



Acute Care Alberta Board and Executive Expense Report

**Name:** Holly Mackin  
**Title:** Executive Lead  
**Location:** Edmonton  
Expenses posted during the month of July 2025

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					-			
Jul-25	Expense Claim	Meetings				62	62			
Jul-25	Direct Bill	Meetings			178	152	330			
Total by category			\$ -	\$ -	\$ 178	\$ 214	\$ 392	\$ -	\$ -	\$ -

**Total  
posted for  
the Month**      \$        392

Maximum daily single meal expense posted in the month      \$        -  
Maximum daily base hotel rate posted in the month              \$       167  
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

## ACA Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
MACKIN, HOLLY	Executive Lead	Edmonton	\$ 61.65								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
5/29/2025	Leadership Retreat in Calgary	AB - Other Zones	Fuel-Travel and Car Rental	\$ 16.37				1			
5/30/2025	Leadership Retreat in Calgary	AB - Other Zones	Fuel-Travel and Car Rental	\$ 28.56			Receipt not provided, confirmed a valid business expense and not previously claimed	1			
5/31/2025	Leadership Retreat in Calgary	AB - Other Zones	Fuel-Travel and Car Rental	\$ 16.72				1			
Approver(s) for the claim	Approval Status	Approval Date									
DIAMOND, DAVID S	Approve	16-Jul-25									

TRANSACTION RECORD

ESSO 7-ELEVEN 37833

\*\*\*\*\*  
45 GASOLINE ALLEY E  
RED DEER COU AB T4E 1B1

ESSO EXPRESS PAY

2025-05-29 08:41:02

TRANS #: [REDACTED]  
STATION#: [REDACTED]  
GST #: R119335453

PUMP 2  
EREG \$ 16.37  
11.456L AT \$1.429/L

GST INCLUDED \$ 0.78  
TOTAL : CAD\$ 16.37

TYPE: PURCHASE  
VISA

\*\*\*\*\* [REDACTED]  
REFERENCE #: [REDACTED]

INVOICE NO: [REDACTED]  
AUTH: [REDACTED]

VISA CREDIT  
[REDACTED]

VERIFIED BY PIN

01/027 APPROVED  
THANK YOU

TRANSACTION RECORD

PETRO-CANADA  
100 CROWFOOT WAY N  
CALGARY  
ALBERTA  
T3G4C8  
(403)-208-9053

GST #: 855530911

PAYPOINT: [REDACTED]  
TERMINAL: [REDACTED]  
INVOICE NO: [REDACTED]

2025-05-31 08:54:43

PUMP 6  
REGULAR  
13.279L AT \$1.259/L

Fuel sales \$ 16.72

GST INCLUDED \$0.80

TOTAL \$16.72

VISA \$16.72

Type: PURCHASE

VISA  
[REDACTED]

REFERENCE #: [REDACTED]

INVOICE NO: [REDACTED]

AUTH #: [REDACTED]

VISA CREDIT  
[REDACTED]

VERIFIED BY PIN

01/027 APPROVED  
THANK YOU



## 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**



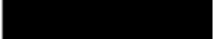
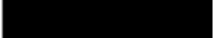
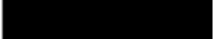
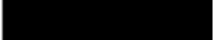

<b>Name :</b>	Holly Mackin	<b>Reporting Period for the Month of :</b>	Jul-25
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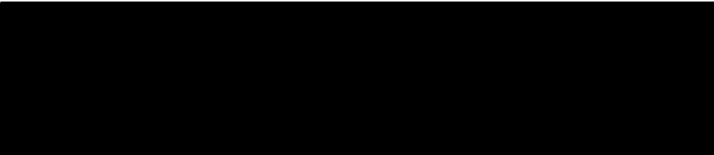
Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
30-May-2025	Direct Billing	Hotel	Stayed in Edmonton for the leadership retreat on May 29th, checked out on the 30th.	Matrix Hotel	\$177.84
20-Jun-2025	Direct Billing	Car Rental	Drove to Edmonton for work related leadership retreat that happened May 29th & 30th, 2025	Enterprise Rent-A-Car	\$152.28
	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	
<b>Total Paid in the Month</b>					\$330.12



Alberta Health Services  
Accounts Payable  
P.O. Box 1600  
Edmonton AB T5K 1G8  
Canada

COPY OF INVOICE

Room No. :   
Arrival : 05-29-25  
Departure : 05-30-25  
Page No. : 1 of 1  
Folio No. :   
Invoice No. :   
AR No. :   
Conf. No. :   
Cashier No. :   
Custom Ref. : 

  
Company Name :  
Group Name :  
Guest Name : Mackin, Holly

Date	Description	Charges	Credits
05-29-25	Package Revenue	167.00	
05-29-25	Destination Marketing Fee	4.57	
05-29-25	Tourism Levy	6.27	
Total Charges		177.84	
Total Credits			0.00
Balance			177.84

I agree that I am personally liable for payment of this account, and if this person, company or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company or association.

Matrix Hotel | 10640 100 Ave NW | Edmonton, AB T5J 3N8  
Reservations: (866) 465-8150 | Telephone: (780) 429-2861 | Fax: (780) 420-4962  
Email: [info@matrixedmonton.com](mailto:info@matrixedmonton.com)  
[www.matrixedmonton.com](http://www.matrixedmonton.com)



Federal GST# : 889365821

Consolidated Inv. #  
Rental Agreement #  
Bill Ref #  
Invoice Date

20-Jun-2025

#### Bill To Information

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

#### Rental Information

Reservation Number [REDACTED]  
Driver: MACKIN, HOLLY  
Pickup Date/Time : 05/28/2025 17:53  
Return Date/Time : 05/31/2025 09:01  
Miles/kms : 635  
Car Class : CFAR Requested Class : ICAR

#### Vehicle Information

Yr/Make/Model	Unit #	License No	Beg/End/Distance
2025/NISN/KICP	[REDACTED]	[REDACTED]	12443/13078/635

#### Rental Branch

CALGARY NORTHWEST  
155 CROWFOOT WAY NW  
CALGARY, AB - T3G 3P7

#### Return Branch

CALGARY NORTHWEST  
155 CROWFOOT WAY NW  
CALGARY, AB - T3G 3P7

#### Charge Detail

Description	Qty	Period	Rate	Amount
TIME & DISTANCE	3	DAY	50.00	150.00
			Sub Total	150.00
VEHICLE LICENSE FEE RECOVERY	3	DAY	0.76	2.28
Total Charges (CAD)				152.28

#### 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.