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 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)
Aug-26	P-Card	Meetings		169	671	79	919		148	
Aug-26	Expense Claim	Meetings		24		306	329			
	Direct Bill	Meetings					-			
		Total by category	$ -	$ 192	$ 671	$ 385	$ 1,248	$ -	$ 148	$ -

Total posted for the Month $ 1,397

Maximum daily single meal expense posted in the month	$	24
Maximum daily base hotel rate posted in the month	$	149
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	$ 1,067.14

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
5/22/2026	To attend opening of facility AgeCare Dawson in Chestermere, AB on May 22, 2026.	AB - Other Zones	Accommodations	$ 160.05				1			
5/23/2026	Parking at Southport Tower in Calgary to attend staff meeting on May 22, 2026.	AB - Other Zones	Parking - Lot or Parkade	$ 15.00				1			
6/4/2026	Working session on June 4, 2026 held at Seventh Street Plaza for Clinical Delivery and Operations Leadership Team Meeting	AB - Local	Working Session - Meals	$ 148.11				1	8	Shallen Letwin, Crystal Browne, Devin Dean, Lesley Myles, Leanne Rudrum, Jody Barrett M., Lori Sparrow, Noemi Freitas Naboulsi	
6/9/2026	To attend site tours and staff meetings in the North Zone on June 09-12. Tours at facilities in Grande Prairie, Peace River, Grimshaw and Fairview.	AB - North Zone	Accommodations	$ 511.05				3			
6/9/2026	Site tour days in the North Zone from June 9-12.	AB - North Zone	Meals PCard - Dinner In Canada	$ 24.00				1	1	Dr. Shallen Letwin	
6/10/2026	Site tour days in the North Zone on June 9-12.	AB - North Zone	Meals PCard - Dinner In Canada	$ 48.00				1	2	Dr. Shallen Letwin and Crystal Browne	
6/10/2026	Site tour days in the North Zone on June 9-12.	AB - North Zone	Meals PCard - Lunch In Canada	$ 26.00				1	2	Dr. Shallen Letwin and Crystal Browne	
6/10/2026	Grande Prairie for North Zone tours and staff meetings	AB - North Zone	Taxi	$ 17.25	Grande Prairie Airport, 10610 Airport Drive, Grande Prairie	Hampton Inn & Suites, 10405 117 Street, Grande Prairie, AB		1			

ALA Executive Expenses Report P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total
LETWIN, SHALLEN	Chief Operating Officer, Clinical Delivery & Operations	Edmonton	$ 1,067.14

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
6/11/2026	Site tour days in the North Zone on June 9-12.	AB - North Zone	Meals PCard - Lunch In Canada	$ 26.00				1	2	Dr. Shallen Letwin and Crystal Browne	
6/11/2026	Site tour days in the North Zone on June 9-12.	AB - North Zone	Meals PCard - Dinner In Canada	$ 44.68				1	2	Dr. Shallen Letwin and Crystal Browne	
6/12/2026	North Zone for tours and staff meetings	AB - Local	Taxi	$ 47.00	Edmonton International Airport, 1000 Airport Road, Edmonton, AB	Home, Edmonton		1			

Approver(s) for the claim	Approval Status	Approval Date
POLLARD, BRIAN	Approve	12-Aug-26

07-06-26

Shallen Letwin
[redacted]

Folio No. [redacted]
A/R Number :
Group Code :
Company : **Alberta Health Services**
Membership No. :
Invoice No. :

Cashier No. [redacted]

Room No. : [redacted]
Arrival : **05-21-26**
Departure : **05-22-26**
Conf. No. : [redacted]
Rate Code :
Page No. : **1 of 1**

Date	Description	Charges	Credits
05-21-26	*Guest Room	139.99	
05-21-26	CTR 3%	4.20	
05-21-26	Provincial Tourism Levy and Hc	8.65	
05-21-26	GST 5%	7.21	
05-22-26	MasterCard XXXXXXXXXXXX[redacted]		160.05
	Total	**160.05**	**160.05**
	Balance	**0.00**	

Guest Signature: _____

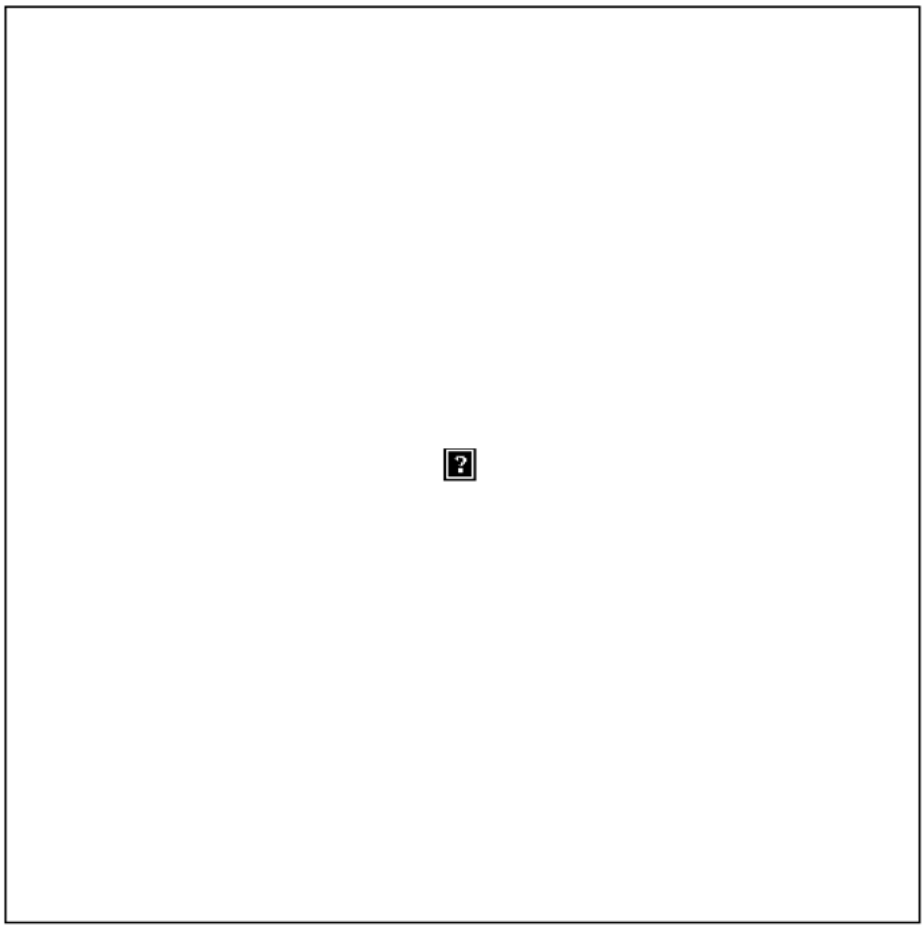
I have received the goods and / or services in the amount shown heron. I agree that my liablity for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Holiday Inn Express & Suites Airport Calgary ~ 45 Hopewell Way NE Calgary, Alberta T3J 4V7
Telephone: (403) 769-1388 Fax: (403) 769-1393 Toll Free: 1-877-768-1888
www.hiexpress.com/airportcalgary ~ infohieac@shawcable.com
GST# 895066066 RT 0003 Independently Owned and Operated by 1177811 Alberta LTD.

[redacted]

Subject: Your AHS Parking Receipt

Caution - This email came from an external address and may contain unsafe content. Ensure you trust this sender before opening attachments or clicking any links in this message



Transaction Number: [redacted]
Zone Number: [redacted]
Zone Name: CAL-SPT Public
License Plate: [redacted]
Start: Fri, May 22 2026, 11:40 AM
End: Sat, May 23 2026, 11:40 AM
Payment Info: Card ending in [redacted]
Parking Fee: $15.00
Total Fee: $15.00

Price includes GST where applicable

If you have any questions regarding this or any other parking transaction, please contact a customer service representative at support@passportinc.com

This message and any attached documents are only for the use of the intended recipient(s), are confidential and may contain privileged information. Any unauthorized review, use, retransmission, or other disclosure is strictly prohibited. If you have received this message in error, please notify the sender immediately, and then delete the original message. Thank you.

[redacted]

Chopped Leaf

Dear Shallen Letwin

Thank you for your order!

[redacted]

Track order

Order number	[redacted]
Order type	Delivery order
Deliver to	10030 107 St NW, Edmonton, AB T5J 3E4, Canada - Alberta Health Services Building - T5J 3E4
Payment	Card Online

1x	**Mediterranean Wrap**	**19.18**
	1x shrimp mediterranean wrap	
2x	**Santa Fe Bowl**	**40.76**
	1x chicken santa fe bowl	
1x	**Chicken Club Sandwich**	**16.79**
	1x with ranch	
1x	**Sunshine Wrap**	**17.98**
	1x chicken sunshine wrap	
1x	**BBQ Chicken Quesadilla**	**14.39**
	1x with ranch	
	1x with salsa	
1x	**Caesar Wrap**	**19.77**
	1x chicken caesar wrap	
1x	**Chickie Quesadilla**	**7.19**
	1x grilled chicken	
	1x with ranch	

Subtotal	**CAD 136.06**
Delivery fee	**CAD 4.99**
Taxes	CAD 7.06
Total	**CAD 148.11**

Hampton Inn and Suites by Hilton - Grande Prairie, Alberta, Canada
10405 117 St, Grande Prairie T8V 6M8
AB CA
7805380722
YQUGP_Hampton_Suites@Hilton.com

Date Range: 2026-06-09 - 2026-06-12
Tax#/ID# : 894648450RT0001

Guest Folio

Confirmation Number [redacted]

Primary Guest

Guest Name LETWIN, SHALLEN
Address [redacted]
City, State, Zip Code
Country

Stay Details

Check In Date	Jun 09, 2026
Check Out Date	Jun 12, 2026
Room	NKXR[redacted]
Source	OTHER
Guests	1/0

Company Details

Name	
Tax#/ID#	
PO Number	
Account Name	GOVERNMENT OF CANADA
Account Number	[redacted]

Other Details

Tax Invoice	
Tax/Fee Exemption	NO
Tax/Fee Exempt Date	

Travel Agent

IATA	[redacted]
Name	VISION TRAVEL DT ONTARIO-WESTINC.

Date	Type	Description	Amount
Jun 09, 2026	Charge	GUEST ROOM	149.00 $
Jun 09, 2026	Tax	DMF RM - AB Tourism Levy 6PCT	0.27 $
Jun 09, 2026	Tax	DMF RM - GST 5PCT	0.22 $
Jun 09, 2026	Tax	RM - DMF 3PCT	4.47 $
Jun 09, 2026	Tax	RM - GST 5PCT	7.45 $
Jun 09, 2026	Tax	RM - AB Tourism Levy 6PCT	8.94 $
Jun 10, 2026	Charge	GUEST ROOM	149.00 $
Jun 10, 2026	Tax	DMF RM - GST 5PCT	0.22 $
Jun 10, 2026	Tax	DMF RM - AB Tourism Levy 6PCT	0.27 $
Jun 10, 2026	Tax	RM - DMF 3PCT	4.47 $
Jun 10, 2026	Tax	RM - GST 5PCT	7.45 $
Jun 10, 2026	Tax	RM - AB Tourism Levy 6PCT	8.94 $
Jun 11, 2026	Charge	GUEST ROOM	149.00 $
Jun 11, 2026	Tax	DMF RM - GST 5PCT	0.22 $
Jun 11, 2026	Tax	DMF RM - AB Tourism Levy 6PCT	0.27 $
Jun 11, 2026	Tax	RM - DMF 3PCT	4.47 $
Jun 11, 2026	Tax	RM - GST 5PCT	7.45 $
Jun 11, 2026	Tax	RM - AB Tourism Levy 6PCT	8.94 $
Jun 12, 2026	Payments	MASTER-8726	(511.05 $)

Summary

Type	Amount
CREDITCARD	(511.05 $)
GUEST ROOM	447.00 $
DMF RM - GST 5PCT	0.66 $
DMF RM - AB Tourism Levy 6PCT	0.81 $
RM - DMF 3PCT	13.41 $

Check In Time 07:39 PM
Check Out Time 11:33 AM

Reservations hampton.com or +1-800-HAMPTON

Dinner

FIREHOUSE SUBS
#107 - 11510 Westgate Dr
Grande Prairie, AB T8V0N7
GST #709733901

[redacted]

Host: Cash[redacted] 06/09/2026
[redacted] 8:14 PM
[redacted]

Order Type: Take Out

Large Steak&Cheese Melt	19.49
White Bread	
Pickle Spear	
COMBO	4.50
Medium Fountain Drink	
Chips	
Subtotal	[illegible]
GST Tax	1.20
Total Tax	1.20

Take Out Total 25.19

Mastercard #XXXXXXXXXXX[redacted] 25.19
Auth[redacted]

Fill out our survey below!
Receive a free medium drink
with any sub or salad purchase
on your next visit.
https://go.momos.com/Wr5prY
*One offer per guest
upon survey completion.
Fountain beverage availability
at discretion of restaurant.

[redacted]

--- Check Closed ---

DINNER + lunch

JEFFREY'S CAFE CO-WEST
10645 WEST SIDE DR T8V8E6
GRAND PRAIRIE AB [redacted]

SALE

Clerk #[redacted]
Batch #[redacted] RRN: [redacted]
06/10/26 20:20:24
Invoice #[redacted] REF#: [redacted]
APPR CODE: [redacted]
MASTERCARD Chip
[redacted]
Mastercard
AID: [redacted]

AMOUNT $87.15
TIP $13.07

TOTAL $100.22

001 APPROVED

Retain this copy for your records

CUSTOMER COPY

lunch and Dinner
Shallen and Crystal

JEFFREY'S CAFE CO

a local story

[redacted] 06/10/2026 08:19 PM [redacted]

#	Item	Price
1	Spinach & Artichoke Dip	20.00
1	Hearty Quinoa Salad	25.00
	2 Moroccan Chicken Skewers	*10.00*
1	Daily Market Burgers	
	- Bacon Cheddar Burger	22.00
Subtotal		**83.00**
GST		4.15
Total		**$ 87.15**

	Net	GST	Gross
5.00%:	83.00	4.15	87.15
GST total:	83.00	4.15	87.15

Have a great day!

RETURN POLICY
Eligible merchandise, may be returned for exchange or in-store credit with the original receipts as long as the item is unused or unopened within 14 days.
Final sale, socks, Jellycat, chocolate, earrings, personal care products, underwear
All promotional sales items are final sale.
No returns or exchanges
GST #865483705

Jeffrey's Cafe Co. Mill District
10645 West Side Drive
T8V 8E6 Grande Prairie
(780) 539-3131 ext.3
865483705
https://www.jeffreyscafe.ca/

PRAIRIE CABS G.P.

YELLOW CAB GP

DATE: _____

PO#: _____

NAME: _____

COMPANY NAME: _____

Yello cab

FROM: _____

TO: GP

DRIVER: _____

CAB NO.: 1

CUSTOMER SIGNATURE: _____

Thank You for choosing Us!
Please Call Us Back

Cab GP Airport to Hotel

sammy

9656 Hillcrest DR
201
GRANDE PRAIRIE, AB
T8V1B1

June 9, 2026
6:36 PM

FOR HERE

Receipt: [redacted]
Authorization: [redacted]

Mastercard
[redacted]

PIN Verified

Custom amount	$15.00
Subtotal	$15.00
Tip	$2.25
Total	**$17.25**
Mastercard [redacted] (Chip)	$17.25

Shallen Letwin

APPROVED

LUNCH : SHALLEN LETWIN
CRYSTAL BROWNE

DUNVEGAN INN AND
SUITES (RESTAUR
9812 113 STREET
FAIRVIEW, AB T0H1L0
(780) 835-5100

SALE

Clerk #: [redacted]
REF#: [redacted]
Batch #: [redacted] SEQ: [redacted]
06/11/26 13:11:00
APPR CODE: [redacted]
MASTERCARD
********[redacted] **/**

AMOUNT	**CAD $47.78**
TIP	**CAD $4.78**
TOTAL	**CAD $52.56**

00 - APPROVED - 001

Mastercard
[redacted]

Thank You
Please Come Again

CUSTOMER COPY

Lunch
Shallen and
Crystal.

Dunvegan Inn and Suites

Room: ZCAFE Z Cafe
Server: [redacted]
Area: Cafe
Table#: [redacted] Covers: [redacted]
Chit #: [redacted]
Date: Jun 11/26 Time: 12:23pm

Mr Reuben	18.00
Beef Dip	18.00
- Side Gravy	1.50
Fountain Pop	4.00
Fountain Pop	4.00
Sub-Total:	45.50
GST	2.28
Chit Total:	$47.78

Gratuity: _____
Total: _____

Our GST/HST # is R134884204

Room Number

Guest's Signature

Browns Socialhouse
108 11509 Westgate Drive
Grande Prairie AB T8V3B1
780-357-0882

** TRANSACTION RECORD **
Tran. #: [redacted]
Lookup #: [redacted]
RVC: BAR Table # [redacted]
Check #: [redacted]
Group #:
Employee
Employee [redacted]

MasterCard Purchase
xxxxxxxxxxxx[redacted] C
AID: [redacted]
App Name: Mastercard

Amount $38.85
Tip $5.83
==========
TOTAL CAD$44.68

[redacted]

06/11/2026 4:51:39 PM

TVR: [redacted]
TSI:

VERIFIED BY PIN

Merchant Copy

THANK YOU
Come Again

Dinner – Shalen and Crystal

BROWNS SOCIALHOUSE
restaurant . bar . socialize

****
CHECK # [redacted] DATE 6/11/26
NAME [redacted] TIME 4:50PM
********* DUPLICATE CHECK *********

-- BAR : [redacted] --

SEAT#	ITEMS ORDERED	AMOUNT
1	YAM & AVO ROLL *SH*	11.00
	HCDC FRIES SH	6.00
	STEAKHOUSE SLIDERS SH	20.00
	SUBTOTAL	37.00
	GST	1.85
		38.85
	TOTA	38.85

****

SUBTOTAL 37.00
GST 1.85

TOTAL DUE 38.85

OF GUESTS 1

A GREAT GIFT IDEA!
GIFT CARDS IN ANY DENOMINATION!
Ask you Server for details

Browns Socialhouse Westgate
Unit 108-11509 Westgate Dr
Grande Prairie, AB T8V 3B1
(780)357-0882
www.brownssocialhouse.com

GST# 84012-3046

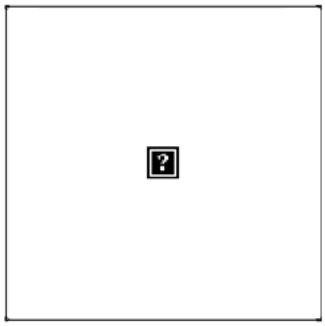
We would love to hear your feedback!
Scan the code below
to share your thoughts.

[redacted]

Jun 12, 2026 , 8:26 a.m.

Thanks for riding, Shallen

We hope you enjoyed your ride this morning.



Total$47.00

Trip fare	$32.35
Airport drop-off fee / Airport pick-up fee	$4.00
Est. insurance and payments costs	$8.41
GST	$2.24

Payments

Mastercard [redacted] (ALA Credit Card) 6/12/26 7:26 p.m.	$47.00

Want to switch your payment method? Switch

ALA Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total
LETWIN, SHALLEN	Chief Operating Officer, Clinical Delivery & Operations	Edmonton	$ 329.44

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
6/8/2026	Return trip for leadership site tour at Stelmach Community Health Centre facilty on June 8, 2026.		Mileage-Local-Home Zone	$ 13.13	Seventh Street Plaza, Edmonton	Stelmach Community Health Centre, 7319 29 Avenue, Edmonton		1			26
6/15/2026	Return trip to attend Facility Supportive Living leadership meeting at Edmonton Community Health Hub North on June 15, 2026.		Mileage-Local-Home Zone	$ 8.79	Seventh Street Plaza, Edmonton	Edmonton Community Health Hub North, 13211 Fort Road, Edmonton		1			17.4
6/18/2026	Travel for site tour at Wainwright Health Centre (Central Zone) on June 18, 2026.		Mileage-Other	$ 104.03	Seventh Street Plaza, Edmonton	Wainwright Health Centre		1			206
6/18/2026	Site tour at Wainwright Home and Continuing Care (Provincial Building - Central Zone) on June 18, 2026.		Mileage-Other	$ 0.96	Wainwright Health Centre	Wainwright Provincial Building		1			1.9
6/18/2026	Site tour at Continuing Care Type A facility in Lloydminster, AB (Central Zone) on June 18.		Mileage-Other	$ 51.51	Wainwright Provincial Building	Dr. Cooke Extended Care Centre, Lloydminster		1			102
6/18/2026	Site tour at Lloydminster Continuing Care Centre (Central Zone) on June 18, 2026.		Mileage-Other	$ 1.77	Dr. Cooke Extended Care Centre, Lloydminster	Lloydminster Continuing Care Centre		1			3.5
6/18/2026	Site tours in Wainwright and Lloydminster (Central Zone) on June 18, 2026.	AB - Other Zones	Meals Per Diem	$ 23.50				1			
6/18/2026	Site tours in Lloydminster (Central Zone) on June 18, 2026.		Mileage-Other	$ 125.75	Lloydminster Continuing Care Centre	Seventh Street Plaza, Edmonton		1			249

Approver(s) for the claim	Approval Status	Approval Date
POLLARD, BRIAN	Approve	12-Aug-26