Assisted Living Alberta

www.assistedlivingalberta.ca

Assisted Living Alberta Board and Executive Expense Report

Name: Judy Prince
Title: Executive Director of Human Resources
Location: Edmonton
Expenses posted during the month of July 2026

			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					-			
Jul-26	Expense Claim	Meetings		24		308	332			
Jul-26	Direct Bill	Meetings			212		212			
		Total by category	$ -	$ 24	$ 212	$ 308	$ 544	$ -	$ -	$ -

Total posted for the Month $ 544

Maximum daily single meal expense posted in the month	$	24
Maximum daily base hotel rate posted in the month	$	194
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 ALA' 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

ALA Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total
PRINCE, JUDY DIANE	Executive Director of Human Resources	Edmonton	$ 332.05

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
6/18/2026	Attendance at an in-person Executive Leadership meeting on June 19, Drove down on June 18th, 2026	AB - Other Zones	Meals Per Diem	$ 24.00				1			
6/18/2026	Attendance at an in-person Executive Leadership meeting on June 19		Mileage-Other	$ 308.05	Home, Calgary	10030 107 Street, Edmonton & return		2			610

Approver(s) for the claim	Approval Status	Approval Date
SCHNEIDER, TOBIAS	Approve	26-Jun-26

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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 ALA 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:
ALA may have established accounts with certain vendors used to book travel and other expenses that are billed directly to ALA.
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. ALA 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 ALA 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 ALA 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 :	Judy Prince	**Reporting Period for the Month of :**	Jul-26

Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
19-Jun-2026	**Direct Billing**	**Hotel**	To attend an in-person ELT Meeting in Edmonton, AB on June 19th, 2026.	**Matrix Hotel**	$212.28
	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					$ 212.28

MATRIX
HOTEL

Alberta Health Services
Accounts Payable
P.O. Box 1600
Edmonton AB T5K 1G8
Canada

[redacted]

Company Name : Government of Alberta
Group Name :
Guest Name : Prince, Judy

COPY OF INVOICE

Room No. : [redacted]
Arrival : 06-18-26
Departure : 06-19-26
Page No. : 1 of 1
Folio No. [redacted]
Invoice No.
AR No.
Conf. No.
Cashier No.
Custom Ref. :

Date	Description	Charges	Credits
06-18-26	Package Revenue	194.00	
06-18-26	Destination Marketing Fee	7.14	
06-18-26	Tourism Levy	11.14	
	Total Charges	212.28	
	Total Credits		0.00
	Balance		212.28

I agree that I am personally liable for payment of this account, and if this person, company or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company or association.

Matrix Hotel | 10640 100 Ave NW | Edmonton, AB T5J 3N8
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