

Primary Care Alberta Board and Executive Expense Report

Name: Kim Simmonds
Title: CEO, Primary Care Alberta
Location: Calgary
 Expenses posted during the month of May 2025

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					-			
May-25	Direct Bill	Meetings	394				394			
Total by category			\$ 394	\$ -	\$ -	\$ -	\$ 394	\$ -	\$ -	\$ -

**Total
posted for
the Month** \$ 394

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 PCA 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:

PCA may have established accounts with certain vendors used to book travel and other expenses that are billed directly to PCA.

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. PCA 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 PCA 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 PCA 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 : Kimberley Simmonds Reporting Period for the Month of : May-25

Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
18-Mar-2025	Direct Billing	Airline Ticket	Flight from Edmonton to Vancouver return to attend Health System Transformation for Primary Care in BC April 2 -3 2025. Event was cancelled and a credit on file for future use with Direct Travel.	Vision Travel DT Ontario-West Inc	\$393.92
	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					\$ 393.92

Invoice

ALBERTA HEALTH SERVICES
[REDACTED]INVOICE
FILE LOCATOR
CLIENT #
P. O #
AGENT
DATE[REDACTED]
18Mar2025**Passenger(s)**

1. SIMMONDS/KIMBERLEY

Flight							
Airline	Flight No	Departure Date	Arrival Date	Itinerary			
AIR CANADA	█	02Apr2025 15:45	02Apr2025 16:27	EDMONTON-INTL - VANCOUVER			
AIR CANADA	█	03Apr2025 15:45	03Apr2025 18:17	VANCOUVER - EDMONTON-INTL			
Passenger(s)	Airline	Ticket #	Fare	GST/HST	QST	Tax	Total
SIMMONDS/KIMBERLEY	AC	██████████	315.00	0.00	0.00	78.92	393.92
			315.00	0.00	0.00	78.92	393.92
			<hr/>				
			Subtotal 315.00				
			GST/HST 0.00				
			QST 0.00				
			Other taxes 78.92				
			<hr/>				
			Invoice total 393.92				
			Payment(s)				
			18 Mar 25 Credit Card CA*****█ 393.92				
			<hr/>				
			Balance due (CAD) 0.00				

All monies received on behalf of clients are deposited in a trust account. The conditions of deposits, cancellation charges and general conditions of travel appear in the tour company's brochure. The purchase of airline tickets is subject to the rules and conditions of the airline companies.