Assisted Living Alberta Board and Executive Expense Report

Name: Judy Prince
Title: Executive Director of Human Resources
Location: Edmonton
Expenses posted during the month of May 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					-			
May-26	Expense Claim	Meetings		37	169	328	534			
	Direct Bill	Meetings					-			
		Total by category	$ -	$ 37	$ 169	$ 328	$ 534	$ -	$ -	$ -

Total posted for the Month $ 534

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 Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total
PRINCE, JUDY DIANE	Executive Director of Human Resources	Edmonton	$ 533.97

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
3/19/2026	Traveling from Calgary to Edmonton to assist with the interviews for the Executive Administrative Coordinator/Assistant to the CEO position		Mileage-Other	$ 154.03	Calgary - Home	Edmonton - Holiday Inn Express Hotel		1			305
3/19/2026	Traveling from Calgary to Edmonton to assist with the interviews for the Executive Administrative Coordinator/Assistant to the CEO position	AB - Other Zones	Meals Per Diem	$ 37.00				2			
3/20/2026	Traveling from Calgary to Edmonton to assist with the interviews for the Executive Administrative Coordinator/Assistant to the CEO position Mar 20, 2026	AB - Other Zones	Accommodations	$ 168.91				1			
3/20/2026	Traveling from Calgary to Edmonton to assist with the interviews for the Executive Administrative Coordinator/Assistant to the CEO position	AB - Other Zones	Parking - Lot or Parkade	$ 20.00				1			
3/20/2026	Traveling from Calgary to Edmonton to assist with the interviews for the Executive Administrative Coordinator/Assistant to the CEO position		Mileage-Other	$ 154.03	Edmonton - Hoilday Inn Express Hotel	Calgary - Home		1			305

Approver(s) for the claim	Approval Status	Approval Date
SCHNEIDER, TOBIAS	Approve	1-May-26

03-20-26

Judy Prince	Folio No.	:		Room No.	: [redacted]
Canada	A/R Number	:		Arrival	: **03-19-26**
	Group Code	:		Departure	: **03-20-26**
	Company	:	**Government Canada**	Conf. No.	: [redacted]
	Membership No.	:		Rate Code	:
	Invoice No.	:		Page No.	: **1 of 1**

Date	Description	Charges	Credits
03-19-26	Parking	19.05	
03-19-26	GST #87857 8491 RT0002	0.95	
03-19-26	*Accomodation	149.00	
03-19-26	Marketing Fee	5.96	
03-19-26	GST #87857 8491 RT0002	7.75	
03-19-26	AB Tourism Levy	6.20	
03-20-26	Visa XXXXXXXXX[redacted]		188.91
	Total	**188.91**	**188.91**
	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 Downtown
Edmonton 10010 - 104 Street
Canada T5J 0Z1 Edmonton, AB
Telephone: (780) 423-2450 Fax: (780) 426-6090