Assisted Living Alberta

www.assistedlivingalberta.ca

Assisted Living Alberta Board and Executive Expense Report

Name: Dr Shallen Letwin
Title: Chief Operating Officer, Clinical Delivery & Operations
Location: Edmonton
Expenses posted during the month of June 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)
Jun-26	P-Card	Meetings					-	630		
	Expense Claim	Meetings					-			
	Direct Bill	Meetings					-			
		Total by category	$ -	$ -	$ -	$ -	$ -	$ 630	$ -	$ -

Total posted for the Month $ 630

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

ALA Executive Expenses Report P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total
LETWIN, SHALLEN	Chief Operating Officer, Clinical Delivery & Operations	Edmonton	$ 630.00

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
4/24/2026	Conference registration fee for the event Invest in Alberta's Continuing Care Think Tank 2026 hosted by the Alberta Continuing Care Association in Edmonton, AB on April 29, 2026.	AB - Local	Conference Fees	$ 630.00				1			

Approver(s) for the claim	Approval Status	Approval Date
SCHNEIDER, TOBIAS	Approve	23-Jun-26

eventbrite

Order [redacted]

Invest In Alberta's Continuing Care Think Tank 2026



Regular Member $630.00

Fairmont Hotel Macdonald, 10065 100 Street Northwest, Edmonton, AB T5J 0N6, Canada

Wednesday, 29 April 2026 from 11:00 AM to 7:00 PM (MDT)

[redacted]

Eventbrite Completed

GST $30.00

Order Information

Name

Orde[redacted] Ordered by Shallen Letwin on 24 April 2026 8:29 AM

Shallen Letwin

Event Information:

Thank you for registering for the Invest in Alberta's Continuing Care Think Tank. Your spot has been confirmed and you will check in at the registration desk upon arrival. We look forward to welcoming you!
Alberta Continuing Care Association

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