

Recovery Alberta Board and Executive Expense Report

Name: Kerry Bales
Title: CEO, Recovery Alberta
Location: Red Deer
 Expenses posted during the month of October 2024

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)
Oct-24	P-Card	Meetings			177	25	202			
	Expense Claim	Meetings					-			
Oct-24	Direct Bill	Meetings			127		127			
Total by category			\$ -	\$ -	\$ 304	\$ 25	\$ 329	\$ -	\$ -	\$ -

Total posted for the Month \$ 329

Maximum daily single meal expense posted in the month \$ -
 Maximum daily base hotel rate posted in the month \$ 159
 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.

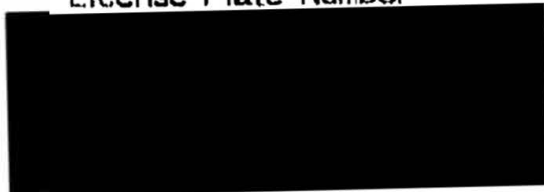
Car allowance and any other employment benefits reported in the annual financial statements are excluded from this report

RA Executive Expenses Report P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
BALES, KERRY R	Recovery Alberta CEO	Red Deer	\$ 202.15								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
9/6/2024	Royal Alexandar Hospital for Recovery Alberta site tours in Edmonton on September 6	AB - Other Zones	Parking - Lot or Parkade	\$ 12.86				1			
9/6/2024	Alberta Hospital Edmonton for Recovery Alberta site tours on September 6	AB - Other Zones	Parking - Lot or Parkade	\$ 12.50				1			
9/12/2024	In Edmonton for full day in person Recovery Alberta Addiction Treatment Provider Engagement Session on September 12	AB - Other Zones	Accommodations	\$ 176.79				1			
Approver(s) for the claim	Approval Status	Approval Date									
Approval kept on file	Approve	9-Oct-24									

RECEIPT
Impark Lot 02-237

License Plate Number



Expiration Date/Time

11:54 AM
SEP 06, 2024

Purchase Date/Time: 09:54am Sep 06, 2024

Total Parking: \$12.00

Total Processing Fee: \$0.25

Total gst: \$0.61

Total Due: \$12.86

Total Paid: \$12.86

Rate: \$12 - 2 Hours
Pmt Type: CC (Swipe)

Ticket #: [REDACTED]

S/N #: [REDACTED]

Setting: [REDACTED]

Mach Name: Meter 1

#**** [REDACTED] MasterCard

Auth #: [REDACTED]

gst #887315638RT0006
NO IN AND OUT PRIVILEGES

IMP

REÇU DE STATIONNEMENT

PARKING RECEIPT

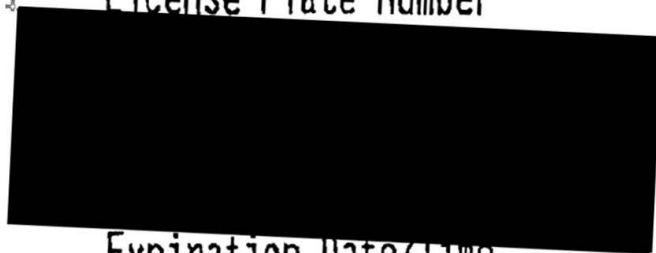
REÇU DE STATIONNEMENT

PARKING RECEIPT

RECEIPT

RAH Parking
Edmonton, Alberta
For assistance call
1-855-535-1100

License Plate Number



Expiration Date/Time

02:50 PM
Alberta Health Services
SEP 06, 2024

Purchase Date/Time: 12:20pm Sep 06, 2024

Total Due: \$12.50 Rate: 2.5 hrs for \$12.50

Total Paid: \$12.50 Pmt Type: CC (Swipe)

Ticket #: [Redacted]

S/N #: [Redacted]

Setting: [Redacted]

Meter ID: [Redacted]

**** [Redacted] MasterCard

Auth #: [Redacted]

Rates are GST Exempt
Weekly/Monthly passes are
available @ Parking Office
NO REFUNDS



Kerry Bales

INFORMATION INVOICE

Room No. [REDACTED]
 Arrival : 09-11-24
 Departure : 09-12-24
 Page No. : 1 of 2
 Folio No. :
 Conf. No. [REDACTED]
 Cashier No. [REDACTED]
 Custom Ref. :

Company Name :
 Group Name :
 Guest Name :

Date	Description	Charges	Credits
09-11-24	Package Revenue	159.00	
09-11-24	Destination Marketing Fee	4.35	
09-11-24	Room GST	7.47	
09-11-24	Tourism Levy	5.97	
09-12-24	Mastercard XXXXXXXXXXXX[REDACTED]XX/XX		176.79
Total Charges		176.79	
Total Credits			176.79
Balance			0.00

Merchant ID	[REDACTED]	Credit Card #	XXXXXXXXXXXX[REDACTED]
Transaction ID	[REDACTED]	Credit Card Expiry	XX/XX
Approval Code	[REDACTED]	Capture Method	Swiped
Approval Amount	176.79	Transaction Amount	176.79

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.

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 RA 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:

RA may have established accounts with certain vendors used to book travel and other expenses that are billed directly to RA. 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. RA 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 RA 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 RA 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 : Kerry Bales	Reporting Period for the Month of : Oct-24
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
9-Oct-2024	Direct Billing	Hotel	Tour of Recovery Alberta Sites in Fort McMurray October 8-9, 2024	Merit Hotel & Suites	\$126.86
	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	
Total Paid in the Month					\$ 126.86

Merit Hotel & Suites

8200 Franklin
Fort McMurray, Alberta T9H2H9
GST# 70249 0335 RT0006

Phone : 780-714-9444

Fax : 780-714-9440

E-mail : guestservices@meritfortmcmurray.com



Invoice

Guest Name: BALES, KERRY

Invoice # : [REDACTED]

Contact: [REDACTED]

Alberta Health Services
PO Box 1600
Edmonton, AB T5J 2N9
Canada

Account Name : Alberta Health Services

Account # : 1

Confirmation #: [REDACTED]

Invoice Printed : Wednesday, October 9, 2024 08:00 AM

Folio # : [REDACTED]

Billing Reference: [REDACTED]

Phone : [REDACTED]

E-mail : [REDACTED]

Department	Date	Reference	Voucher	Folio	Charge	Credit
Room Charge	10/8/2024	Auto Posted Rate [REDACTED]		[REDACTED]	\$119.00	
Tourism Levy	10/8/2024	Auto Posted Rate [REDACTED]		[REDACTED]	\$4.76	
Sustain. Levy 2.5	10/8/2024	Auto Posted Rate [REDACTED]		[REDACTED]	\$2.98	
Tourism Levy	10/8/2024	Auto Posted Rate [REDACTED]		[REDACTED]	\$0.12	
Sub Total						
DB Receivable	10/9/2024	From Account [REDACTED] KERRY BALES		[REDACTED]	\$126.86	
Payments						
Current Balance:						\$126.86

Dear valued guest,

Thank you for allowing us to host you in Merit Hotel & Suites. We have attached a copy of your folio for your convenience. Should you have any questions, please contact us at Merit Hotel & Suites or email us at accounting@meritfortmcmurray.com

We hope to see you again in Fort McMurray in the near future. Thank you and best regards!