base Fare	Other Tax	GST/HST	QST	Total
Change Fee:	[REDACTED]	100.00		0.00	0.00	100
Additional Collection:	[REDACTED]	36.00	0.00	0.00	0.00	36
Totals:		136.00	0.00	0.00	0.00	136.00
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.
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

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: 17-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:	Thursday	17-Aug-2023	6:15 pm	Edmonton(YEG)
Arrival:	Thursday	17-Aug-2023	7:08 pm	Calgary(YYC)
Airline:	AIR CANADA(AC)		Flight # : [REDACTED]	Class : U Mileage : 163

Air Fare: \$184.00 **GST/HST:** \$0.00 **Taxes:** \$0.00 **Total Air Fare:** \$184.00

Payment Details

Pay Method	PaymentNumber	Amount Paid
Credit Card	[REDACTED]	\$184.00
		\$184.00

Sub Total (excl. GST): \$184.00
GST Total : \$0.00
Service Fee : \$0.00
Invoice Total : \$184.00
Amount Paid : \$184.00
Balance : \$0.00



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 9929 - 108th Street
 Edmonton AB T5K 1G8
 833-692-4120

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 GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice [REDACTED]
 Issued: 23 August 2023
 ALBERTA HEALTH SERVICES
 [REDACTED]

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

Customer Number: [REDACTED]
 Customer Ref.: N/A
 GIESBRECHT/KATHARINA MS

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AIR - Monday, August 28 2023		Add To Calendar
Air Canada Flight [REDACTED] Economy Class		
Depart	Calgary, Alberta Weather Calgary International Airport 08:55 PM Monday, August 28 2023	Arrive Edmonton, Alberta Weather Edmonton International Airport 09:45 PM Monday, August 28 2023
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] - 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:	1 Piece(s)	
Remarks:	PLEASE CHECK IN WITH AIR CANADA EXPRESS JAZZ	

AIR - Tuesday, August 29 2023

[Add To Calendar](#)

Air Canada Flight [REDACTED] Economy Class	
Depart	Edmonton, Alberta Weather Edmonton International Airport 06:15 PM Tuesday, August 29 2023
Arrive	Calgary, Alberta Weather Calgary International Airport 07:08 PM Tuesday, August 29 2023
Duration:	0 hour(s) and 53 minute(s) Non-stop
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]
Operated By:	AIR CANADA EXPRESS - JAZZ
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:	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]	670.00	113.25	0.00	0.00	783.25
					Billed to [REDACTED]	
Totals:		670.00	113.25	0.00	0.00	783.25
					Total Credit Card Billing:	783.25
					Balance Due:	0.00

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