

## AHS Board and Executive Expense Report

**Name:** Shawna Syverson  
**Title:** Chief Operating Officer, South  
**Location:** Calgary  
 Expenses posted during the month of February 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					-			
Feb-26	Direct Bill	Meetings			119		119			
<b>Total by category</b>			\$ -	\$ -	\$ 119	\$ -	\$ 119	\$ -	\$ -	\$ -

**Total  
posted for  
the Month**     \$        119

Maximum daily single meal expense posted in the month	\$ -
Maximum daily base hotel rate posted in the month	\$ 110
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

## 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 AHS Board Member and paid for by a third party. The information will be used for Public Disclosure reporting.

**Expenses Paid Directly to Third Party Vendors:**

AHS may have established accounts with certain vendors used to book travel and other expenses that are billed directly to AHS. 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. AHS 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 AHS 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 AHS 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> Shawna Syverson	<b>Reporting Period for the Month of :</b> Feb-26
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
13-Jan-2026	Direct Billing	Hotel	AHS Strategic Hospital Planning Workshop and Hospital Action Planning held at Chinook Regional Hospital, Lethbridge, AB on Jan 12 & 13, 2026.	Sandman Hotel Group	\$118.69
	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>					\$ 118.69



Division of Northland Properties Corporation | Sandman Hotel Lethbridge | 421 Mayor Magrath Dr. | Lethbridge, AB, T1J 3L8  
 | Reservations: 1-800-SANDMAN | Telephone: 403-328-1111 | Fax: 403-329-9488 | Email: reservations@sandman.ca

COPY OF INVOICE

Alberta Health Services - HR\*\*  
 North Tower, 7th Floor - Human Resources  
 Edmonton AB T5J 3E4  
 Canada

Syverson, Shawna Lynne

Invoice No. [REDACTED]  
 Due Date  
 Arrival 01/12/26  
 Departure 01/13/26  
 Page No. 1 of 1  
 Folio No. [REDACTED]  
 Room No. [REDACTED]  
 Conf. No.  
 Po. Number R124072513  
 GST No: 12176 7065RT 0001

Group Code:  
 Company Name: Alberta Health Services\*  
 Account No. [REDACTED]

Date	Description	Charges CAD	Credits CAD
01/12/26	Government Rate	110.00	
01/12/26	Room - DMF	2.20	
01/12/26	Room - Tourism Levy	4.49	
01/12/26	ECO Fees	2.00	

Total 118.69 0.00

**Balance 118.69 CAD**

Net Amount 110.00 CAD  
 Total incl. vat 118.69 CAD

