

Recovery Alberta Board and Executive Expense Report

Name: Thomas Mountain
Title: Chief Operating Officer
Location: Lethbridge

Expenses posted during the month of September 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)
Sep-25	P-Card	Meetings			749		749			
Sep-25	Expense Claim	Meetings		161			161			
	Direct Bill	Meetings					-			
Total by category			\$ -	\$ 161	\$ 749	\$ -	\$ 910	\$ -	\$ -	\$ -

Total posted for the Month \$ 910

Maximum daily single meal expense posted in the month \$ 24
Maximum daily base hotel rate posted in the month \$ 167
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 P-Card

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
MOUNTAIN, THOMAS	Chief Operating Officer	Lethbridge	\$ 749.36								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
8/11/2025	In-Person meetings with Recovery Alberta and Ministry August 11-15th in Edmonton	AB - Other Zones	Accommodations	\$ 749.36				4			
Approver(s) for the claim	Approval Status	Approval Date									
BALES, KERRY	Approve	2-Sep-25									



Thomas C Mountain

INFORMATION INVOICE

Room No. : [REDACTED]
Arrival : 08-11-25
Departure : 08-15-25
Page No. : 1 of 2
Folio No. :
Conf. No. : [REDACTED]
Cashier No. : [REDACTED]
Custom Ref. :

Company Name :
Group Name :
Guest Name :

Table with 5 columns: Date, Description, Charges, Credits. Rows include Package Revenue, Destination Marketing Fee, Room GST, and Tourism Levy for dates 08-11-25, 08-12-25, 08-13-25, 08-14-25, and 08-15-25. Total Credits: 749.36.

Total Charges 749.36
Total Credits 749.36

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
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Email: info@matrixedmonton.com
www.matrixedmonton.com

RA Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
MOUNTAIN, THOMAS	Chief Operating Officer	Lethbridge	\$ 161.00								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
8/11/2025	In-Person meetings with Recovery Alberta and Ministry Leaders in Edmonton	AB - Other Zones	Meals Per Diem	\$ 161.00				5			
Approver(s) for the claim	Approval Status	Approval Date									
BALES, KERRY	Approve	2-Sep-25									