

## Board and Executive Expense Report

**Name** Deb Gordon  
**Title** SVP, Health Professions Strategy and Practice, Chief Nursing & Health Professions Officer  
**Location** Edmonton  
 Expenses submitted during the month of December 2012

Date	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>										
December 2012	Direct Bill	Travel for interviews	584				584			

<b>Total</b>	\$	584	\$	-	\$	-	\$	-	\$	584	\$	-	\$	-	\$	-
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**Total for the Month** \$ 584

Maximum meal expense claimed in the month	\$	-
Maximum daily 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

## Executive Expenses Report Direct Billing Summary

### Purpose of This Form:

The purpose of this form is to report expenses incurred on behalf of a designated Executive 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. hotel accommodation, airline tickets, car rental, hosting events and working sessions.
- Enter all expenses pertaining to professional development such as conferences and courses, etc.
- Enter all other expenses paid by AHS not mentioned above
- Copies of invoices and other relevant back up must be attached including approvals for working sessions/hosting events
- 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  No

Name: Deb Gordon

Reporting Period for the Month of: December 2012

Date	Payment Method	Category	Description/Purpose for Expense	Name of Vendor Paid	Amount Paid
2012-12-18	Direct Billing	Transportation	Travel to Grande Prairie (Staff-Physician Interviews)	Marlin Travel	583.96
	Choose One	Choose One			
	Choose One	Choose One			
	Choose One	Choose One			
	Choose One	Choose One			
<b>Total Paid in the Month</b>					<b>\$583.96</b>

MARLIN TRAVEL  
O-O PERCY HUNT TRAVELGROUP INC  
MAIN FLOOR, 9929 108TH ST.  
EDMONTON, AB T5K 1G8

BRANCH: N61107  
GST REG# 885101915  
PHONE: 780-425-8611

TO: ALBERTA HEALTH SERVICES  
[REDACTED]  
10030-107 ST  
EDMONTON AB, T5J 3E4

YOUR REF : 101000571110000004  
LOCATOR : LBTF5S  
OUR REF : ZCH0094380C  
AGENT : CASANDRA WAGNER

I N V O I C E

INV NO: 86057  
DATE: 18DEC12  
PAGE: 1

FOR: MS DEBORAH GORDON  
AC 559940846  
101000571110000004

I T I N E R A R Y

\*\*\* AIR/RAIL/BUS \*\*\*

FROM	TO	CARRIER	FLT/CL	ST	DATE	DEPART	ARRIVE	MEALS	BAGS
EDMONTON INTL	GRANDE PRAIRI	AIR CANADA	8359 H	GK	20DEC	8:20A	9:34A		
		DB (300 SERIE)							
		AIR CANADA E							
		BOOKING REFERENCE L6NPGZ							
		TICKET NUMBER 0142115622858							
GRANDE PRAIRI	EDMONTON INTL	AIR CANADA	8368 H	GK	20DEC	8:50P	9:58P		
		DB (300 SERIE)							
		AIR CANADA E							
		BOOKING REFERENCE L6NPGZ							
		TICKET NUMBER 0142115622858							

\*\*\* TOUR \*\*\*

BSP TASF DEPARTING FROM EDMONTON INTL ON 18JUN13 AT 12:00A  
TO EDMONTON INTL RET 18JUN13 AT 12:00A  
1 PACKAGE TOUR  
AIR CANADA CONFIRMATION L6NPGZ

C O S T

AIR CANADA	TKT NO	ACO	2115622858	(INCL 83.96 TAX)	573.96
BSP TASF	TKT NO	954 0004	971131		10.00

\*\*\* SUB-TOTAL EXCLUDING GST/HST & APT

583.96

\*\*\* TOTAL CHARGES THIS INVOICE \*\*\*

583.96

PAYMENT BY [REDACTED]

TKT 2115622858

573.96

PAYMENT BY [REDACTED]

TKT 0004971131

10.00

\*\*\* BALANCE DUE THIS INVOICE \*\*\*\*

0.00

BALANCE DUE TO DATE

0.00

CONTINUED ON NEXT PAGE

MARLIN TRAVEL  
O-O PERCY HUNT TRAVELGROUP INC  
MAIN FLOOR, 9929 108TH ST.  
EDMONTON, AB T5K 1G8

BRANCH: N61107  
GST REG# 885101915  
PHONE: 780-425-8611

TO: ALBERTA HEALTH SERVICES  
[REDACTED]  
10030-107 ST  
EDMONTON AB, T5J 3E4

YOUR REF : 101000571110000004  
LOCATOR : LBTF58  
OUR REF : ZCH0094380C  
AGENT : CASANDRA WAGNER

I N V O I C E

INV NO: 86057  
DATE: 18DEC12  
PAGE: 2

I HAVE BEEN OFFERED TRAVEL INSURANCE AND HAVE  
ACCEPTED:.....DECLINED:.....  
DOCUMENTATION REQUIRED:VALID PASSPORT...VISA..TOURIST CARD..  
...PROOF OF CANADIAN CITIZENSHIP AND PHOTO ID... OTHER.....  
PLEASE RECONFIRM ALL FLIGHTS BETWEEN 48 AND 72 HOURS PRIOR  
TO EACH DEPARTURE DIRECTLY WITH THE AIRLINE.  
OUR PRIVACY POLICY CAN BE FOUND AT WWW.MARLINTRAVEL.CA.