



Recovery Alberta Board and Executive Expense Report

Name: Jessica Conlin
Title: Lead, Communications
Location: Calgary
 Expenses posted during the month of January 2025

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-25	Expense Claim	Meetings				295	295			
	Direct Bill	Meetings					-			
Total by category			\$ -	\$ -	\$ -	\$ 295	\$ 295	\$ -	\$ -	\$ -

Total posted for the Month \$ 295

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

RA Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
CONLIN, JESSICA	Lead, Communications	Calgary	\$ 294.92								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
12/10/2024	Round Trip - Recovery Alberta ELT (Executive Leadership Team) meeting in person		Mileage-Other	\$ 294.92	Calgary	Edmonton		1			584
Approver(s) for the claim	Approval Status	Approval Date									
BALES, KERRY	Approve	20-Jan-25									