



Recovery Alberta Board and Executive Expense Report

Name: Jessica Conlin
Title: Lead, Communications
Location: Calgary
 Expenses posted during the month of February 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					-			
Feb-25	Expense Claim	Meetings			183	156	340			
	Direct Bill	Meetings					-			
Total by category			\$ -	\$ -	\$ 183	\$ 156	\$ 340	\$ -	\$ -	\$ -

Total posted for the Month \$ 340

Maximum daily single meal expense posted in the month \$ -
 Maximum daily base hotel rate posted in the month \$ 165
 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	\$ 339.63								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
1/22/2025	Ministry of Mental Health & Addiction & Canadian Centre of Recovery Excellence Shaping Alberta's Recovery Model in Mental Health Meeting in Canmore, Jan 22 - Jan 23	AB - Other Zones	Accommodations	\$ 183.32				1			
1/22/2025	Ministry of Mental Health & Addiction & Canadian Centre of Recovery Excellence Shaping Alberta's Recovery Model in Mental Health Meeting in Canmore	AB - Other Zones	Parking - Lot or Parkade	\$ 19.95				1			
1/22/2025	Ministry of Mental Health & Addiction & Canadian Centre of Recovery Excellence Shaping Alberta's Recovery Model in Mental Health Meeting in Canmore		Mileage-Other	\$ 54.04	Calgary	Canmore Nordic Centre		1			107
1/22/2025	Ministry of Mental Health & Addiction & Canadian Centre of Recovery Excellence Shaping Alberta's Recovery Model in Mental Health Meeting in Canmore		Mileage-Other	\$ 14.14	Banff	Canmore Nordic Centre		1			28
1/23/2025	Ministry of Mental Health & Addiction & Canadian Centre of Recovery Excellence Shaping Alberta's Recovery Model in Mental Health Meeting in Canmore		Mileage-Other	\$ 54.04	Canmore Nordic Centre	Calgary		1			107
1/23/2025	Ministry of Mental Health & Addiction & Canadian Centre of Recovery Excellence Shaping Alberta's Recovery Model in Mental Health Meeting in Canmore		Mileage-Other	\$ 14.14	Banff	Canmore Nordic Centre		1			28
Approver(s) for the claim	Approval Status	Approval Date									
BALES, KERRY	Approve	12-Feb-25									



MOXY Hotels
Banff

555 Banff Avenue
Banff, AB, Canada T1L1B5
t(403) 762 3301

Jessica Conlinp



Room: [REDACTED]

Room Type: KING

Number of Guests: 1

Rate: \$165.00

Clerk: [REDACTED]

Arrive: 22Jan25 Time: 05:18PM

Depart: 23Jan25

Time: 12:32PM

Folio Number [REDACTED]

Date	Description	Charges	Credits
22Jan25	Room Charge	165.00	
22Jan25	T.i.f	3.30	
22Jan25	Tourism Levy	8.42	
22Jan25	Gst	6.60	
22Jan25	Garage Parking	19.00	
22Jan25	Gst-non Room	0.95	
23Jan25	Master Card		203.27
	Card #: MCXXXXXXXXXXXX[REDACTED]XXXX		
	Card Type: MASTERCARD Card Entry: MANUAL Approval Code: [REDACTED]		
	Balance:	0.00	

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