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 April 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					-			
Apr-26	Expense Claim	Meetings		45		75	120			
Apr-26	Direct Bill	Meetings			375		375			
		Total by category	$ -	$ 45	$ 375	$ 75	$ 495	$ -	$ -	$ -

Total posted for the Month $ 495

Maximum daily single meal expense posted in the month	$	24
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

ACA Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total
MACKIN, HOLLY	Executive Lead	Calgary	$ 119.60

Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
3/19/2026	Attend an in person working session in Edmonton, Mar 19 & 20, 2026.	AB - Other Zones	Taxi	$ 17.01	Home, Calgary	1110 Panatella Blvd NW, Calgary	Only claiming the trip fare amount	1			
3/19/2026	Attend an in person working session in Edmonton, Mar 19 & 20, 2026.	AB - Other Zones	Meals Per Diem	$ 45.00				2			
3/19/2026	Attend an in person working session in Edmonton, Mar 19 & 20, 2026.	AB - Other Zones	Taxi	$ 5.91	10640 100 Ave, Edmonton	10025 100 St NW, Edmonton		1			
3/20/2026	Attend an in person working session in Edmonton, Mar 19 & 20, 2026.	AB - Other Zones	Taxi	$ 7.94	10640 100 Ave, Edmonton	12845 NW 102 Ave, Edmonton		1			
3/20/2026	Attend an in person working session in Edmonton, Mar 19 & 20, 2026.	AB - Other Zones	Taxi	$ 7.38	12845 NW 102 Ave, Edmonton	11525 Jasper Ave NW, Edmonton		1			
3/20/2026	Attend an in person working session in Edmonton, Mar 19 & 20, 2026.	AB - Other Zones	Taxi	$ 36.36	Airport, Calgary	Home, Calgary		1			

Approver(s) for the claim	Approval Status	Approval Date
DIAMOND, DAVID	Approve	6-Apr-26

Uber

Mar 19, 2026
7:15 a.m.

Tip

Thanks for tipping, Holly

We hope you enjoyed your ride this morning.

Total $18.87

Trip fare	$17.01
Est. insurance and payments costs	$2.36
GST	$0.99
TNC fee recovery surcharge	$0.45
Tip	$5.00
Promotion	-$6.94

Payments

VISA Visa [redacted] $18.87
3/19/26 7:44 a.m.

Visit the trip page for more information, including invoices (where available)

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Trip details

Uber

Mar 19, 2026
11:49 a.m.

Tip

Thanks for tipping, Holly

We hope you enjoyed your ride this morning.

Total $5.91

Trip fare	$5.05
Est. insurance and payments costs	$0.78
GST	$0.31
Per-Trip Fee	$0.30
Tip	$1.00
Promotion	-$1.53

Payments

VISA Visa [redacted] $5.91
3/19/26 12:06 p.m.

Visit the trip page for more information, including invoices (where available)

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Trip details

Uber

Mar 20, 2026
8:37 a.m.

Tip

Thanks for tipping, Holly

We hope you enjoyed your ride this morning.

Total $7.94

Trip fare	$7.42
Est. insurance and payments costs	$0.96
GST	$0.43
Per-Trip Fee	$0.30
Tip	$1.00
Promotion	-$2.17

Payments

VISA Visa [redacted] $7.94
3/20/26 8:59 a.m.

Visit the trip page for more information, including invoices (where available)

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Trip details

Uber

Mar 20, 2026
12:14 p.m.

Tip

Thanks for tipping, Holly

We hope you enjoyed your ride this afternoon.

Total $7.38

Trip fare	$6.76
Est. insurance and payments costs	$0.91
GST	$0.40
Per-Trip Fee	$0.30
Tip	$1.00
Promotion	-$1.99

Payments

VISA Visa [redacted] $7.38
3/20/26 12:33 p.m.

Visit the trip page for more information, including invoices (where available)

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Trip details

Uber

Mar 20, 2026
4:38 p.m.

Tip

Thanks for tipping, Holly

We hope you enjoyed your ride this afternoon.

Total $36.36

Trip fare	$32.26
Airport Recovery Surcharge	$5.00
Est. insurance and payments costs	$5.58
GST	$2.16
TNC fee recovery surcharge	$0.45
Tip	$6.06
Promotion	-$15.15

Payments

VISA Visa [redacted] 3/20/26 5:27 p.m.	$36.36

Visit the trip page for more information, including invoices (where available)

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Trip details

Acute Care Alberta

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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 :** Apr-26

Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
20-Mar-2026	**Direct Billing**	**Hotel**	Attended an in-person Acute Care System working group session in Edmonton, Mar 19 & 20th, 2026.	**Matrix Hotel**	$185.91
20-Apr-2026	**Direct Billing**	**Hotel**	Attended an in-person Acute Care System working group session in Edmonton, Apr 19th & 20th, 2026.	**Matrix Hotel**	$189.20
	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					$ 375.11

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 : 03-19-26
Departure : 03-20-26
Page No. : 1 of 1
Folio No. : [redacted]
Invoice No. :
AR No. :
Conf. No. :
Cashier No. :
Custom Ref. :

Date	Description	Charges	Credits
03-19-26	Package Revenue	173.00	
03-19-26	Destination Marketing Fee	6.33	
03-19-26	Room GST	8.23	
03-19-26	Tourism Levy	6.58	
03-26-26	Adj Room GST	-8.23	

Total Charges	185.91	
Total Credits		0.00
Balance		185.91

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

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 : 04-19-26
Departure : 04-20-26
Page No. : 1 of 1
Folio No. [redacted]
Invoice No.
AR No.
Conf. No.
Cashier No.
Custom Ref. .

Date	Description	Charges	Credits
04-19-26	Package Revenue	173.00	
04-19-26	Destination Marketing Fee	6.33	
04-19-26	Tourism Levy	9.87	

Total Charges	189.20	
Total Credits		0.00
Balance		189.20

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
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