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 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)**
May-26	P-Card	Meetings			410	65	475			
	Expense Claim	Meetings					-			
	Direct Bill	Meetings					-			
		Total by category	$ -	$ -	$ 410	$ 65	$ 475	$ -	$ -	$ -

Total posted for the Month $ 475

Maximum daily single meal expense posted in the month	$	-
Maximum daily base hotel rate posted in the month	$	118
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	$ 474.55

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	Fuel for rental car during trip to Calgary to attend the Alberta Continuing Care Association Conference, site tour and staff meeting on March 16-19.	AB - Other Zones	Fuel-Travel and Car Rental	$ 50.02				1			
3/19/2026	Hotel accommodations in Calgary from March 16 - 19 to attend the Alberta Continuing Care Association Conference, site tour and staff meeting.	AB - Other Zones	Accommodations	$ 409.53				3			
3/19/2026	Parking at Southport Tower in Calgary to attend staff meeting on March 18, 2026.	AB - Other Zones	Parking - Lot or Parkade	$ 15.00				1			

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

TRANSACTION RECORD
RELEVE DE
TRANSACTION

ESSO 7-ELEVEN 37833
****
45 GASOLINE ALLEY E
RED DEER COU AB T4E 1B1

ESSO EXPRESS PAY

2026-03-19 06:20:08

TRANS #: [redacted]
Station#:
GST #: R119335453

PUMP 7
EREG $ 50.02
31.680L AT $1.579/L

GST INCLUDED $ 2.38

TOTAL : CAD$ 50.02

Type: PURCHASE
MCARDFLEET
**********[redacted]
REFERENCE #:
***[redacted]
INVOICE NO: [redacted]
AUTH: [redacted]

Mastercard
[redacted]

VERIFIED BY PIN

01/027 APPROVED
THANK YOU

Loyalty: NO

What if buying gas
fuelled your points?
Only Esso and Mobil
gas earns you PC
Optimum points.
PC Optimum
Inquiries:
1-866-727-6468
Imperial Inquiries:
1-800-567-3776

Reconciliation ID:
[redacted]

-- IMPORTANT --
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COAST
calgary downtown
hotel & suites
by APA

610 4th Avenue SW
Calgary AB T2P 0K1 GST# 101035467 RT002

LETWIN, SHALLEN DR

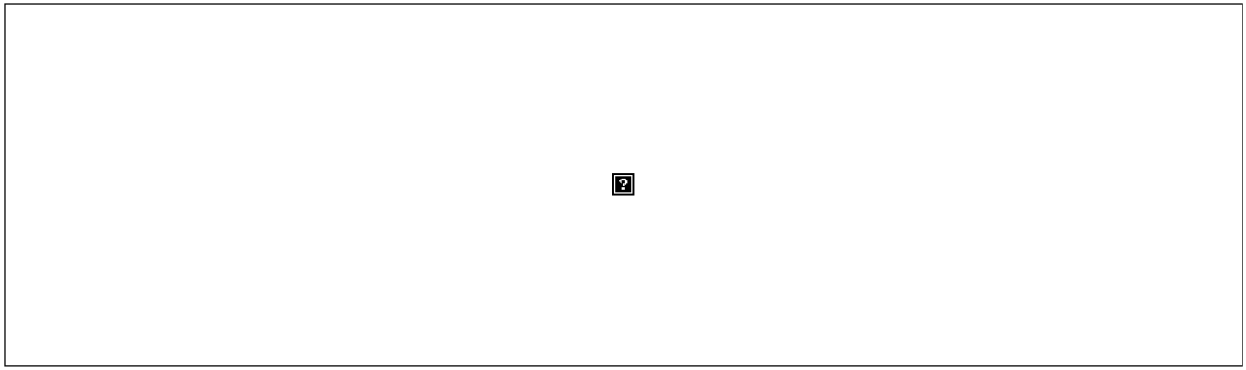
Confirmation Number: [redacted]
3rd Party Confirmation:
Rate Plan:
Arrival: 03/16/2026
Departure: 03/19/2026
Room Number: [redacted]
No. of Guests:

DATE	CODE	DESCRIPTION	AMOUNT (CAD)
03/16/2026	PT	Room Charge - PT	118.15
03/16/2026	TAXGRM	GST Room	6.26
03/16/2026	TAXROM	Alberta Tourism Levy	5.01
03/16/2026	TAXDMF	Destination Marketing Fee	7.09
03/17/2026	PT	Room Charge - PT	118.15
03/17/2026	TAXGRM	GST Room	6.26
03/17/2026	TAXROM	Alberta Tourism Levy	5.01
03/17/2026	TAXDMF	Destination Marketing Fee	7.09
03/18/2026	PT	Room Charge - PT	118.15
03/18/2026	TAXGRM	GST Room	6.26
03/18/2026	TAXROM	Alberta Tourism Levy	5.01
03/18/2026	TAXDMF	Destination Marketing Fee	7.09
03/19/2026	MASTER	Mastercard ********** [redacted]	(409.53)

	(CAD)
Sub-Total:	354.45
Total Tax(broken out below):	55.08
TAXDMF - Other Taxes:	21.27
TAXGRM - GST:	18.78
TAXROM - PST (Room):	15.03
Total Due:	0.00
Total Payments:	(409.53)

Coast Calgary Downtown Hotel & Suites by APA

GST# 101035467 RT002



Transaction Number: [redacted]
Zone Number [redacted]
Zone Name: CAL-SPT Public
License Plate: [redacted]
Start: Wed, Mar 18 2026, 08:15 AM
End: Thu, Mar 19 2026, 08:15 AM
Payment Info: Card ending i[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

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