Acute Care Alberta

www.acutecarealberta.ca

Acute Care Alberta Board and Executive Expense Report

Name: Holly Mackin
Title: Executive Lead
Location: Calgary
Expenses posted during the month of September 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					-			
Sep-26	Direct Bill	Meetings			378	261	639			
		Total by category	$ -	$ -	$ 378	$ 261	$ 639	$ -	$ -	$ -

Total posted for the Month $ 639

Maximum daily single meal expense posted in the month	$	-
Maximum daily base hotel rate posted in the month	$	173
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 :	Holly Mackin	**Reporting Period for the Month of :**	Sep-26

Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
11-Aug-2026	**Direct Billing**	**Bus Transportation**	Traveled from Calgary to Edmonton for an in-person working meeting on Jul 30 2026.	**Rider Express**	$47.49
11-Aug-2026	**Direct Billing**	**Bus Transportation**	Traveled from Edmonton back to Calgary after attending the working meeting, Jul 30 2026.	**Banff passenger transport**	$45.15
11-Aug-2026	**Direct Billing**	**Bus Transportation**	Traveled from Calgary to Edmonton for an in-person priority working sesssion Aug 31 2026.	**Red Arrow**	$84.22
11-Aug-2026	**Direct Billing**	**Bus Transportation**	Traveled from Edmonton back to Calgary after attending the working session, Sep 2 2026.	**Red Arrow**	$84.22
1-Sep-2026	**Direct Billing**	**Hotel**	Accomodation in Edmonton for attending the in-person priority working session. Aug 31 & Sep 1, 2026	**Matrix Hotel**	$378.40
Total Paid in the Month					$ 639.48

Generated July 29, 2026 - 5:07p.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
HOLLY MACKIN	

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
Bus	Thu Jul 30, 2026 CALGARY DOWNTOWN 4 AVE SE - EDMONTON DOWNTOWN AT 1140A	RIDER EXPRESS	7:00 a.m.

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- Airport & Flight Status
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	CALGARY DOWNTOWN 4 AVE SE		EDMONTON DOWNTOWN AT 1140A
Date	Thu Jul 30, 2026 7:00 a.m.	**Company**	RIDER EXPRESS
Rate	$47.49 TOTAL	**Phone**	[redacted]
Confirmation	[redacted]		
Remarks	RIDER EXPRESS DEPARTS CALGARY DOWNTOWN 4 AVE SE AT 0700A .....ARRIVES: EDMONTON DOWNTOWN AT 1140A .....CONFIRMATION: [redacted]		

General remarks

Agency registration
TPS/GST-723782728 RT 0001

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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
HOLLY MACKIN	

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Itinerary summary

	From / To	Flight / Provider	Departure / Arrival
Bus	Thu Jul 30, 2026 EDMONTON AIRPORT - CALGARY CROSSIRON MILLS AT 1055P	BANFF PASSENGER TRANSPORT	8:20 p.m.

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	EDMONTON AIRPORT		CALGARY CROSSIRON MILLS AT 1055P
Date	Thu Jul 30, 2026 8:20 p.m.	**Company**	BANFF PASSENGER TRANSPORT
Rate	$45.15 TOTAL	**Phone**	[redacted]
Confirmation	[redacted]		
Remarks	BANFF PASSENGER TRANSPORT DEPARTS EDMONTON AIRPORT AT 0820P .....ARRIVES: CALGARY CROSSIRON MILLS AT 1055P .....CONFIRMATION: [redacted]		

General remarks

Agency registration
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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
HOLLY MACKIN	

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Itinerary summary

	From / To	Flight / Provider	Departure / Arrival
Bus	Mon Aug 31, 2026 CALGARY NE PETRO CANADA - EDMONTON DOWNTOWN AT 1155A	RED ARROW	8:30 a.m.

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	CALGARY NE PETRO CANADA		EDMONTON DOWNTOWN AT 1155A
Date	Mon Aug 31, 2026 8:30 a.m.	**Company**	RED ARROW
Rate	$84.22 TOTAL	**Phone**	[redacted]
Confirmation	[redacted]		
Remarks	RED ARROW DEPARTS CALGARY NE PETRO CANADA AT 0830A .....ARRIVES: EDMONTON DOWNTOWN AT 1155A .....CONFIRMATION: [redacted]		

General remarks

Agency registration
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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
HOLLY MACKIN	

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Itinerary summary

	From / To	Flight / Provider	Departure / Arrival
Bus	Wed Sep 02, 2026 EDMONTON DOWNTOWN - CALGARY NE PETRO CANADA AT 0735P	RED ARROW	4:30 p.m.

Quick links

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

	EDMONTON DOWNTOWN		CALGARY NE PETRO CANADA AT 0735P
Date	Wed Sep 02, 2026 4:30 p.m.	**Company**	RED ARROW
Rate	$84.22 TOTAL	**Phone**	[redacted]
Confirmation	[redacted]		
Remarks	RED ARROW DEPARTS EDMONTON DOWNTOWN AT 0430P .....ARRIVES: CALGARY NE PETRO CANADA AT 0735P .....CONFIRMATION: [redacted]		

General remarks

Agency registration
TPS/GST-723782728 RT 0001

MATRIX HOTEL

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

[redacted]

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

COPY OF INVOICE

Room No. [redacted]
Arrival : 08-31-26
Departure : 09-02-26
Page No. : 1 of 1
Folio No. [redacted]
Invoice No.
AR No.
Conf. No.
Cashier No.
Custom Ref. :

Date	Description	Charges	Credits
08-31-26	Package Revenue	173.00	
08-31-26	Destination Marketing Fee	6.33	
08-31-26	Tourism Levy	9.87	
09-01-26	Package Revenue	173.00	
09-01-26	Destination Marketing Fee	6.33	
09-01-26	Tourism Levy	9.87	

Total Charges	378.40	
Total Credits		0.00
Balance		378.40

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
www.matrixedmonton.com