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 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					-			
	Expense Claim	Meetings					-			
Jul-26	Direct Bill	Meetings	604				604			
		Total by category	$ 604	$ -	$ -	$ -	$ 604	$ -	$ -	$ -

Total posted for the Month $ 604

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

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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 :	Dr. Shallen Letwin	**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**	Travel from Edmonton to Grande Prairie for site tours and staff meetings in the North Zone (Grande Prairie, Peace River, Grimshaw and Fairview) on June 09 - 12, 2026. Flight options are limited, one non-stop option from Edmonton to Grande Prairie. Amount paid includes taxes. Vendor: WestJet	**Vision Travel DT Ontario-West Inc**	$603.89
	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					$ 603.89

Generated July 21, 2026 - 2:21p.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
DR SHALLEN LETWIN	

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	Tue Jun 09, 2026 Edmonton(YEG) - Grande Prairie, AB(YQU)	Westje[redacted]	6:20 p.m.- 7:30 p.m.	Check in
[redacted]				
Flight	Fri Jun 12, 2026 Grande Prairie, AB(YQU) - Edmonton(YEG)	Westje[redacted]	7:10 a.m.- 8:20 a.m.	Check in
Other			Tue Jul 21, 2026	

Quick links

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



[redacted]	Edmonton Edmonton (YEG)		Grande Prairie Grande Prairie, AB (YQU)
Departure	Tue Jun 09, 2026 6:20 p.m.	Arrival	Tue Jun 09, 2026 7:30 p.m.
Departure terminal		Arrival terminal	
Class	Economy/Coach Discounted(L)	Seat	
Status	Confirmed	Airline check-in ID	[redacted]
Special requests		Frequent traveler	[redacted]
Equipment		Duration/ Meal service	01:10/No meal service
eTicket	[redacted]		

[redacted]

	Grande Prairie Grande Prairie, AB (YQU)		Edmonton Edmonton (YEG)
Departure	Fri Jun 12, 2026 7:10 a.m.	**Arrival**	Fri Jun 12, 2026 8:20 a.m.
Departure terminal		**Arrival terminal**	
Class	Economy/Coach Discounted(L)	**Seat**	
Status	Confirmed	**Airline check-in ID**	[redacted]
Special requests		**Frequent traveler**	[redacted]
Equipment		**Duration/ Meal service**	01:10/No meal service
eTicket	[redacted]		

	Other
Date	Tue Jul 21, 2026
Details	ITIN RESEND

Invoice/Ticket information for DR SHALLEN LETWIN

Ticket:	Westjet [redacted]	**Invoice**:	[redacted]		
Base:	CAD454.72				
Other tax:	CAD149.17				
GST/HST tax:	CAD0.00				
QST tax:	CAD0.00				
				Amount:	CAD603.89
		Issue date:	29-May-2026		
				Total invoiced amount:	CAD603.89
				Balance due:	CAD0.00