



Recovery Alberta Board and Executive Expense Report

Name: Sarah Bisbee
Title: General Counsel
Location: Calgary
 Expenses posted during the month of March 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								
Mar-25	Expense Claim	Meetings		74	173	93	340			
Mar-25	Direct Bill	Meetings			171	261	432			
Total by category			\$ -	\$ 74	\$ 344	\$ 354	\$ 772	\$ -	\$ -	\$ -

Total posted for the Month \$ 772

Maximum daily single meal expense posted in the month \$ 24
 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

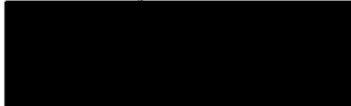
RA Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
BISBEE, SARAH	General Counsel	Calgary	\$ 340.08								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
3/3/2025	Commissioner of Oath training and in person testing for Recovery Alberta staff in Calgary.	AB - Other Zones	Meals Per Diem	\$ 37.00				2			
3/3/2025	March 3-4 for Commissioner of Oath training and in person testing for Recovery Alberta staff in Calgary.	AB - Other Zones	Accommodations	\$ 173.31				1			
3/10/2025	Commissioner of Oath training and in person testing for Recovery Alberta staff in Grande Prairie.	AB - North Zone	Meals Per Diem	\$ 37.00				2			
3/11/2025	Commissioner of Oath training and in person testing for Recovery Alberta staff in Grande Prairie.	AB - Local	Fuel-Travel and Car Rental	\$ 37.15				1			
3/11/2025	Commissioner of Oath training and in person testing for Recovery Alberta staff in Grande Prairie.	AB - North Zone	Fuel-Travel and Car Rental	\$ 55.62				1			
Approver(s) for the claim	Approval Status	Approval Date									
BALES, KERRY	Approve	20-Mar-25									



Wingate by Wyndham Calgary South
400 Midpark Way SE
Calgary AB T2X 3S4
Tel: (403) 514-0099 Fax: (403) 514-0090

Sarah Bisbee



Room No. [Redacted]
Arrival : 03-03-25
Departure : 03-04-25
Page No. : 1 of 1

INFORMATION INVOICE

Membership No :
Group Code :
Company Name : Government of Canada

Cashier No. [Redacted]
Folio No. [Redacted]
Conf. No. [Redacted]
TA Record :
Locator:

Thank You For Staying With Us

Date	Text	Charges CAD	Credits CAD
03-03-25	Room Charge	159.00	
03-03-25	Tourism Levy Room 4%	6.36	
03-03-25	GST Room 5%	7.95	
03-04-25	Visa		173.31
Total / Balance		173.31	173.31 / 0.00

GST: 1040894040 RT 0002

Please contact the Hotel Manager about any issues with your stay. Wyndham Hotels and Resorts or affiliates may contact you about goods and services unless you call 888-946-4283 or write Wyndham Worldwide Hotels, Inc. 22 Sylvan Way, Parsippany, NJ 07054 to opt out. View our Wyndham Hotels and Resorts website about our policy.

TRANSACTION RECORD

PETRO-CANADA

11061 ELLERSLIE RD
EDMONTON
ALBERTA
T6W1S1
(780)-431-0143

GST: 856305073 DATE: 2025-03-11
TIME: 16:51:17
TERMINAL: ***** TRANS #: [REDACTED]
INVOICE NO: [REDACTED]

*** DUPLICATE ***

FUEL	(L)	(\$/L)	(\$)
Pump: 1 REGULAR	26.555	1.399	37.15

TOTAL CAD \$ 37.15

VISA SALE 37.15

Taxes are included in the price of Fuel
Tax paid by Customer:

* GST INCLUDED IN FUEL \$ 1.77

PURCHASE

VISA REFERENCE #: [REDACTED] \$ 37.15
AUTH #: [REDACTED]
[REDACTED]

01/027 APPROVED - THANK YOU

NO SIGNATURE TRANSACTION

Give us your
feedback.

Chance to WIN
FREE gas for a year!
Petro-Canada.ca/hero

*** PETRO-POINTS ***
You could have earned Petro-Points and
CT Money on today's purchase. Sign up
and link at petro-points.ca/triangle

Earn, redeem, repeat

-- IMPORTANT --

Retain This Copy For Your Records

--- Customer's Copy ---

TRANSACTION RECORD

PETRO-CANADA

13211 100 STREET
GRANDE PRAIRIE
ALBERTA
T8V4H4
(780)-532-1835

GST: 776910739 DATE: 2025-03-11
TIME: 10:56:23
TERMINAL: **** [REDACTED] TRANS #: [REDACTED]
INVOICE NO: [REDACTED]

*** DUPLICATE ***

FUEL	(L)	(\$/L)	(\$)
Pump 7 REGULAR	36.614	1,519	55.62

TOTAL CAD \$ 55.62

VISA SALE 55.62
Taxes are included in the price of Fuel
Tax paid by Customer:
* GST INCLUDED IN FUEL \$ 2.65

PURCHASE

VISA \$ 55.62
REFERENCE #: [REDACTED] ***** [REDACTED]
AUTH #: [REDACTED]

01/027 APPROVED - THANK YOU

NO SIGNATURE TRANSACTION

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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 : Sarah Bisbee	Reporting Period for the Month of : Mar-25
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
6-Mar-2025	Direct Billing	Car Rental	Travel Mar 3-4 from Edmonton to Calgary and return, to conduct Commissioner of Oaths training and testing for staff.	Enterprise Rent-a-car	\$159.39
11-Mar-2025	Direct Billing	Hotel	Hotel stay for Commissioner of Oaths training and testing of staff in Grande Prairie March 10-11.	Quality Inn & Suites	\$170.94
13-Mar-2025	Direct Billing	Car Rental	Travel Mar 10-11 from Edmonton to Grande Prairie and return, to conduct Commissioner of Oaths training and testing for staff.	Enterprise Rent-a-car	\$101.52
	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					\$ 431.85



Federal GST# : 889365821

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



06-Mar-2025

Bill To Information

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

Rental Information

Reservation Number : [REDACTED]
Driver : BISBEE, SARAH
Pickup Date/Time : 03/03/2025 11:33
Return Date/Time : 03/04/2025 16:53
Miles/kms : 750
Car Class : [REDACTED] Requested Class : [REDACTED]

Vehicle Information

Yr/Make/Model Unit # License No Beg/End/Distance
2024/VOLK/JETT [REDACTED] 23000/23750/750
VIN [REDACTED]

Rental Branch

ELLERSLIE
1330 CALGARY TRAIL SW
EDMONTON, AB - T6W 1A1

Return Branch

ELLERSLIE
1330 CALGARY TRAIL SW
EDMONTON, AB - T6W 1A1

Charge Detail

Description	Qty	Period	Rate	Amount
TIME & DISTANCE	2	DAY	52.00	104.00
REFUELING CHARGE	26	LITRE	1.78	46.28
			Sub Total	150.28
VEHICLE LICENSE FEE RECOVERY	2	DAY	0.76	1.52
GOODS AND SERVICES TAX		PERCENT	5.00	7.59
Total Charges (CAD)				159.39

Additional Information



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.



Quality Inn & Suites (CNA80)

11710 - 102nd Street
Grande Prairie, AB T8V 7S7
(780) 831-2999
CNA80@stayatchoice.com

Account: [REDACTED]

Date: 3/11/25

Room: [REDACTED]

Arrival Date: 3/10/25

Departure Date: 3/11/25

Check In Time: 3/10/25 7:25 PM

Check Out Time: 3/11/25 10:42 AM

Rewards Program ID:

You were checked in by: [REDACTED]

You were checked out by: [REDACTED]

Total Balance Due: 0.00

Alberta Health Services AHS
Bisbee, Sarah



Post Date	Description	Comment	Amount
3/10/25	Room Charge	[REDACTED] Bisbee, Sarah	153.00
3/10/25	Goods & Services Tax		7.65
3/10/25	Goods and Services Tax 2		0.19
3/10/25	Tourism Levy 2		0.15
3/10/25	Sustainability Levy		3.83
3/10/25	Tourism Levy		6.12
3/11/25	Direct Bill	Check out	(170.94)
Folio Summary 3/10/25 - 3/11/25			
	Room Charge		153.00
	Goods & Services Tax		7.65
	Goods and Services Tax 2		0.19
	Sustainability Levy		3.83
	Tourism Levy		6.12
	Tourism Levy 2		0.15
	Direct Bill		(170.94)
			Balance Due: 0.00

With this rate you are able to earn Choice Privileges points to redeem for free nights and other rewards!

GST : 858317167RT0020

The Sustainability Levy and Safe Fee are charges that are voluntary for our guests. If you would prefer to opt out of one or both of these charges, please inform the front desk agent. Initial _____

X _____



Earn reward nights at Choice Hotels. Join Choice Privileges today at www.choicehotels.com/choice-privileges. Earn reward nights faster with the Choice Privileges Mastercard. Learn more at www.choicehotels.com/cardoffer.



Federal GST# : 889365821

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

13-Mar-2025

Bill To Information

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

Rental Information

Reservation Number : [REDACTED]
Driver : BISBEE, SARAH
Pickup Date/Time : 03/10/2025 12:29
Return Date/Time : 03/11/2025 16:58
Miles/kms : 983
Car Class : [REDACTED] Requested Class [REDACTED]

Vehicle Information

Yr/Make/Model Unit # License No Beg/End/Distance
2023/TOYO/CORO [REDACTED] 59706/60689/983

Rental Branch

ELLERSLIE
1330 CALGARY TRAIL SW
EDMONTON, AB - T6W 1A1

Return Branch

ELLERSLIE
1330 CALGARY TRAIL SW
EDMONTON, AB - T6W 1A1

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	0.76	1.52
Total Charges (CAD)				101.52

Additional Information

[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 AskARCanada@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.