

AHS Board and Executive Expense Report

Name: Ronda White
Title: Chief Audit Executive, Internal Audit & ERM
Location: Edmonton
 Expenses approved during the month of January 2024

			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					-			
Jan-24	Expense Claim	Meetings		13		67	80			
Jan-24	Direct Bill	Meetings				81	81			
Total			\$ -	\$ 13	\$ -	\$ 147	\$ 160	\$ -	\$ -	\$ -

**Total for
the Month** \$ 160

Maximum daily single meal expense claimed in the month \$ 13
 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

AHS Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
WHITE, RONDA	Chief Audit Executive, Internal Audit & ERM	Edmonton	\$ 79.69								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
11/16/2023	Attend AHS Board Meeting in Calgary on November 16, 2023.	AB - Other Zones	Meals Per Diem	\$ 13.00				1			
11/16/2023	Attend AHS Board Meeting in Calgary on November 16, 2023.	AB - Local	Taxi	\$ 31.17	Red Arrow Depot Downtown Edmonton, AB	Home		1			
11/16/2023	Attend AHS Board Meeting in Calgary on November 16, 2023.	AB - Other Zones	Taxi	\$ 35.52	Southport Tower, Calgary, AB	Red Arrow Depot Downtown Calgary, AB		1			
Approver(s) for the claim	Approval Status	Approval Date									
MENTZELOPOULOS, ATHANA	Approve	5-Jan-24									



CHECKER CABS

316 MERIDIAN RD SE
CALGARY, AB T2A 1X2

4032999999

<https://www.thecheckergroup.com>

Checker Cabs Calgary

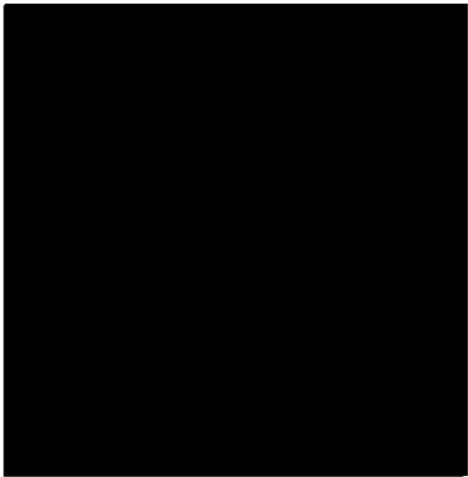
Cashier: [REDACTED]

Transaction [REDACTED]

Total	CA\$30.10
Tip	CA\$5.42
CREDIT CARD SALE	CA\$35.52

[REDACTED]

Retain this copy for statement validation



TRANSACTION RECORD
GREATER EDMONTON TAXI SERVICE
10135 31 AVE NW
EDMONTON AB

GREATER EDMONTON TAXI SERVICE
10135 31 AVE NW
EDMONTON AB

Purchase

Nov 16, 2023	18:51:26
INTERAC	[REDACTED]
FLASH DEFAULT	[REDACTED]
Invoice #	[REDACTED]
TID: [REDACTED]	Entry: Tap EMV (H)
Sequence [REDACTED]	
Auth# [REDACTED]	Response: [REDACTED]
Batch: [REDACTED]	

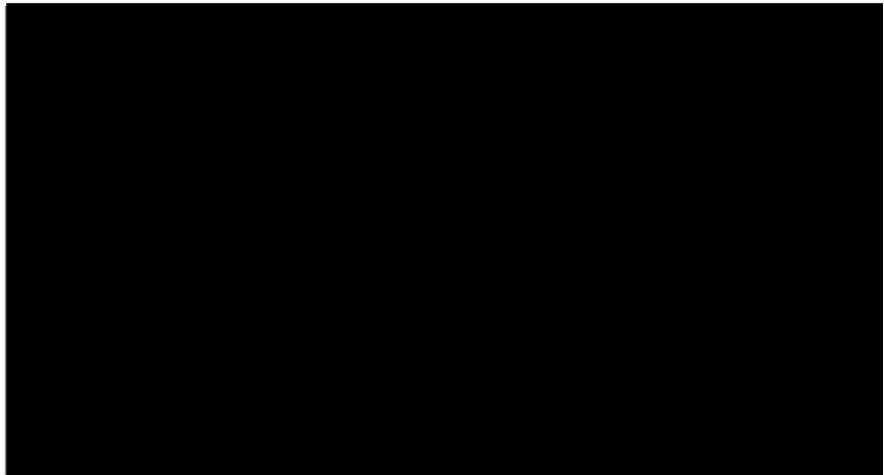
Amount	\$ 27.10
Tip	\$ 4.07
Total	\$ 31.17



Approved

Yellow Cab 780.462.3456
Barrel Taxi 780.489.7777
GST 100403070RT0001
edmtaxi.com

Cardholder copy



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 : Ronda White	Reporting Period for the Month of : Jan-24
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
16-Nov-23	Direct Billing	Other Transportation	One way return trip from Calgary to Edmonton, attended AHS Board meeting on Nov. 16, 2023.	Red Arrow	\$80.77
	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					\$ 80.77



Passenger
Ronda White

Travel Date / Time
Thu Nov 16, 2023 14:00

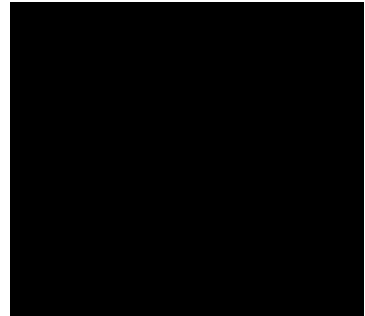
From

**CALGARY DOWNTOWN TICKET
OFFICE (606 - 5 AVE SW)**

RED ARROW AB

To

**EDMONTON - 5359 CALGARY TRAIL
(OFFICE ON NW SIDE OF THE
RAMADA HOTEL)**



Arrival date/time: : Thu Nov 16, 2023 18:00

Journey: Calgary Downtown Ticket Office (606 - 5 Ave SW) / Edmonton - 5359 Calgary Trail (Office on NW side of the Ramada Hotel)

Issued: Thu Nov 16, 2023 09:37

ADULT - VISION TRAVEL - STANDARD - ONE WAY

Ages 18

Fare:	\$	73.32	CAD
Fees:	\$	3.60	CAD
Taxes:	\$	3.85	CAD
Total:	\$	80.77	CAD
Payments:		creditCard	

Section: Double 

Row:  Seat: 

Agency: Vision Travel AHS

CASH PAYMENT: PLEASE BE ADVISED THAT EFFECTIVE 1-JANUARY, 2024, CASH PAYMENTS WILL NO LONGER BE ACCEPTED.

Standard

Red Arrow/Ebus/PWT