



Recovery Alberta Board and Executive Expense Report

Name: Suzanne Libbey
Title: Theme Lead, Medical Affairs
Location: Calgary
 Expenses posted during the month of November 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					-			
	Expense Claim	Meetings					-			
Nov-24	Direct Bill	Meetings			180	101	281			
Total by category			\$ -	\$ -	\$ 180	\$ 101	\$ 281	\$ -	\$ -	\$ -

Total posted for the Month \$ 281

Maximum daily single meal expense posted in the month \$ -
 Maximum daily base hotel rate posted in the month \$ 169
 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

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 : Suzanne Libbey	Reporting Period for the Month of : Nov-24
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Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
29-Oct-2024	Direct Billing	Hotel	Recovery Alberta Corporate Resourcing in person meeting in Edmonton on October 29.	Vision Travel DT Ontario-West Inc	\$179.99
31-Oct-2024	Direct Billing	Car Rental	Recovery Alberta Corporate Resourcing in person meeting in Edmonton on October 29, 2024. Due to return time after travel, car rental was returned next morning when vendor opened.	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	
Total Paid in the Month					\$281.39



Alberta Health Services
Accounts Payable
P.O. Box 1600
Edmonton AB T5K 1G8
Canada

COPY OF INVOICE

Room No. : [REDACTED]
Arrival : 10-28-24
Departure : 10-29-24
Page No. : 1 of 1
Folio No. : [REDACTED]
Invoice No. : [REDACTED]
AR No. : [REDACTED]
Conf. No. : [REDACTED]
Cashier No. : [REDACTED]
Custom Ref. : [REDACTED]

Company Name :
Group Name :
Guest Name : Libbey, Suzanne

Date	Description	Charges	Credits
10-28-24	Package Revenue	169.00	
10-28-24	Destination Marketing Fee	4.63	
10-28-24	Tourism Levy	6.36	
Total Charges		179.99	
Total Credits			0.00
Balance			179.99

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.

Matrix Hotel | 10640 100 Ave NW | Edmonton, AB T5J 3N8
Reservations: (866) 465-8150 | Telephone: (780) 429-2861 | Fax: (780) 420-4962
Email: info@matrixedmonton.com
www.matrixedmonton.com



Federal GST# : 889365821

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



31-Oct-2024

Bill To Information

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

Rental Information

Reservation Number : [REDACTED]
Driver : LIBBEY, SUZANNE
Pickup Date/Time : 10/28/2024 12:35
Return Date/Time : 10/30/2024 07:45
Miles/kms : 696
Car Class : ICAR Requested Class : ICAR

Vehicle Information

Yr/Make/Model Unit # License No Beg/End/Distance
2021/MITS/RVR [REDACTED] 75747/76443/696

Rental Branch

CALGARY SOUTH
7820 MACLEOD TRAIL SOUTH
CALGARY, AB - T2H 0L9

Return Branch

CALGARY SOUTH
7820 MACLEOD TRAIL SOUTH
CALGARY, AB - T2H 0L9

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.