

Acute Care Alberta Board and Executive Expense Report

Name: Brenda Hubley
Title: Managing Director, Interim Cancer Care Alberta
Location: Edmonton
 Expenses posted during the month of February 2026

			Travel (1)						Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel				
Feb-26	P-Card	Meetings			206		206				
	Expense Claim	Meetings					-				
Feb-26	Direct Bill	Meetings	858				858				
Total by category			\$ 858	\$ -	\$ 206	\$ -	\$ 1,064	\$ -	\$ -	\$ -	

**Total
posted for
the Month** \$ 1,064

Maximum daily single meal expense posted in the month \$ -
 Maximum daily base hotel rate posted in the month \$ 189
 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 P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
HUBLEY, BRENDA	Managing Director, Interim Cancer Care Alberta	Edmonton	\$ 206.01								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
1/19/2026	Travel to Calgary for leadership meetings Jan 19 2026	AB - Other Zones	Accommodations	\$ 206.01			Most cost-effective option close to meetings.	1			
Approver(s) for the claim	Approval Status	Approval Date									
DIAMOND, DAVID	Approve	24-Feb-26									

Residence Inn[®] Calgary Downtown/Beltline District
610 10th Ave SW, Calgary T2R 1M3 P 587.885.2288
Marriott.com/YYCBL

Brenda Hubley
Business

Room: [REDACTED]
Room Type: STKT
Number of Guests: 1
Rate: \$189.00

Clerk: [REDACTED]

Arrive: 18Jan26

Time: 08:00PM

Depart: 19Jan26

Time: 11:14AM

Folio Number: [REDACTED]

DATE	DESCRIPTION	CHARGES	CREDITS
18Jan26	Room Charge	189.00	
18Jan26	Gst #722046950	9.45	
18Jan26	Tourism Levy	7.56	
19Jan26	Master Card		206.01
			[REDACTED]
		BALANCE:	0.00

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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 : Brenda Hubley	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
11-Jan-2026	Direct Billing	Airline Ticket	Return trip travel to Calgary for leadership meetings Jan 12-14 2026	Vision Travel DT Ontario-West Inc	\$308.50
11-Jan-2026	Direct Billing	Airline Ticket	Travel to Calgary for leadership meetings Jan 19 2026. Due to the weather, flight was cancelled and credits are on file for future use.	Vision Travel DT Ontario-West Inc	\$549.67
	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					\$ 858.17



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
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BRENDA HUBLEY

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.

ORIGINAL TRAVELER NAME - HUBLEY/BRENDA

Itinerary summary

	From / To	Flight / Provider	Departure / Arrival	
Flight	Mon. Jan. 12, 2026 Edmonton(YEG) - Calgary(YYC)	Air Canada [REDACTED] OPERATED BY AIR CANADA EXPRESS - JAZZ	6:35 p.m.- 7:35 p.m.	Check in
Flight	Wed. Jan. 14, 2026 Calgary(YYC) - Edmonton(YEG)	Air Canada [REDACTED] OPERATED BY AIR CANADA EXPRESS - JAZZ	4:45 p.m.- 5:43 p.m.	Check in

- Quick links**

 - [▶ Check-in Information](#)
 - [▶ Passport & Visa Requirements](#)
 - [▶ Canadian Government Travel Advisories](#)
 - [▶ Airport & Flight Status](#)
 - [▶ Weather](#)


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	Edmonton Edmonton (YEG)	Calgary Calgary (YYC)	
Departure	Mon. Jan. 12, 2026 6:35 p.m.	Arrival	Mon. Jan. 12, 2026 7:35 p.m.
Departure terminal		Arrival terminal	
Class	Economy(T)	Seat	[REDACTED]
Status	Confirmed	Airline check-in ID	[REDACTED]
Special requests		Frequent traveler	[REDACTED]
Equipment	DHC8 Dash 8-400	Duration/ Meal service	01:00/No meal service
eTicket	[REDACTED]		
Remarks	OPERATED BY AIR CANADA EXPRESS - JAZZ **CHECK IN WITH AIR CANADA EXPRESS - JAZZ**		



	Calgary Calgary (YYC)	Edmonton Edmonton (YEG)	
Departure	Wed. Jan. 14, 2026 4:45 p.m.	Arrival	Wed. Jan. 14, 2026 5:43 p.m.
Departure terminal		Arrival terminal	
Class	Economy(L)	Seat	████
Status	Confirmed	Airline check-in ID	████████
Special requests		Frequent traveler	████████
Equipment	DHC8 Dash 8-400	Duration/Meal service	00:58/No meal service
eTicket	████████		
Remarks	OPERATED BY AIR CANADA EXPRESS - JAZZ **CHECK IN WITH AIR CANADA EXPRESS - JAZZ**		



Ticket:	Air Canada	Invoice:		Amount:	
Exch ticket:	Air Canada			Amount:	
Penalty:					
Base:	CAD308.50				
Other tax:	CAD0.00				
GST/HST tax:	CAD0.00				
QST tax:	CAD0.00				
Forfeited amt:					
Total charge:					CAD308.50
Payment:	CA XXXXXXXXXXXXX	Issue date:	30-Dec.-2025		
				Total invoiced amount:	
				Balance due:	CAD0.00

General remarks

Agency registration
TPS/GST-723782728 RT 0001



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
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Itinerary summary

From / To	Flight / Provider	Departure / Arrival
Flight Sun. Jan. 18, 2026 Edmonton(YEG) - Calgary(YYC)	Air Canada [REDACTED] OPERATED BY AIR CANADA EXPRESS - JAZZ	6:35 p.m.- 7:35 p.m. Check in

- Quick links**

 - [Check-in Information](#)
 - [Passport & Visa Requirements](#)
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 - [Airport & Flight Status](#)
 - [Weather](#)

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	Edmonton Edmonton (YEG)	Calgary Calgary (YYC)
Departure	Sun. Jan. 18, 2026 6:35 p.m.	Arrival Sun. Jan. 18, 2026 7:35 p.m.
Departure terminal		Arrival terminal
Class	Economy(K)	Seat
Status	Confirmed	Airline check-in ID [REDACTED]
Special requests		Frequent traveler [REDACTED]
Equipment	DHC8 Dash 8-400	Duration/Meal service 01:00/No meal service
eTicket		
Remarks	OPERATED BY AIR CANADA EXPRESS - JAZZ **CHECK IN WITH AIR CANADA EXPRESS - JAZZ**	
Baggage ▶		



Invoice/Ticket information for BRENDA HUBLEY

Invoice: [REDACTED]

Base: CAD0.00
Other tax: CAD0.00
GST/HST tax: CAD0.00
QST tax: CAD0.00



Ticket: Air Canada Invoice: [REDACTED]

Amount: CAD549.67

Penalty: CAD-0.00

Total refund: CAD [REDACTED]

Payment: CAXXXXXXXXXXX [REDACTED] Issue date: 19-Jan.-2026

Total invoiced amount: [REDACTED]

Balance due: CAD0.00