

## Recovery Alberta Board and Executive Expense Report

**Name:** Jessica Conlin  
**Title:** Lead, Communications  
**Location:** Calgary  
 Expenses posted during the month of October 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					-			
Oct-25	Expense Claim	Meetings					-			2,948
	Direct Bill	Meetings					-			
<b>Total by category</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,948

**Total posted for the Month**    \$    2,948

Maximum daily single meal expense posted in the month    \$    -  
 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								
CONLIN, JESSICA	Lead, Communications	Calgary	\$ 436.80								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
9/4/2025	Printing and delivery for handouts for the Sept 3-5 Canadian Academy for Addiction Psychiatry Annual Conferenc	BC	Supplies Printing Stationery Office	\$ 436.80				1			
Approver(s) for the claim	Approval Status	Approval Date									
BALES, KERRY R	Approve	1-Oct-25									



# Invoice

Invoice date: 2025-09-04

Account: [Redacted]  
Account #: [Redacted]  
PO #: [Redacted]

Ordered by: Jessica Conlin  
Phone: [Redacted]  
Email: [Redacted]

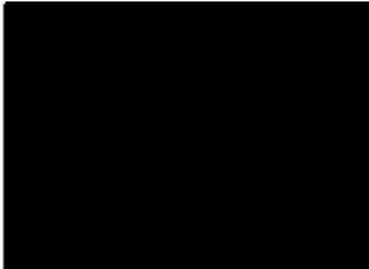
Bill to:  
Jessica Conlin

Ship to:  
[Redacted]

Name: Recovery Alberta Documents

Product	Quantity	Price
One Pager   4/4   70lb lynx text	200	\$120.00
Compassionate Intervention   4/4   70lb lynx text   corner stapled	200	\$260.00

Your TPH contact



Subtotal:	\$380.00
Shipping:	\$10.00
PST:	\$27.30
HST/GST:	\$19.50
<b>Total:</b>	<b>\$436.80</b>

Deposit: \$436.80

CAD	<b>Amount Due:</b>	<b>\$0.00</b>
-----	--------------------	---------------

## Thank you for choosing TPH

REMIT TO: The Printing House Ltd., 1403 Bathurst Street, Toronto ON, M5R 3H8, Tel: (416) 536-6113

TERMS: Payment due within 10 days of invoice date. Interest of 1.5% per month (18% P.A.) will be charged on all overdue accounts.

H.S.T/G.S.T.#: 105242887RT

Q.S.T.#: 1202417066



# RA Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
CONLIN, JESSICA	Lead, Communications	Calgary	\$ 2,511.08								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
9/23/2025	Printing and delivery for handouts for the September 23-25 9th Annual Recovery Captial Conference in Calgary, AB.	AB - Local	Supplies Printing Stationery Office	\$ 2,511.08				1			
Approver(s) for the claim	Approval Status	Approval Date									
BALES, KERRY	Approve	1-Oct-25									



# Invoice

Invoice date: 2025-09-23

Bill to: Jessica Conlin

Account #: [REDACTED]

PO #: [REDACTED]

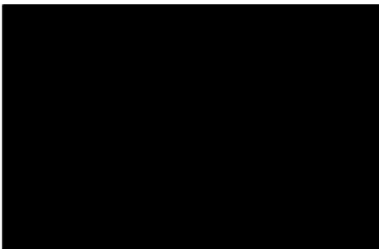
Ship to: Jessica Conlin

Ordered by: Jessica Conlin

Name: Sept 23 documents

Product	Quantity	Price
2025 Recovery Alberta External Education Supports   5pgs   corner stapled	250	\$400.00
Recovery Alberta - One Pager - Conference Materials   2pgs   8.5x11"	250	\$150.00
if-amh-odp-opioid-use-disorder-friends-and-family-brochure   trifold brochure	250	\$250.00
if-amh-odp-oat-family-planning   trifold brochure	250	\$250.00
8.5x14" Single Sided Prints   7 documents x 250 each	1,750	\$1,050.00
8.5x14" Double Sided Prints   1 document x 250	250	\$275.00

Your TPH contact



Subtotal: \$2,375.00  
 Shipping: \$16.50  
 PST: \$0.00  
 HST/GST: \$119.58  
**Total: \$2,511.08**

Deposit: \$2,511.08

CAD **Amount Due: \$0.00**

## Thank you for choosing TPH

REMIT TO: The Printing House Ltd., 1403 Bathurst Street, Toronto ON, M5R 3H8, Tel: (416) 536-6113

TERMS: Payment due within 10 days of invoice date. Interest of 1.5% per month (18% P.A.) will be charged on all overdue accounts.

H.S.T/G.S.T.#: 105242887RT

Q.S.T.#: 1202417066

