Assisted Living Alberta

www.assistedlivingalberta.ca

Assisted Living Alberta Board and Executive Expense Report

Name: Katharine Casey
Title: Chief Administrative & Financial Officer
Location: Calgary
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		48		143	190			
Jul-26	Direct Bill	Meetings	722				722			
		Total by category	$ 722	$ 48	$ -	$ 143	$ 912	$ -	$ -	$ -

Total posted for the Month $ 912

Maximum daily single meal expense posted in the month	$	24
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 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
CASEY, KATHARINE	Chief Administrative & Financial Officer	Calgary	$ 190.39

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 leadership meeting in Edmonton on June 19, 2026	AB - Other Zones	Taxi	$ 68.20	Edmonton Airport	Matrix Hotel - 10640 100 Ave NW, Edmonton, AB T5J 3N8		1			
6/18/2026	Attendance at an in-person leadership meeting in Edmonton on June 19, 2026	AB - Other Zones	Meals Per Diem	$ 23.50				1			
6/19/2026	Attendance at an in-person leadership meeting in Edmonton on June 19, 2026	AB - Other Zones	Meals Per Diem	$ 24.00				1			
6/19/2026	Attendance at an in-person leadership meeting in Edmonton on June 19, 2026	AB - Other Zones	Taxi	$ 74.69	Seventh Street Plaza –10030 107 St, Edmonton	Edmonton Airport		1			

Approver(s) for the claim	Approval Status	Approval Date
SCHNEIDER, TOBIAS	Approve	6-Jul-26



Greater Edmonton Taxi Service

10135 - 31 AVE
EDMONTON, AB T6N 1C2
7804623456
WWW.EDMTAXI.COM

Greater Edmonton Taxi Service
Cashier [redacted]
Transaction [redacted]

Total	$62.00
Tip	$6.20
CREDIT CARD SALE	$68.20
VISA [redacted]	

Retain this copy for statement validation

18-Jun.-2026 1:12:57p.m.
$68.20 | Method: CONTACTLESS
Visa CREDIT XXXXXXXXXXXX[redacted]
Reference ID: [redacted]
Auth ID: [redacted]
MID: ******[redacted]
AID: [redacted]
AthNtwkNm: VISA
NO CARDHOLDER VERIFICATION

Thank you for choosing Greater Edmonton Taxi Service.

[redacted]

[redacted]

Jun 19, 2026
3:10 p.m.

☐ Tip

Thanks for tipping, Katharine

We hope you enjoyed your ride this afternoon.

Total $74.69

Reserve Premium	$26.66

Trip fare	$28.70
Airport drop-off fee / Airport pick-up fee	$4.25
Est. insurance and payments costs	$1.95
GST	$3.09
Per-Trip Fee	$0.30
Tip	$9.74

Payments

Visa [redacted] 6/19/26 4:21 p.m.	$64.95
Visa ••[redacted] 6/19/26 4:50 p.m.	$9.74

Want to switch your payment method? Switch

Download the receipt in a PDF format Download PDF

Visit the trip page for more information, including invoices (where available)

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Trip details

UberX
30.02 kilometers, 48 minutes

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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 :	Katharine Casey	**Reporting Period for the Month of :**	Jul-26

Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
11-Jun-2026	**Direct Billing**	**Airline Ticket**	Flew from Victoria BC to Edmonton AB to attend an in-person ELT Meeting on June 19th, 2026.	**Vision Travel DT Ontario-West Inc**	$721.77
	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					$ 721.77

Generated May 25, 2026 - 1:29p.m. (EDT)

DIRECT TRAVEL

Your Direct Itinerary

DIRECT TRAVEL
9929-108TH STREET NW
EDMONTON AB T5K 1G8
1-833-692-4120

ALBERTA HEALTH SERVICES
10030 107 STREET
EDMONTON AB Z/T5H3E4

Agency reference: [redacted]

Agent name [redacted]

Traveler name	Client reference
KATHARINE CASEY	

Thank you for choosing Direct Travel. Complete details for your trip are below. Please review this document and the trip details thoroughly. If a discrepancy exists, please contact us immediately upon receipt. Missing your flight without cancelling will result in the forfeiture of the value of your airline ticket.

Government issued photo I.D. is required for all travel and the name on your photo I.D. must match the name on your ticket.

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 come back to this information regularly in advance of and during travel as documentation and health requirements could change without notice.

Itinerary summary

	From / To	Flight / Provider	Departure / Arrival	
Flight	Thu Jun 18, 2026 Victoria International, BC(YYJ) - Edmonton(YEG)	Westjet [redacted]	9:50 a.m.- 12:30 p.m.	Check in
[redacted]				
Flight	Fri Jun 19, 2026 Edmonton(YEG) - Victoria International, BC(YYJ)	Westjet [redacted]	6:15 p.m.- 7:00 p.m.	Check in

Quick links

- Check-in Information
- Passport & Visa Requirements
- Canadian Government Travel Advisories
- Airport & Flight Status
- Weather



[redacted]	Victoria Victoria International, BC (YYJ)		Edmonton Edmonton (YEG)
Departure	Thu Jun 18, 2026 9:50 a.m.	Arrival	Thu Jun 18, 2026 12:30 p.m.
Departure terminal		Arrival terminal	
Class	Economy/Coach Discounted(B)	Seat	
Status	Confirmed	Airline check-in ID	[redacted]
Special requests		Frequent traveler	
Equipment	Boeing 737-700	Duration/ Meal service	01:40/Snack
eTicket	[redacted]		
Baggage ▶			



	Edmonton Edmonton (YEG)		Victoria Victoria International, BC (YYJ)
Departure	Fri Jun 19, 2026 6:15 p.m.	**Arrival**	Fri Jun 19, 2026 7:00 p.m.
Departure terminal		**Arrival terminal**	
Class	Economy/Coach Discounted(B)	**Seat**	
Status	Confirmed	**Airline check-in ID**	
Special requests		**Frequent traveler**	
Equipment	Boeing 737-700	**Duration/ Meal service**	01:45/SF
eTicket			
Remarks	HOTEL IS GUARANTEED - CANCEL 24HRS PRIOR HOTEL IS GUARANTEED - CANCEL 24HRS PRIOR		
Baggage			

Invoice/Ticket information for KATHARINE CASEY

Ticket:	Westjet	**Invoice**:			
Base:	CAD558.60				
Other tax:	CAD163.17				
GST/HST tax:	CAD0.00				
QST tax:	CAD0.00				
				Amount:	CAD721.77
Payment:	CA XXXXXXXXXXXX	**Issue date**:	25-May-2026		
				Total invoiced amount:	CAD721.77
				Balance due:	CAD0.00

General remarks
AIRFARES ARE NOT GUARANTEED UNTIL TICKETED
AIRLINES RECOMMEND CHECKING IN 2 HOURS PRIOR TO FLIGHT.
THIS TICKET IS NON-REFUNDABLE. CHANGES/CANCELLATIONS MUST BE MADE PRIOR TO DEPARTURE OR TICKET WILL HAVE ZERO VALUE
AIRLINE CHANGE/CANCELLATION FEES MAY APPLY.

Agency registration
TPS/GST-723782728 RT 0001