



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 April 2026

| Approved MMM-YY | Source Document | Purpose | Airfare | Meals | Accommodation | Other Travel | Total Travel | Professional Development (2) | Working Sessions Hosting and Hospitality (3) | Other (4) |
|--------------------------|--------------------|----------|---------|-------|---------------|-----------------|-----------------|------------------------------------|--|--------------|
| Travel (1) | | | | | | | | | | |
| | P-Card | Meetings | | | | | - | | | |
| | Expense Claim | Meetings | | | | | - | | | |
| Apr-26 | Direct Bill | Meetings | | | | 396 | 396 | | | |
| Total by category | | | \$ - | \$ - | \$ - | \$ 396 | \$ 396 | \$ - | \$ - | \$ - |

Total posted for the Month \$ 396

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 AHS' 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



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**

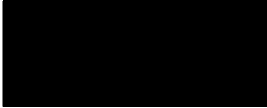
| | |
|----------------------------------|---|
| Name : Dr. Shallen Letwin | Reporting Period for the Month of : Apr-26 |
|----------------------------------|---|

| Invoice Date DD-MMM-YYYY | Payment Method | Category | Business Reason | Name of Vendor | Amount Paid |
|--------------------------------|----------------|----------------------------|--|------------------------------|-------------|
| 19-Mar-2026 | Direct Billing | Car Rental | Car rental for travel to Calgary to attend the Alberta Continuing Care Association Conference, a site tour and staff meeting. - March 16 - 19, 2026. | Enterprise Rent a Car Canada | \$315.37 |
| 31-Mar-2026 | Direct Billing | Car Rental | Car rental for travel to Westlock to attend a leadership and staff meeting at Westlock Healthcare Centre on March 13, 2026. | Enterprise Rent a Car Canada | \$80.75 |
| | 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 | | | | | \$396.12 |



Federal GST# : 889365821

Consol. Bill. Sum. Number
Rental Agreement #
Bill Ref #
Invoice Date



19-Mar-2026

Bill To Information

ALBERTA HEALTH SERVICES
PO BOX 1600 STN MAIN
EDMONTON, AB - T5J 2N9
CANADA

Vehicle Information

Yr/Make/Model Unit # License No Beg/End/Distance
2025/TOYOTA/Camry [REDACTED] [REDACTED] 37167/37823/656

Rental Information

Reservation Number : [REDACTED]
Driver : LETWIN, SHALLEN
Pickup Date/Time : 03/16/2026 14:39
Return Date/Time : 03/19/2026 07:30
Miles/kms : 656
Car Class : ICAR Requested Class : ICAR

Rental Branch

EDMONTON INTL ARPT
1, 1000 AIRPORT ROAD
LEDUC, AB - T9E 8B7

Return Branch

EDMONTON INTL ARPT
1, 1000 AIRPORT ROAD
LEDUC, AB - T9E 8B7

Charge Detail

| Description | Qty | Period | Rate | Amount |
|----------------------------|-----|---------|-----------|---------------|
| TIME & DISTANCE | 3 | DAY | 50.00 | 150.00 |
| DAMAGE WAIVER | 3 | DAY | 33.99 | 101.97 |
| | | | Sub Total | 251.97 |
| FACILITY CHARGE | 3 | DAY | 6.00 | 18.00 |
| CONCESSION RECOVERY FEE | | PERCENT | 16.96 | 43.12 |
| VLF REC | 3 | DAY | 0.76 | 2.28 |
| Total Charges (CAD) | | | | 315.37 |

Additional Information



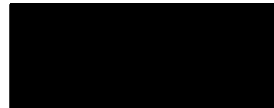
| Remit Payment in CAD to | For Billing Inquiries | Payment Terms |
|--|---|---|
| ENTERPRISE RENT A CAR CANADA COMPANY P.O. BOX 9716 STATION A TORONTO ON M5W 1R6 Email Remit To: CanadianAR@em.com | Tel#: +1 8773121084 AskARCanada@em.com | Payment Due Within 30 days of invoice date. Late payments are subject to finance charge. |

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.



Federal GST# : 889365821

Consol. Bill. Sum. Number
Rental Agreement #
Bill Ref #
Invoice Date



31-Mar-2026

Bill To Information

ALBERTA HEALTH SERVICES
PO BOX 1600 STN MAIN
EDMONTON, AB - T5J 2N9
CANADA

Rental Information

Reservation Number : [REDACTED]
Driver : LETWIN, SHALLEN
Pickup Date/Time : 03/13/2026 08:08
Return Date/Time : 03/13/2026 16:28
Miles/kms : 241
Car Class : ICAR Requested Class : ICAR

Vehicle Information

Yr/Make/Model Unit # License No Beg/End/Distance
2025/NISN/SENT [REDACTED] [REDACTED] 41324/41565/241

Rental Branch

EDMONTON DOWNTOWN EAST
10645 101 STREET
EDMONTON, AB - T5H 2S2

Return Branch

EDMONTON INTL ARPT
1000 AIRPORT RD
EDMONTON INTERNATIONAL AIRPORT, AB - T9E 0V3

Charge Detail

| Description | Qty | Period | Rate | Amount |
|------------------------------|-----|--------|-----------|--------------|
| TIME & DISTANCE | 1 | DAY | 50.00 | 50.00 |
| DW | 1 | DAY | 29.99 | 29.99 |
| | | | Sub Total | 79.99 |
| VEHICLE LICENSE FEE RECOVERY | 1 | DAY | 0.76 | 0.76 |
| Total Charges (CAD) | | | | 80.75 |

Additional Information

| Remit Payment in CAD to | For Billing Inquiries | Payment Terms |
|---|---|---|
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