

AHS Board and Executive Expense Report

Name: Dr Peter Jamieson
Title: Interim Associate Medical Director, Clinical Operations
Location: Calgary
 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		35		70	104			
Jan-24	Direct Bill	Meetings	638				638			
Total			<u>\$ 638</u>	<u>\$ 35</u>	<u>\$ -</u>	<u>\$ 70</u>	<u>\$ 742</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**Total for
the Month** \$ 742

Maximum daily single meal expense claimed in the month \$ 24
 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



MEDICAL STAFF COMMITTEE, PROJECT OR EVENT INVOICE

Practitioner Name: Peter Jamieson
 AHS Medical Staff: Yes No
 Phone Number with Area Code: [REDACTED]

Prof Corp: Yes
 Name: Peter Jamieson Prof Corp
 Email Address: [REDACTED]

[REDACTED]
Primary Zone: Calgary

Committee, Project or Event Name	Meeting Event Date	Participation Method	Meeting Commitment Time	Stipend	Travel Expenses (if applicable)	Comments
AHS Board Mtg in Edmonton	11-Dec-23	In Person			YES Proceed to pg2	
Stipend Total				\$ 0.00		

Required Participation Review/Confirmation: Cannot be signed [REDACTED]

Sid Viner VP and MD Clin Ops [REDACTED]

Name Title Signature Date

Please send the completed invoice and receipts (if applicable) to:

[REDACTED]

Prepared By: _____

Expense Claim Details - Medical Staff Reimbursement for Approved AHS Committee/Project/Event Participation

ATTN: Please enter PER DATE, not per category		<i>Meals - Per Diem (Refer Below)</i>			<i>Transportation & Accommodation</i>					<i>Mileage</i>		
Committee/ Project/ Event Name	Expense Date (MM/DD/YY)	B	L	D	Hotel	Airfare	Taxi	Parking	Rental	KM	Rate	Destination (To & From)
AHS Board Mtg in Edmonton	12/10/23			\$24.00			\$ 69.80				0.50¢	EIA to Hotel
AHS Board Mtg in Edmonton	12/11/23	\$10.50									0.50¢	
											0.50¢	
											0.50¢	
											0.50¢	
											0.50¢	
											0.50¢	
											0.50¢	
											0.50¢	
Sub Totals:		\$ 10.50	\$ 0.00	\$ 24.00	\$ 0.00	\$ 0.00	\$ 69.80	\$ 0.00	\$ 0.00	0	0.50¢	

Expense Limits – Note this is summary information only. For full terms and conditions, please refer to AHS Travel, Hospitality and Working Sessions Policy, available on the AHS intranet at: <https://www.albertahealthservices.ca/Assets/about/policies/ahs-pol-expenses.pdf>

Travel and accommodation are to be booked with the AHS travel provider to ensure AHS/government rates. Expenses to be paid by the individual claimant and then submitted via this expense claim for consideration for reimbursement.

Travel – Section 3.1, 3.2, 3.3, 5, 9.1, 9.2, 9.3, 9.4, and Appendix A

- Travel expenses can be minimized by utilizing technology (teleconference, video conference, Telehealth) where it meets business objectives.
- Individuals are expected to consider the cost effectiveness of their travel expenses. Cost effectiveness does not necessarily mean the most inexpensive method of travel; consideration of time, impact to service delivery and safety should be considered when assessing cost effectiveness.
- Where use of technology is not an effective means of achieving the desired business objectives, the following is a list to consider when selecting a mode of transportation: a) AHS fleet vehicle, b) rental vehicle or bus, c) personal vehicle, d) airfare.
- Regular commuting between residence and designated home site(s) will not be reimbursed. AHS will reimburse mileage for approved business travel from residence to an alternate work site or bus/car rental agency/airport only for the portion of mileage that is above their normal commute (or the shorter of the two distances).
- Mileage incurred while traveling between sites is eligible for reimbursement
- Mileage reimbursement are at the general rate of \$0.505/km for 5,000 km/calendar year and below, \$0.47/km for over 5,000 km/calendar year.
- Vehicle owners responsible for any losses that may occur.
- Airfare within Alberta should not exceed \$600 for a roundtrip or \$1,000 roundtrip within Canada (inclusive of all fees and taxes). Travel outside Canada requires pre-approval by an AHS VP and cannot exceed \$2,000. Seat selection will not be reimbursed. Must be Economy class.
- Taxi fare limit of \$100 within city limits and including gratuity of up to 20%

Totals:	
Total Stipend	\$ 0.00
Total KM Rate	\$ 0.00
Total Expense	\$ 104.30
Total Payment	\$ 104.30

Meal Allowance – Section 8.1, Appendix A

- Individuals traveling on AHS approved business may only claim meals through a meal allowance and cannot claim using the receipt method for reimbursement.

Expense Type:	Within Canada	Outside of Canada
Breakfast	\$10.50	\$13.70
Lunch	\$13.00	\$17.00
Dinner	\$24.00	\$31.00

Accommodations – Section 8.2 and Appendix A

- Reimbursed at the actual cost of the room including applicable taxes and surcharges (with receipt provided).
- Hotel base room rate shall not exceed \$200 (South, Calgary, Central and Edmonton Zone) and \$250 (North Zone).

Tax Invoice

Canada

Invoice issued by UBER RASIER CANADA INC.
on behalf of:

[REDACTED]

Canada

GST Registration Number: 794904672RT0001

Invoice number: [REDACTED]

Invoice date: Dec 11, 2023

Tax Point Date	Description	Qty	Tax	Tax Amount	Net amount
Dec 11, 2023	Transportation service fare	1	GST 5%	\$3.04	\$60.98
Dec 11, 2023	Booking Fee	1	GST 5%	\$0.28	\$5.50
				Total net amount	\$66.48
				Total GST 5%	\$3.32
				Total amount payable	\$69.80

Issued on behalf of [REDACTED] by:

UBER RASIER CANADA INC. // GST: 764945663RC0001 / QST: 1228538970 TQ0001

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 : Peter Jamieson	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
10-Dec-23	Direct Billing	Airline Ticket	One way ticket Dec 10 2023 Calgary to Edmonton to attend all day AHS/Board Meeting Dec 11 2023. This was best available flight at time of booking that worked for schedule.	WestJet	\$324.82
15-Dec-23	Direct Billing	Airline Ticket	One way ticket from Edmonton to Calgary. Travel to Edmonton Dec 10 2023 to attend all day AHS/Board Meeting Dec 11 2023. Peter was away in between at IHI National Forum Conference booked prior in Orlando, Florida and actually returned Dec 15. This was best available flight at time of booking that worked for schedule.	Air Canada	\$313.03
	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					\$ 637.85



Vision Travel DT Ontario-West Inc
 Unit 304 -1750 Plessis Road
 Winnipeg MB R3W 0H5
 204-944-8807
 204-943-2591
 1-800--665-8795

www.dt.ca
 GST Reg : 723782728 RT 0001

Invoice/Itinerary

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

Agency Ref. [REDACTED]
 Sales Person [REDACTED]

Customer Number: [REDACTED]
 Customer Ref.: N/A
 Passenger(s): **JAMIESON/PETER**

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 - Sunday, December 10 2023		Add To Calendar	
WestJet Flight [REDACTED] Economy Class - Seat [REDACTED] (Non smoking, Aisle) Confirmed			
Depart	Calgary, Alberta Weather Calgary International Airport 11:05 PM Sunday, December 10 2023	Arrive	Edmonton, Alberta Weather Edmonton International Airport 12:11 AM Monday, December 11 2023
Duration:	1 hour(s) and 6 minute(s) Non-stop		
Status:	Confirmed - WestJet Booking Reference: [REDACTED]		
Online Check In:	Available 24 hours prior - click here		
Baggage Allowance:	1 Piece(s)		
Remarks:	PLEASE CHECK IN WITH WESTJET		

Invoice Details						
Transaction Document / Booking	Base Fare	Other Tax	GST/HST	QST	Total	
[REDACTED]						

Number						
Invoice Number:	██████████					
WestJet	██████████	251.23	58.12	15.47	0.00	324.82
					Billed to: ██████████	
Totals:		251.23	58.12	15.47	0.00	324.82
				Total Credit Card Billing:		324.82
				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/

--- WS AIRPORT ARRIVAL TIMES ---

SEVERAL AIRPORTS ACROSS WESTJETS NETWORK ARE EXPERIENCING
 AN INCREASE IN PROCESSING TIMES RESULTING IN LONG LINEUPS
 THROUGH CHECK-IN AND SECURITY.

TO SUPPORT A STRESS-FREE AND SAFE JOURNEY
 PLEASE ADVISE YOUR CLIENTS TO ARRIVE EARLY TO ENSURE
 THEY HAVE PLENTY OF TIME BEFORE DEPARTURE.

AS A REMINDER THE RECOMMENDED CHECK-IN TIMES AS
 OUTLINED ON WESTJET.COM ARE AS FOLLOWS

DOMESTIC TRAVEL ARRIVE 120 MINUTES BEFORE DEPARTURE

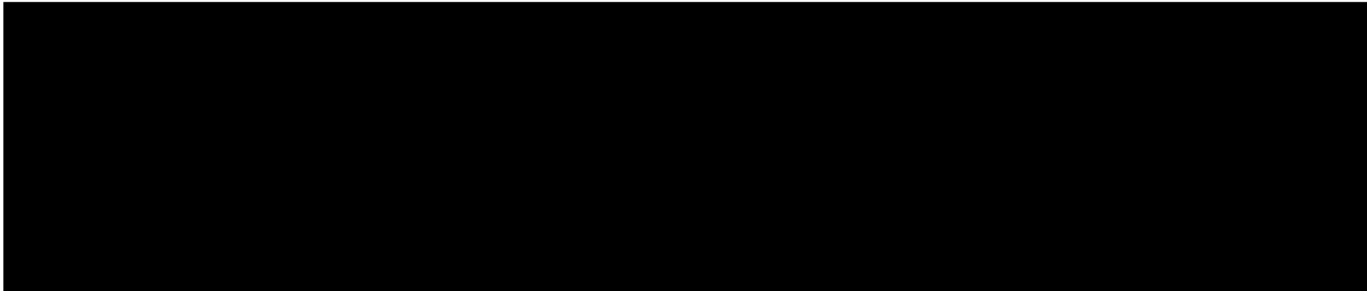
THIS IS AN ELECTRONIC TICKET VALID ONLY ON ISSUING AIRLINE

PHOTO ID REQUIRED FOR CHECK IN.

BOARDING PASS REQUIRED PRIOR TO ENTERING SECURITY.

YOUR AIRLINE FILE NUMBER IS ██████████

FOR MORE INFORMATION ON CANADAS CANNABIS ACT EFFECTIVE
 17 OCTOBER 2018 AND HOW IT RELATES TO TRAVEL PLANS PLEASE VISIT
 TRAVEL.GC.CA/TRAVELLING/CANNABIS-AND-INTERNATIONAL-TRAVEL



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www.dt.ca
 GST Reg : 723782728 RT 0001

Invoice/Itinerary

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

Agency Ref: [REDACTED]
 Sales Person: [REDACTED]

Customer Number: [REDACTED]
 Customer Ref.: N/A
 Passenger(s): JAMIESON/PETER

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AIR - Friday, December 15 2023		Add To Calendar
Air Canada Flight	Economy Class	
Depart	Edmonton, Alberta Weather Edmonton International Airport 06:15 PM Friday, December 15 2023	Arrive Calgary, Alberta Weather Calgary International Airport 07:13 PM Friday, December 15 2023
Duration:	0 hour(s) and 58 minute(s) Non-stop	
Status:	Confirmed - Air Canada Booking Reference: [REDACTED]	
Operated By:	AIR CANADA EXPRESS - JAZZ	
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:	[REDACTED]					
Air Canada	[REDACTED]	227.00	71.12	14.91	0.00	313.03
					Billed to: [REDACTED]	
Totals:		227.00	71.12	14.91	0.00	313.03
					Total Credit Card Billing:	313.03
					Balance Due:	0.00

Remarks