Acute Care Alberta

www.acutecarealberta.ca

Acute Care Alberta Board and Executive Expense Report

Name: Brenda Hubley
Title: Managing Director, Interim Cancer Care Alberta
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	521		156	177	854			
		Total by category	$ 521	$ -	$ 156	$ 177	$ 854	$ -	$ -	$ -

Total posted for the Month $ 854

Maximum daily single meal expense posted in the month	$	-
Maximum daily base hotel rate posted in the month	$	139
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

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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 ACA 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:
ACA may have established accounts with certain vendors used to book travel and other expenses that are billed directly to ACA.
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. ACA 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 ACA 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 ACA 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 :	Brenda Hubley	**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**	Transportation to Calgary and back to Edmonton. Attended various program meetings and Learning CoE Design Sprint in Calgary (May 25-28, 2026)	**Vision Travel DT Ontario-West Inc**	$520.67
11-Jun-2026	**Direct Billing**	**Bus Transportation**	Transportation to Calgary for various program meetings, AB Cancer Foundation Board meeting, and executive planning session (June 16-19, 2026)	**Vision Travel DT Ontario-West Inc**	$88.35
11-Jun-2026	**Direct Billing**	**Bus Transportation**	Transportation back to Edmonton for various program meetings, AB Cancer Foundation Board meeting, and executive planning session (June 16-19, 2026)	**Vision Travel DT Ontario-West Inc**	$88.35
23-Jun-2026	**Direct Billing**	**Hotel**	Alt Hotel in Calgary. Attended various program meetings and Cancer Strategy announcement in Calgary (June 22-23, 2026)	**Alt Hotel Calgary University District**	$156.18
	Direct Billing	**Choose from Drop-down List**		**Choose from Drop-down List**	
Total Paid in the Month					$ 853.55

Generated May 12, 2026 - 6:02p.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
BRENDA HUBLEY	

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	Mon May 25, 2026 Edmonton(YEG) - Calgary(YYC)	Air Canada [redacted] OPERATED BY AIR CANADA EXPRESS - JAZZ	5:30 p.m.- 6:31 p.m.	Check in
[redacted]				
Flight	Thu May 28, 2026 Calgary(YYC) - Edmonton(YEG)	Air Canada [redacted] OPERATED BY AIR CANADA EXPRESS - JAZZ	8:30 p.m.- 9:23 p.m.	Check in

Quick links

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

[redacted]	Edmonton Edmonton (YEG)		Calgary Calgary (YYC)
Departure	Mon May 25, 2026 5:30 p.m.	Arrival	Mon May 25, 2026 6:31 p.m.
Departure terminal		Arrival terminal	
Class	Economy(K)	Seat	
Status	Confirmed	Airline check-in ID	[redacted]
Special requests		Frequent traveler	[redacted]
Equipment	DHC8 Dash 8-400	Duration/ Meal service	01:01/No meal service
eTicket	[redacted]		
Remarks	OPERATED BY AIR CANADA EXPRESS - JAZZ **CHECK IN WITH AIR CANADA EXPRESS - JAZZ**		

Baggage ▸

[redacted]

	Calgary Calgary (YYC)		Edmonton Edmonton (YEG)
Departure	Thu May 28, 2026 8:30 p.m.	Arrival	Thu May 28, 2026 9:23 p.m.
Departure terminal		Arrival terminal	
Class	Economy(G)	Seat	
Status	Confirmed	Airline check-in ID	[redacted]
Special requests		Frequent traveler	[redacted]
Equipment	DHC8 Dash 8-400	Duration/ Meal service	00:53/No meal service
eTicket	[redacted]		
Remarks	OPERATED BY AIR CANADA EXPRESS - JAZZ **CHECK IN WITH AIR CANADA EXPRESS - JAZZ**		

Baggage

Invoice/Ticket information for BRENDA HUBLEY

Ticket:	Air Canada [redacted]	Invoice:	[redacted]
Base:	CAD423.00		
Other tax:	CAD97.67		
GST/HST tax:	CAD0.00		
QST tax:	CAD0.00		
		Amount:	CAD520.67
Payment:	CA XXXXXXXXXXXX[redacted]	Issue date:	12-May-2026
		Total invoiced amount:	CAD520.67
		Balance due:	CAD0.00

Generated May 21, 2026 - 2:00p.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
BRENDA HUBLEY	

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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
Bus	Tue Jun 16, 2026 DOWNTOWN TICKET OFFICE - YYC DOWNTOWN TICKET OFFIC AT 0805P	RED ARROW	4:30 p.m.
Bus	Fri Jun 19, 2026 DOWNTOWN TICKET OFFIC YYC - DOWNTOWN TICKET OFFIC YEG AT 0810P	RED ARROW	4:30 p.m.

Quick links

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

	DOWNTOWN TICKET OFFICE		YYC DOWNTOWN TICKET OFFIC AT 0805P
Date	Tue Jun 16, 2026 4:30 p.m.	Company	RED ARROW
Rate	$88.35 TOTAL	Phone	18002321958
Confirmation	[redacted]		
Remarks	RED ARROW DEPARTS DOWNTOWN TICKET OFFICE AT 0430P .....ARRIVES: YYC DOWNTOWN TICKET OFFIC AT 0805P .....CONFIRMATION: [redacted]		

	DOWNTOWN TICKET OFFIC YYC		DOWNTOWN TICKET OFFIC YEG AT 0810P
Date	Fri Jun 19, 2026 4:30 p.m.	Company	RED ARROW
Rate	$88.35 TOTAL	Phone	18002321958
Confirmation	[redacted]		
Remarks	RED ARROW DEPARTS DOWNTOWN TICKET OFFIC YYC AT 0430P .....ARRIVES: DOWNTOWN TICKET OFFIC YEG AT 0810P .....CONFIRMATION: [redacted]		

General remarks

Agency registration
TPS/GST-723782728 RT 0001

alt HOTELS
BY LE GERMAIN

Invoice

Numbe[redacted]
Date (MMDDYY) 06-23-26
Purchase Order Function Centre:
[redacted]

Alt Hotel Calgary University District
482 McLaurin St NW, Calgary AB T3B 6K3
reservations.altcalgaryuniversitydistrict@germainhotels.com
403 648-0482 | germainhotels.com

Alberta Health Services
Box 1600
Edmonton AB T5J 2N9
Canada

Room	[redacted]
Arrival (MMDDYY)	06-22-26
Departure (MMDDYY)	06-23-26
Confirmation No.	[redacted]

Company	Alberta Health Services
Account	[redacted]
Group	
Guest	Hubley, Brenda

Date	Description	Charges	Payments
06-22-26	Room Charge	139.00	
06-22-26	Destination Marketing Fee	8.34	
06-22-26	Tourism Levy	8.84	

Total	**156.18**	**0.00**
Balance		**156.18**

Summary of taxes

GST/HST	0.00
Destination Marketing Fee	8.34
Tourism Levy	8.84

HAC Calgary U.W.C. Limited Partnership
Tax Number
GST# 786338119RT0001

Thank you for staying with us!
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