

## Acute Care Alberta Board and Executive Expense Report

**Name:** Dr Aaron Low  
**Title:** Chief Medical Officer  
**Location:** Lethbridge

Expenses posted during the month of January 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					-			
Jan-26	Expense Claim	Meetings		58		478	536			
Jan-26	Direct Bill	Meetings			165		165			
<b>Total by category</b>			\$ -	\$ 58	\$ 165	\$ 478	\$ 702	\$ -	\$ -	\$ -

**Total  
posted for  
the Month**     \$        702

Maximum daily single meal expense posted in the month     \$        24  
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

## ACA Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
LOW, AARON	Chief Medical Officer	Lethbridge	\$ 536.46								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
12/1/2025	Meet with the Department of Medicine University of Alberta		Mileage-Other	\$ 241.11	Lethbridge	Edmonton		1			505
12/2/2025	Meet with the Department of Medicine University of Alberta		Mileage-Other	\$ 237.35	Edmonton	Lethbridge		1			505
12/10/2025	Travel to Edmonton to meet with Edmonton Cardiologists on December 11	AB - Other Zones	Meals Per Diem	\$ 58.00				2			
Approver(s) for the claim	Approval Status	Approval Date									
DIAMOND, DAVID S	Approve	20-Jan-26									



### 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> Dr. Aaron Low	<b>Reporting Period for the Month of :</b> Jan-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	Accomodations in Red Deer for January 22, 2026 - Attend Acute Care Alberta Executive Team Working Group Session	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	
<b>Total Paid in the Month</b>					\$ 165.36

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Aaron/Dr Low



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

Clerk:

Arrive: 21Jan26 Time: 05:38PM Depart: 22Jan26 Time: 12:12PM Folio Number

DATE	DESCRIPTION	CHARGES	CREDITS
21Jan26	Room Charge	159.00	
21Jan26	Alberta Tourism Levy	8.36	
<b>BALANCE:</b>		<b>165.36</b>	

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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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