

Recovery Alberta Board and Executive Expense Report

Name: Suzanne Libbey
Title: Lead, Medical Affairs
Location: Calgary

Expenses posted during the month of November 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					-			
Nov-25	Expense Claim	Meetings		106	791	55	952			
Nov-25	Direct Bill	Meetings				152	152			
Total by category			\$ -	\$ 106	\$ 791	\$ 208	\$ 1,104	\$ -	\$ -	\$ -

Total posted for the Month \$ 1,104

Maximum daily single meal expense posted in the month \$ 24
Maximum daily base hotel rate posted in the month \$ 234
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								
LIBBEY, SUZANNE	Lead, Medical Affairs	Calgary	\$ 951.57								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
10/22/2025	Attend Canadian Association of Psychiatrists Annual conference October 22nd to 25th in Vancouver, BC for physician recruitment purposes.	AB - Local	Parking - Lot or Parkade	\$ 55.23				3			
10/22/2025	Attend Canadian Association of Psychiatrists Annual conference October 22nd to 25th in Vancouver, BC for physician recruitment purposes.	BC	Meals Per Diem	\$ 105.50				4			
10/22/2025	Attend Canadian Association of Psychiatrists Annual conference October 22nd to 25th in Vancouver, BC for physician recruitment purposes.	BC	Accommodations	\$ 790.84			Hotel within walking distance of conference center therefore no rental car or taxis required.	3			
Approver(s) for the claim	Approval Status	Approval Date									
BALES, KERRY R	Approve	18-Nov-25									

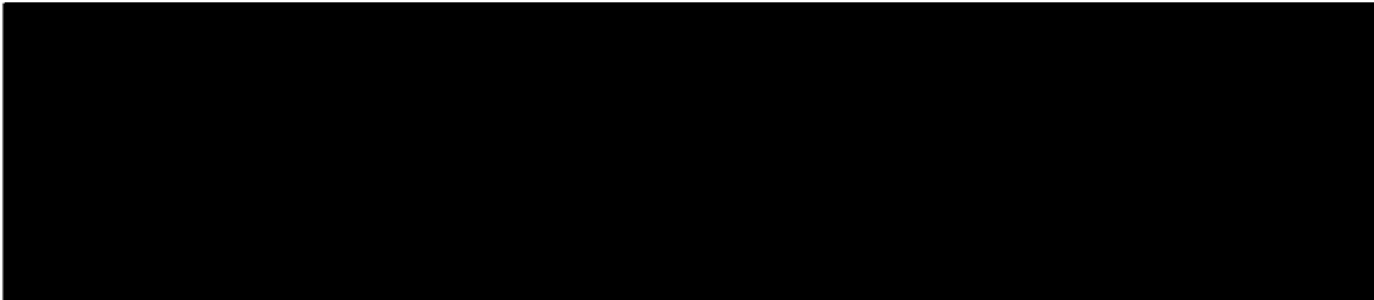


INFORMATION INVOICE

Suzanne Allison Libbey

Print Date 10/26/25
 Page No. 1 of 2
 Room No. [REDACTED]
 Arrival 10/22/25
 Departure 10/26/25
 Conf. No. [REDACTED]
 Folio No. [REDACTED]
 GST No. 121767065 RT 0001

Date	Description	Charges CAD	Credits CAD
10/22/25	Room Charge	209.95	
10/22/25	Room - DMF	2.64	
10/22/25	Room - PST	17.01	
10/22/25	Room - MRDT	6.38	
10/22/25	Room - Major Events MRDT	5.31	
10/22/25	Room - GST	12.06	
10/23/25	Room Charge	211.65	
10/23/25	Room - DMF	2.66	
10/23/25	Room - PST	17.15	
10/23/25	Room - MRDT	6.43	
10/23/25	Room - Major Events MRDT	5.36	
10/23/25	Room - GST	12.16	
10/24/25	Room Charge	233.75	
10/24/25	Room - DMF	2.94	
10/24/25	Room - PST	18.94	
10/24/25	Room - MRDT	7.10	
10/24/25	Room - Major Events MRDT	5.92	
10/24/25	Room - GST	13.43	



Balance 0.00 CAD



Personal charges removed, not reimbursed.



Hello Suzanne, thank you for booking Economy Parking Lot. Your reservation number is [REDACTED]


New Reservation Confirmation

Scan your QR Code at the entrance, **DO NOT TAKE A TICKET.**



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 [Manage booking](#)

 [Your account](#)



Reservation details

Car park:

Economy Parking Lot

Product description:

Econ Daily

Reservation number:



Arrival at car park:

11:30 am on Wednesday, 22 October 2025

Leave car park:

9:30 pm on Sunday, 26 October 2025



Payment details

Payment type:

MASTERCARD

Card number:

XXXXXXXXXXXX [REDACTED]

Amount paid:

\$71.40

GST at 5%:

\$3.40

Booking total:

\$71.40

One day of parking was not reimbursed as its a personal expense

Reserve Now and Save **20%** Collect when you depart YYC

*Terms and conditions apply

CALGARY DUTY FREE Powered by ClubAvolta

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-25

Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
30-Sep-2025	Direct Billing	Car Rental	In person Compassionate Intervention meeting for Recovery Alberta and Ministry of Mental Health Addiction September 17th (Commerce Place Conference Centre) and Executive Leadership Team event September 18th (Alberta Hospital Edmonton) in Edmonton. Travel from Calgary to Edmonton (September 16th) and return (September 18th).	Enterprise Rent A Car	\$152.28
	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					\$ 152.28



Federal GST# : 889365821

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



30-Sep-2025

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 : 09/16/2025 15:34
Return Date/Time : 09/19/2025 08:00
Miles/kms : 709
Car Class : ICAR Requested Class : ICAR

Vehicle Information

Yr/Make/Model Unit # License No Beg/End/Distance
2025/NISN/KICK [REDACTED] 12654/13363/709

Rental Branch

SOUTH CALGARY FISHCREEK
14371 MACLEOD TRAIL SW
CALGARY, AB - T2Y 1M7

Return Branch

SOUTH CALGARY FISHCREEK
14371 MACLEOD TRAIL SW
CALGARY, AB - T2Y 1M7

Charge Detail

Description	Qty	Period	Rate	Amount
TIME & DISTANCE	3	DAY	50.00	150.00
			Sub Total	150.00
VEHICLE LICENSE FEE RECOVERY	3	DAY	0.76	2.28
Total Charges (CAD)				152.28

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.