Acute Care Alberta

www.acutecarealberta.ca

Acute Care Alberta Board and Executive Expense Report

Name: Dr Aaron Low
Title: Chief Medical Officer
Location: Lethbridge
Expenses posted during the month of March 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					-			
Mar-26	Expense Claim	Meetings		61		727	788			
Mar-26	Direct Bill	Meetings	761				761			
		Total by category	$ 761	$ 61	$ -	$ 727	$ 1,548	$ -	$ -	$ -

Total posted for the Month $ 1,548

Maximum daily single meal expense posted in the month	$	24
Maximum daily base hotel rate posted in the month	$	-
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	$ 787.70

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
2/5/2026	Attend Alberta Medical Association Board Meeting in Calgary		Mileage-Other	$ 217.15	Lethbridge	Calgary & return		1			430
2/5/2026	Attend Alberta Medical Association Board Meeting in Calgary	AB - Other Zones	Meals Per Diem	$ 13.00				1			
2/26/2026	Travel to Edmonton to attend Alberta Government Budget Meeting		Mileage-Other	$ 510.05	Lethbridge	Edmonton & return		1			1010
2/26/2026	Travel to Edmonton to attend Alberta Government Budget Meeting	AB - Other Zones	Meals Per Diem	$ 47.50				1			

Approver(s) for the claim	Approval Status	Approval Date
DIAMOND, DAVID	Approve	18-Mar-26

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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 :	Dr. Aaron Low	**Reporting Period for the Month of :**	Mar-26

Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
11-Feb-2026	Direct Billing	Airline Ticket	Air travel from Lethbridge to Edmonton. Chief Medical Officer meet with General Internal Medicine physicians at Royal Alexandra Hospital. Return March 3, 2026. Flight cost over the allowable amount. No other less costly flights available at the time. Due to the urgency / short notice of meeting, unable to drive.	Vision Travel DT Ontario-West Inc	$760.78
	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					$ 760.78

Invoice

ALBERTA HEALTH SERVICES
NORTH TOWER 10030-107 ST SUITE 800
EDMONTON, AB T5J 3E4
CANADA

INVOICE [redacted]
FILE LOCATOR
CLIENT #
P. O #
AGENT [redacted]
DATE 28Jan2026

Passenger(s)

1. LOW/AARON

Flight

Airline	Flight No	Departure Date	Arrival Date	Itinerary
WESTJET	[redacted]	02Mar2026 16:50	02Mar2026 17:40	LETHBRIDGE - CALGARY
WESTJET	[redacted]	02Mar2026 18:35	02Mar2026 19:37	CALGARY - EDMONTON-INTL
WESTJET	[redacted]	03Mar2026 11:45	03Mar2026 12:50	EDMONTON-INTL - CALGARY
WESTJET	[redacted]	03Mar2026 15:20	03Mar2026 16:16	CALGARY - LETHBRIDGE

Passenger(s)	Airline	Ticket #	Fare	GST/HST	QST	Tax	Total
LOW/AARON	WS	[redacted]	643.11	0.00	0.00	117.67	760.78
			643.11	0.00	0.00	117.67	760.78

Miscellaneous

Passenger(s)	Carrier	Ticket #	Fare	GST/HST	QST	Tax	Total
LOW/AARON	WESTJET AIRLINES	[redacted]	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00

Subtotal	643.11
GST/HST	0.00
QST	0.00
Other taxes	117.67
Invoice total	**760.78**
Payment(s)	
28 Jan 26 Credit Card CA******[redacted]**	**760.78**
[redacted]	
Balance due (CAD)	0.00

[redacted]

All monies received on behalf of clients are deposited in a trust account. The conditions of deposits, cancellation charges and general conditions of travel appear in the tour company's brochure. The purchase of airline tickets is subject to the rules and conditions of the airline companies.

Direct Travel
Vision Travel DT Ontario-West Inc. HST# 723782728

251 Consumers Rd, 7th Floor, Toronto, ON M2J 4R3 - Ph 416 487 5385
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