Assisted Living Alberta Board and Executive Expense Report

Name: Kimberly Nickoriuk
Title: Senior Program Officer, ALC Transition & Integration
Location: Edmonton
Expenses posted during the month of August 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					-			
	Expense Claim	Meetings					-			
Aug-26	Direct Bill	Meetings				51	51			
		Total by category	$ -	$ -	$ -	$ 51	$ 51	$ -	$ -	$ -

Total posted for the Month $ 51

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 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

Assisted Living Alberta

www.assistedlivingalberta.ca

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 :	Kimberly Nickoriuk	**Reporting Period for the Month of :**	Aug-26

Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
31-Jul-2026	**Direct Billing**	**Car Rental**	Face to Face meeting with ALA CEO at Seventh St Plaza Office (Edmonton) August 16, 2026.	**Enterprise**	$50.76
	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					$ 50.76

enterprise

Federal GST# : 889365821

Consol. Bill. Sum. Number [redacted]
Rental Agreement #
Bill Ref #
Invoice Date 31-Jul-2026

Bill To Information

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

Rental Information

Reservation Number [redacted]
Driver : NICKORIUK, KIMBERLY
Pickup Date/Time : 07/15/2026 16:43
Return Date/Time : 07/16/2026 16:29
Miles/kms : 311
Car Class : ICAR Requested Class : ICAR

Vehicle Information

Yr/Make/Model	Unit #	License No	Beg/End/Distance
2025/VOLK/JETT	[redacted]		28258/28569/311

[redacted]

Rental Branch

RED DEER
5437 45 ST
RED DEER, AB - T4N 1L2

Return Branch

RED DEER
5437 45 ST
RED DEER, AB - T4N 1L2

Charge Detail

Description	Qty	Period	Rate	Amount
TIME & DISTANCE	1	DAY	50.00	50.00
			Sub Total	50.00
VEHICLE LICENSE FEE RECOVERY	1	DAY	0.76	0.76
		Total Charges (CAD)		**50.76**

Additional Information

[redacted]

[redacted]

Remit Payment in CAD to	For Billing Inquiries	Payment Terms
ENTERPRISE RENT A CAR CANADA COMPANY P.O. BOX 9716 STATION A TORONTO ON M5W 1R6 **Email Remit To: CanadianAR@em.com**	Tel#: +1 8773121084 AskARCarada@em.com	Payment Due Within 30 days of invoice date. Late payments are subject to finance charge.

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.