

## AHS Board and Executive Expense Report

**Name:** Ronda White  
**Title:** Chief Audit Executive, Internal Audit & Enterprise Risk Management  
**Location:** Edmonton  
 Expenses posted during the month of March 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					-			
	Expense Claim	Meetings					-			
Mar-24	Direct Bill	Meetings					-	232		
<b>Total by category</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 232	\$ -	\$ -

**Total  
posted for  
the Month**    \$        232

Maximum daily single meal expense posted in the month    \$        -  
 Maximum daily base hotel rate posted 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 membership dues, 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: No

<b>Name :</b> Ronda White	<b>Reporting Period for the Month of :</b> Mar-24
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
16-Feb-24	<b>Direct Billing</b>	<b>Professional Development</b>	Institute of Internal Auditors (IIA) Membership Fees	<b>Alberta Government</b>	\$231.89
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Choose from Drop-down List</b>	
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Choose from Drop-down List</b>	
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Choose from Drop-down List</b>	
	<b>Direct Billing</b>	<b>Choose from Drop-down List</b>		<b>Choose from Drop-down List</b>	
<b>Total Paid in the Month</b>					\$ 231.89

**Mail Payment To:**

Corporate Internal Audit Serv

455-Terrace Bldg, 9515-107 Street, EDMONTON, AB  
T5K 2C3

**Account Inquiries by Telephone or Email:**

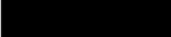

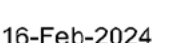


ALBERTA HEALTH SERVICES  
PO BOX 1600 STN MAIN  
EDMONTON AB  
T5J 2N9



**Amount Due: \$5,565.36**  
Amount Remitted: \_\_\_\_\_

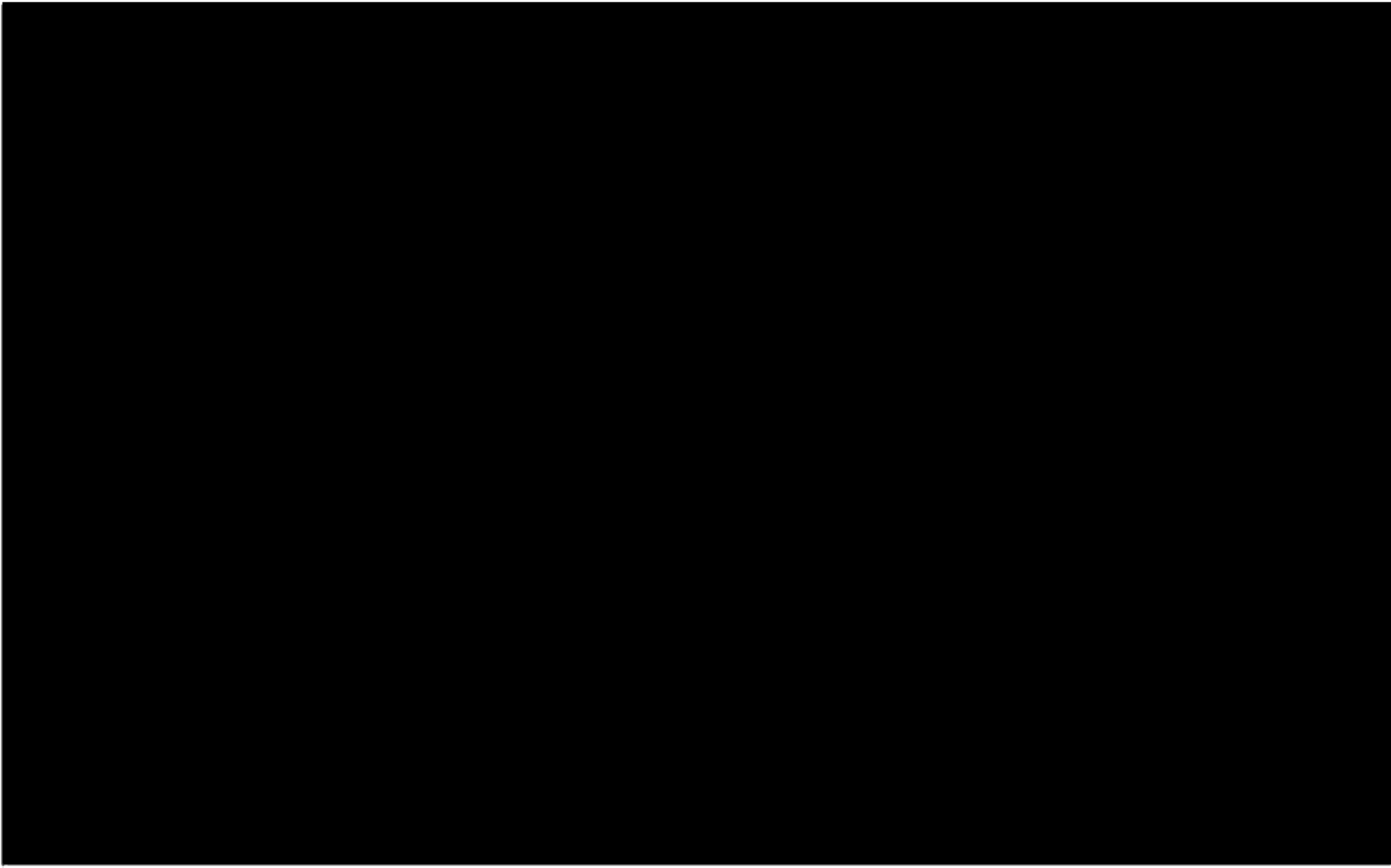
**INVOICE**

Document No. :   
Customer No. :   
Reference No. :   
Document Date : 16-Feb-2024  
Due Date : 17-Mar-2024  
Email ID :  
Contract ID :

*Please cut along line and return top portion with payment*

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S/N	Description	Order No.	Quantity	UOM	Unit Price	GST	Tax Amt	Amount CAD
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Please make payment payable to Government of Alberta.

S/N	Description	Order No.	Quantity	UOM	Unit Price	GST	Tax Amt	Amount CAD
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24	IIA Membership a White	[Redacted]		Rhond		0%	0.00	\$231.89
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Sub Total	\$5,565.36
Total (GST)	\$0.00
Amount Due	\$5,565.36

Please make payment payable to Government of Alberta.

Government of Alberta - GST Registration Number: 124072513RT0001