Assisted Living Alberta Board and Executive Expense Report

Name: Sayeh Zielke
Title: Executive Chair
Location: Lethbridge
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					-			
Aug-26	Expense Claim	Meetings	494	135	738	252	1,619			
	Direct Bill	Meetings					-			
		Total by category	$ 494	$ 135	$ 738	$ 252	$ 1,619	$ -	$ -	$ -

Total posted for the Month $ 1,619

Maximum daily single meal expense posted in the month	$	28
Maximum daily base hotel rate posted in the month	$	219
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

Health Shared Services

[redacted]

HSS AP Processing - Internal Use Only
Voucher #
Naming Convention:
T4A/NR Applicable? - If yes, indicate line & amt

BOARD MEMBER EXPENSE CLAIM FORM

SECTION 1: PAYEE INFORMATION

Name:	Sayeh Zielke			**Expense Period Month:**	May-25
Address:	[redacted]		**City:**	[redacted]	
Province:	Alberta	**Postal Code:**	[redacted]	**Country:**	Canada
Reason for Expense	Revised May 2025 Travel Expense Claim for Sayeh Zielke as ALA Interim CEO and ALA Board Chair				

SECTION 2: FINANCE CODING & TOTAL CLAIM

Description	Corp/BU/Org	Location (If applicable)	Functional Centre/Primary	Expense/ Secondary Acct	Total (Note: This column will auto fill)
[redacted]					$135.00
					$1,483.97
					$0.00
				TOTAL AMOUNT PAYABLE BY ACCOUNTS PAYABLE	$1,618.97

SECTION 3: AUTHORIZATION

I attest that I have read and understand the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and confirm expenses being claimed are in compliance with such policy to the best of my understanding and belief.

I attest the expenses enclosed in this claim are for valid business purposes for the applicable PHC/PHA Board and that this claim has not been previously claimed by me or on my behalf from Health Shared Services OR any other Organization

I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided below.

Claimant (Print Name)	Signature: I, by signing this form, attest that I am compliant to all the above statements	Date	Phone#
Sayeh Zielke	[redacted] Approval kept on file	30-Nov-2025	[redacted]

I attest that I have read and understand the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, and confirm expenses being claimed are in compliance with such policy to the best of my understanding and belief.

I attest the expenses enclosed in this claim are for valid business purposes for applicable PHC/PHA Board and that this claim has not been previously claimed by the claimant or on their behalf from Health Shared Services OR any other Organization.

I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided below.

Approved by (Print Name)	Position Title/Program Group	
Brian Pollard	Chief Executive Officer, Assisted Living Alberta	
Signature: [redacted] Approval kept on file		**Date** 2026-08-13
Approved by (Print Name)	**Position Title/Program Group**	
Sonya Johnston	ADM/SFO	
Signature: I, by signing this form, attest that I am compliant with all the above statements Sonya.Johnston [redacted] Approval kept on file		**Date**

Health and Personal information on this form is collected by HSS under the authority of section 20(b) of the Health Information Act (HIA) and sections 33(c) and 34(2) of the Freedom of Information and Protection of Privacy (FOIP) Act, respectively, for the purpose of administering HSS Procure to Pay program.

For payment please submit to: [redacted]

Carry forward from Section 1			
Name:	Sayeh Zielke	Expense Period Month:	May-25

Completion of the "cost effective method used" Column is required. If you select "No" in this column, Further Explanation is Required in the "Rationale is Required" section below

Rationale is Required for expenses that are not Cost Effective: (supporting analysis and documentation must be attached to this form)

Travel Expenses while both Interim CEO and the sole member of the Board (for May 2025)

SECTION 4A: BOARD MEMBER - TRAVEL EXPENSE CLAIM

The Board Members follow the Government of Alberta (GOA) Travel, Meal and Hospitality

Note: For meal allowances outside Canada, the GOA policy redirects to the National Joint Council (NJC) travel directive for rates

(Appendix C for USA, Appendix D for International).

Date	Description: (include purpose of trip, mode of travel, starting point, details of expenditure)	Cost Effective method used?	Meal (Allowance OR Receipt)(A)				Accom-modation (B)	Transportation (Flight, Car Rental, Fuel, Parking, Taxi) (C)	Other (Itemize) (D)	Mileage km (E)
			Allowance Within Canada		With Receipt or Allowance Outside Canada					
			Meal Type	Allow-ance	Meal Type	Amount				
2-May-2025	ACCA Event Departed at 6:30am from [redacted] Lethbridge to 120 Skyview Rand Dr Calgary 9:30am	Yes	BD-$40.00	$40.00						229
2-May-2025	Calgary return to Lethbridge 8:30pm-11pm	Yes								229
13-May-2025	CHAA Reception in Edmonton Air Canada Flight from Calgary 9:20am to 10:13am (Most economical option based on availability and changes)	Yes	L-$17.00	$17.00			$245.87	$240.93	Dinner was provided	
14-May-2025	Meeting with Kim Simmonds CEO PCA for Panel Presentation 3:45pm-5:15pm Dinner included and breakfast included with hotel		L-$17.00	$17.00			$245.87		Breakfast provided by hotel	
15-May-2025	May 15 Board Meeting		LD-$44.00	$44.00			$245.87		Breakfast provided by hotel	
16-May-2025	Return to Lethbridge via Westjet as most economical option based on availability and changes 12pm-4:30pm		L-$17.00	$17.00				$253.53	Breakfast provided by hotel	
	1									
Total: (amount auto fills to page 1)				$135.00		$0.00	$737.61	$494.46	$0.00	458.00

BOARD MEMBER Mileage Rate	0.55	Total Mileage	$ 251.90

Booking Confirmation

[redacted] Issued 20 Apr, 2025

Manage booking | Check-in

Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

IMPORTANT : This is your official itinerary/receipt. You must bring it with you to the airport for check-in. Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes).

For a successful journey, it's essential that your travel documents are valid for entry and transit through all countries/regions on your itinerary. Remember that failure to comply with travel requirements may result in refusal to travel. For detailed information, consult our Travel Documents page and review our Travel Ready Hub.

Flights

Departure • Tue 13 May, 2025

Economy Flex

Calgary YYC	**Edmonton YI**
09:20	10:13
Calgary Int. Airport	Edmonton Int. Airport

AC [redacted] - Operated by Air Canada Express - Jazz

Aircraft type: De Havilland Dash 8-400

Duration: 53m

Cabin: Economy (G)

Passengers

Sayeh Zielke

Ticket #: [redacted]

Aeroplan #: [redacted]

Seats

YYC → YEG -

Purchase Summary

AC Wallet ••• [redacted] **CAD $240.93**

1 Adult

Air Transportation Charges	
Base fare - Departure	$185.00
Taxes, Fees and Charges	
Air Travellers Security Charge - Canada	$9.46
Goods and Services Tax - Canada -	$11.47

100092287
RT0001

Airport Improvement Fee - Canada	$35.00

Grand total **CAD $240.93**

Fairmont
HOTEL MACDONALD

10065 100 Street NW
Edmonton, AB, T5J 0N6
Tel: 780-424-5181
Fax: 780-429-6481
G.S.T. Registration # 846543619

Room [redacted]
Folio #
Cashier #
Page # : 1 of 2

Dr Sayeh Zielke
[redacted]

ALL Membership # : [redacted]
Group Name :
Company Name :

Arrival : 05-13-25
Departure : 05-16-25

Date	Description	Additional Information	Charges	Credits
05-13-25	Package Charge		219.00	
05-13-25	Room - Destination Marketing Fee		6.57	
05-13-25	Room - GST		11.28	
05-13-25	Room - AB Tourism Levy		9.02	
05-14-25	Package Charge		219.00	
05-14-25	Room - Destination Marketing Fee		6.57	
05-14-25	Room - GST		11.28	
05-14-25	Room - AB Tourism Levy		9.02	
05-15-25	Package Charge		219.00	
05-15-25	Room - Destination Marketing Fee		6.57	
05-15-25	Room - GST		11.28	
05-15-25	Room - AB Tourism Levy		9.02	
05-16-25	[redacted]			

GST Summary

Room	33.84
F&B	0.00
Other	0.00
Total	33.84

Total Charges 737.61
Total Credits

Balance

For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414

Pour information et réservations visitez notre web au www.fairmont.com ou téléphoner au Hôtels Fairmont de: États-Unis ou Canada 1 800 441 1414

Thank you for choosing to stay at Fairmont Hotel Macdonald

WESTJET

eTicket Receipt

Prepared For
ZIELKE/SAYEH MRS

RESERVATION CODE	[redacted]
ISSUE DATE	19 Apr 25
TICKET NUMBER	[redacted]
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	[redacted]

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
16 May 25	WESTJET WS[redacted]	EDMONTON INTL AB, CANADA	CALGARY INTL AB, CANADA	Fare Econo Cabin ECONOMY Seat Number [redacted] Included Bags 0 PIECES Booking Status OK TO FLY Fare Basis KAUD0HEW Not Valid Before 16 MAY 25 Not Valid After 16 MAY 25
	Operated by: WESTJET ENCORE	Time 12:00pm	Time 1:00pm	
16 May 25	WESTJET WS[redacted]	CALGARY INTL AB, CANADA	LETHBRIDGE AB, CANADA	Fare Econo Cabin ECONOMY Seat Number [redacted] Included Bags 0 PIECES Booking Status OK TO FLY Fare Basis KAUD0HEW Not Valid Before 16 MAY 25 Not Valid After 16 MAY 25
	Operated by: WESTJET ENCORE	Time 3:40pm	Time 4:30pm	

Allowances

Baggage Allowance

YEG to YQL - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. 55.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters**

2. 75.00 CAD up to 50 pounds/23 kilograms and up to 45 linear inches/115 linear centimeters****bag fees apply at each check in location

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARDFORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

YEG to YYC , YYC to YQL - 1 Piece (WS - WESTJET) carry on hand baggage

Carry On Charges

YEG to YYC , YYC to YQL - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment	TRAVEL BANK : XXXXXXXXXX[redacted]
Fare Calculation Line	YEA WS X/YYC WS YQL141.00CAD141.00END
Fare	CAD 141.00
Taxes/Fees/Carrier-Imposed Charges	CAD 16.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 8.32 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 9.46 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 35.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.75 XG9 (GOODS AND SERVICES TAX (GST))
Total	CAD 211.53

Other Charges

SEAT ASSIGNMENT [redacted] (YEG-YYC / QTY 1)	CAD 15.00
Taxes	CAD 0.75
Form of Payment	TRAVEL BANK : XXXXXXXXXX[redacted]
SEAT ASSIGNMENT [redacted] (YYC-YQL / QTY 1)	CAD 25.00
Taxes	CAD 1.25
Form of Payment	[redacted]
	TRAVEL BANK : XXXXXXXXXX[redacted]
Total	CAD 42.00
Total Fare and Other Charges	CAD 253.53

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

**Checked baggage dimensions can be within 158 total centimeters (62 total inches) and not weighing more than 23 kilograms (50 pounds). Baggage exceeding the size or weight allowance is subject to applicable oversized weight and size restrictions and fees.

Baggage fees are charged in Canadian (CAD) dollars; for flight departures ourtside Canada, baggage fees will be converted and charged in the local currency of the departure country. GST is charged on all itineraries that originate in Canada. Please see https://www.westjet.com/en-ca/flights/fees for more information.

Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that the provisions of an international treaty (the Warsaw Convention, the 1999 Montreal Convention, or other treaty), as well as a carrier's own contract of carriage or tariff provisions, may be applicable to their entire journey, including any portion entirely within the countries of departure and destination. The applicable treaty governs and may limit the liability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.

Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any