

Acute Care Alberta Board and Executive Expense Report

Name: Holly Mackin
Title: Executive Lead
Location: Calgary

Expenses posted during the month of February 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					-			
Feb-26	Direct Bill	Meetings			165		165			
Total by category			\$ -	\$ -	\$ 165	\$ -	\$ 165	\$ -	\$ -	\$ -

**Total
posted for
the Month** \$ 165

Maximum daily single meal expense posted in the month \$ -
Maximum daily base hotel rate posted in the month \$ 159
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 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 : Holly Mackin	Reporting Period for the Month of : Feb-26
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
23-Jan-2026	Direct Billing	Hotel	Traveled from Calgary to attend an Executive Team, all day working session, in-Person in Red Deer on Jan 22nd, 2026.	Towneplace Suites by Marriott	\$165.36
	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	
	Direct Billing	Choose from Drop-down List		Choose from Drop-down List	
Total Paid in the Month					\$ 165.36

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TownePlace Suites® Red Deer
6822 - 66th Street, Red Deer, Alberta T4P 3T5 P 403.341.3589
Marriott.com/YQFTS

Holly Mackin

Room: [REDACTED]
Room Type: STQQ
Number of Guests: 1
Rate: \$159.00

Clerk: [REDACTED]

Arrive: 21Jan26

Time: 05:10PM

Depart: 22Jan26

Time: 08:09AM

Folio Number: [REDACTED]

DATE	DESCRIPTION	CHARGES	CREDITS
21Jan26	Room Charge	159.00	
21Jan26	Alberta Tourism Levy	6.36	
	BALANCE:	165.36	

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The undersigned agrees to make immediate payment upon receipt of statement. In the event such payment is not made within 30 days after receipt of the original statement. It is agreed that the hotel may impose a late payment charge at a rate of 1 1/2% per month [annual rate of 18%], or the maximum allowed by law, on the unpaid balance, and the reasonable cost of collection, including attorney's fees.

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