



Recovery Alberta Board and Executive Expense Report

Name: Neha Batra-Garga
Title: Director, Chief Executive Officer and Board Office
Location: Edmonton
 Expenses posted during the month of December 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)
	P-Card	Meetings					-			
Dec-24	Expense Claim	Meetings		13		88	101			
Dec-24	Direct Bill	Meetings				101	101			
Total by category			\$ -	\$ 13	\$ -	\$ 190	\$ 203	\$ -	\$ -	\$ -

Total posted for the Month \$ 203

Maximum daily single meal expense posted in the month \$ 13
 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								
BATRA-GARGA, NEHA A	Director, Chief Executive Officer and Board Office	Edmonton	\$ 101.23								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
12/2/2024	Meet & Greet new executive communications staff, as well as have team meeting with CEO support staff in Calgary	AB - Other Zones	Meals Per Diem	\$ 13.00				1			
12/2/2024	Meet & Greet new executive communications staff, as well as have team meeting with CEO support staff in Calgary	AB - Other Zones	Parking - Lot or Parkade	\$ 15.00				1			
12/2/2024	Gas fill up for car rental for return drive to Edmonton. Meet & Greet new executive communications staff, as well as have team meeting with CEO support staff in Calgary	AB - Other Zones	Fuel-Travel and Car Rental	\$ 45.29				1			
12/3/2024	Gas fill up for return of Car rental. Meet & Greet new executive communications staff, as well as have team meeting with CEO support staff in Calgary	AB - Other Zones	Fuel-Travel and Car Rental	\$ 27.94				1			
Approver(s) for the claim	Approval Status	Approval Date									
BALES, KERRY R	Approve	4-Dec-24									

MEMORANDUM RECORD

MEMORANDUM FOR THE RECORD
DATE: 11/13/68
SUBJECT: BUREAU WAY
11/13/68 11:43 1601 2B6

11/13/68 11:43 1601 2B6

11/13/68 11:43 1601 2B6



11/13/68 11:43 1601 2B6

ST. LOUIS, MO. \$ 1.33
TOTAL \$ 27.94

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TOTAL \$ 27.94

ST. LOUIS, MO. \$ 1.33



ST. LOUIS, MO. \$ 1.33

TRANSACTION RECORD

PETRO-CANADA
35 CRANFORD WAY
CALGARY
ALBERTA
T3M0J1
(403)-000-0000

GST #: 119335453

PAYPOINT: [REDACTED]
TERMINAL: [REDACTED]
INVOICE NO: [REDACTED]

2024-12-02 15:06:36

PUMP - 3
REGULAR
31.919L AT \$1.419/L

FUEL SALES \$ 45.29

GST INCLUDED \$2.16

TOTAL \$45.29

on MASTERCARD \$45.29

TYPE: PURCHASE

RECEIPT
Southport

License Plate Number



Expiration Date/Time

10:06 AM
DEC 03, 2024

Purchase Date/Time: 10:06am Dec 02, 2024

Total Due: \$15.00

Rate: \$15.00 - 24 Hours

Total Paid: \$15.00

Pmt Type: CC (Swipe)

Ticket #: [REDACTED]

S/N #: [REDACTED]

Setting: Southport Public

Mach Name: [REDACTED]

#***

MasterCard

Alberta Health
Services

Auth # [REDACTED]

www.ahs.ca

Do Not Place On Dash!
REFUNDS WILL NOT
BE PROVIDED

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 : Neha Batra-Garga	Reporting Period for the Month of : Dec-24
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
11-Dec-2024	Direct Billing	Car Rental	Travel to Calgary for new Executive staff member first day orientation and team meeting. Date of travel & meeting - December 2, 2024. Car rental picked up Dec 1 as needed prior to opening Dec 2. Returned early am Dec 3, as due to travel time back, rental area was closed at return.	Vision Travel DT Ontario-West Inc	\$101.40
	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					\$ 101.40



Federal GST# : 889365821

Consolidated Inv. #
Rental Agreement #
Bill Ref #
Invoice Date



11-Dec-2024

Bill To Information

ALBERTA HEALTH SERVICES
PO BOX 1600 STN MAIN
EDMONTON, AB - T5J 2N9
CANADA

Rental Information

Reservation Number : [REDACTED]
Driver : BATRA-GARGA, NEHA
Pickup Date/Time : 12/01/2024 09:28
Return Date/Time : 12/03/2024 09:11
Miles/kms : 755
Car Class : ICAR Requested Class : ICAR

Vehicle Information

Yr/Make/Model Unit # License No Beg/End/Distance
2024/TOYO/CORO [REDACTED] 13027/13782/755

Rental Branch

EDMONTON SOUTH
4167 97 ST NW
EDMONTON, AB - T6E 6E9

Return Branch

EDMONTON SOUTH
4167 97 ST NW
EDMONTON, AB - T6E 6E9

Charge Detail

Description	Qty	Period	Rate	Amount
TIME & DISTANCE	2	DAY	50.00	100.00
			Sub Total	100.00
VEHICLE LICENSE FEE RECOVERY	2	DAY	0.70	1.40
Total Charges (CAD)				101.40

Additional Information

COST CENTER# [REDACTED]

Remit Payment in CAD to	For Billing Inquiries	Payment Terms
ENTERPRISE RENT A CAR CANADA COMPANY P.O. BOX 9716 STATION A TORONTO ON M5W 1R6 Email Remit To: CanadianAR@em.com	Tel#: +1 8773121084 AskARCarada@em.com	Payment Due Within 30 days of invoice date. Late payments are subject to finance charge.

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.