

Recovery Alberta Board and Executive Expense Report

Name: Thomas Mountain
Title: Chief Operating Officer
Location: Lethbridge
 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					-			
	Expense Claim	Meetings					-			
Oct-25	Direct Bill	Meetings	655				655			
Total by category			\$ 655	\$ -	\$ -	\$ -	\$ 655	\$ -	\$ -	\$ -

Total posted for the Month \$ 655

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

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 : Thomas Mountain **Reporting Period for the Month of :** Oct-25

Invoice Date DD-MMM-YYYY	Payment Method	Category	Business Reason	Name of Vendor	Amount Paid
11-Sep-2025	Direct Billing	Airline Ticket	Panelist at Canadian Centre on Substance Use and Addiction (CCSA) Issues of Substance 2025 Conference November 17 - November 19, 2025 Halifax, Nova Scotia - Edm to Halifax	Vision Travel DT Ontario-West Inc	\$327.49
11-Sep-2025	Direct Billing	Airline Ticket	Panelist at Canadian Centre on Substance Use and Addiction (CCSA) Issues of Substance 2025 Conference November 17 - November 19, 2025 Halifax, Nova Scotia - Halifax to Edm	Vision Travel DT Ontario-West Inc	\$327.49
	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					\$ 654.98



Your Direct Itinerary

DIRECT TRAVEL
9929-108TH STREET NW
EDMONTON AB T5K 1G8
1-833-692-4120

ALBERTA HEALTH SERVICES
10030 107 STREET
EDMONTON AB Z/T5H3E4

Agency reference: [REDACTED]

Agent name: [REDACTED]

Traveler name	Client reference
THOMAS C MOUNTAIN	

Thank you for choosing Direct Travel. Complete details for your trip are below. Please review this document and the trip details thoroughly. If a discrepancy exists, please contact us immediately upon receipt. Missing your flight without cancelling will result in the forfeiture of the value of your airline ticket.

Government issued photo I.D. is required for all travel and the name on your photo I.D. must match the name on your ticket.

Please [click here](#) upon receipt of your itinerary for valuable information that may be critical to the success of your travels. We strongly recommend you come back to this information regularly in advance of and during travel as documentation and health requirements could change without notice.

Itinerary summary

	From / To	Flight / Provider	Departure / Arrival	
Flight	Sat. Nov. 15, 2025 Calgary(YYC) - Toronto Pearson(YYZ)	Air Canada [REDACTED]	1:10 p.m.- 7:08 p.m.	Check in
Flight	Sat. Nov. 15, 2025 Toronto Pearson(YYZ) - Halifax(YHZ)	Air Canada [REDACTED]	9:15 p.m.- 12:26 a.m. (1)	Check in

- Quick links**


 - [Check-in Information](#)
 - [Passport & Visa Requirements](#)
 - [Canadian Government Travel Advisories](#)
 - [Airport & Flight Status](#)
 - [Weather](#)

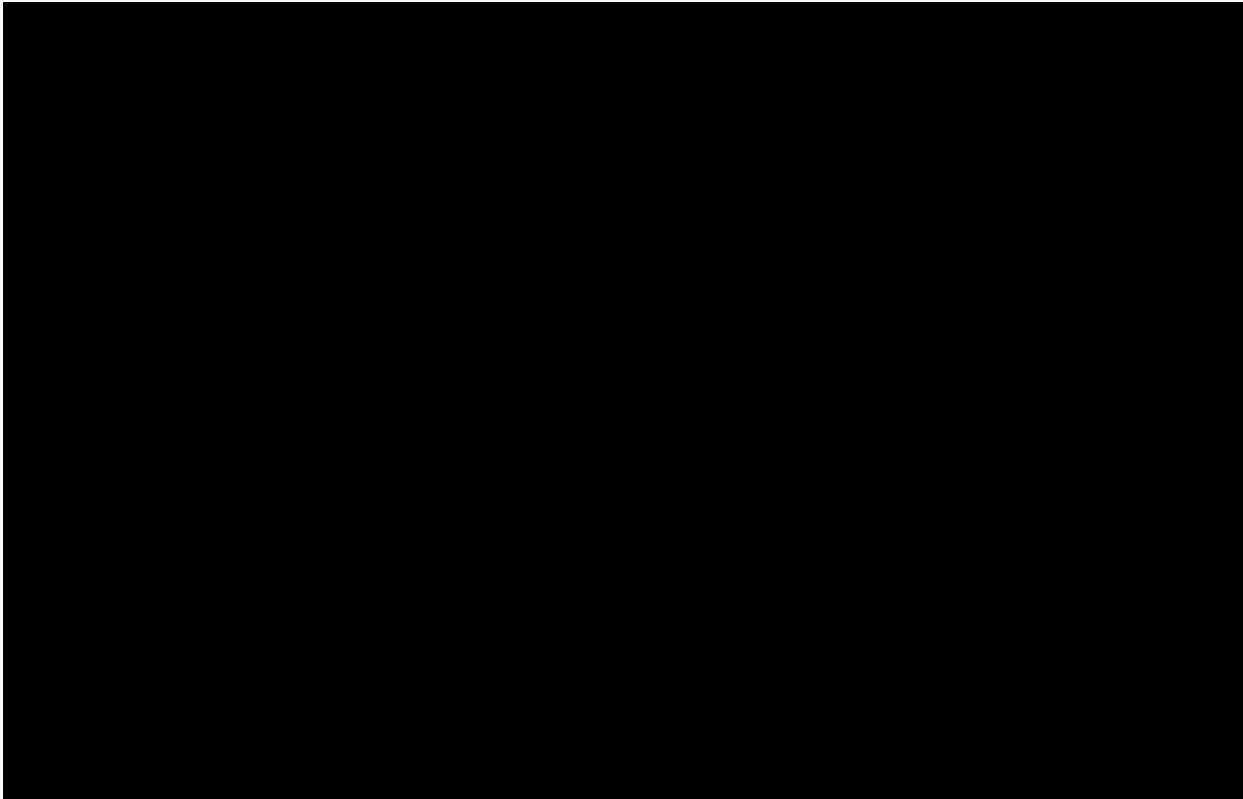
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	AC Calgary Calgary (YYC)	Toronto Toronto Pearson (YYZ)
Departure	Sat. Nov. 15, 2025 1:10 p.m.	Arrival Sat. Nov. 15, 2025 7:08 p.m.
Departure terminal		Arrival terminal 1
Class	Economy(K)	Seat
Status	Confirmed	Airline check-in ID [REDACTED]
Special requests		Frequent traveler
Equipment	Airbus A320	Duration/Meal service 03:58/Food to buy
eTicket	[REDACTED]	
Baggage ▶		

 AC	Toronto Toronto Pearson (YYZ)		Halifax Halifax (YHZ)
Departure	Sat. Nov. 15, 2025 9:15 p.m.	Arrival	Sun. Nov. 16, 2025 12:26 a.m.
Departure terminal	1	Arrival terminal	
Class	Economy(K)	Seat	
Status	Confirmed	Airline check-in ID	██████████
Special requests		Frequent traveler	
Equipment	Airbus A321	Duration/Meal service	02:11/Food to buy
eTicket	██████████		
Baggage	▶		



Invoice/Ticket information for THOMAS C MOUNTAIN

Ticket:	Air Canada	Invoice:	██████████
Base:	CAD275.00		
Other tax:	CAD52.46		
GST/HST tax:	CAD0.00		
QST tax:	CAD0.00		
		Amount:	CAD327.46
Payment:	██████████	Issue date:	04-Sep.-2025
		Total invoiced amount:	CAD327.46
		Balance due:	CAD0.00

General remarks
 AIRFARES ARE NOT GUARANTEED UNTIL TICKETED
 AIRLINES RECOMMEND CHECKING IN 2 HOURS PRIOR TO FLIGHT.
 THIS TICKET IS NON-REFUNDABLE. CHANGES/CANCELLATIONS MUST
 BE MADE PRIOR TO DEPARTURE OR TICKET WILL HAVE ZERO VALUE
 AIRLINE CHANGE/CANCELLATION FEES MAY APPLY.

Agency registration
 TPS/GST-723782728 RT 0001



Your Direct Itinerary

DIRECT TRAVEL
9929-108TH STREET NW
EDMONTON AB T5K 1G8
1-833-692-4120

ALBERTA HEALTH SERVICES
10030 107 STREET
EDMONTON AB Z/T5H3E4

Agency reference: [REDACTED]

Agent name: [REDACTED]

Traveler name	Client reference
THOMAS C MOUNTAIN	

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Itinerary summary				
	From / To	Flight / Provider	Departure / Arrival	
Flight	Sat. Nov. 22, 2025 Halifax(YHZ) - Toronto Pearson(YYZ)	Air Canada [REDACTED]	1:20 p.m.- 3:00 p.m.	Check in
Flight	Sat. Nov. 22, 2025 Toronto Pearson(YYZ) - Calgary(YYC)	Air Canada [REDACTED]	4:30 p.m.- 6:54 p.m.	Check in

- Quick links**


 - [▶ Check-in Information](#)
 - [▶ Passport & Visa Requirements](#)
 - [▶ Canadian Government Travel Advisories](#)
 - [▶ Airport & Flight Status](#)
 - [▶ Weather](#)

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	AC [REDACTED]	Halifax Halifax (YHZ)	Toronto Toronto Pearson (YYZ)
Departure	Sat. Nov. 22, 2025 1:20 p.m.	Arrival	Sat. Nov. 22, 2025 3:00 p.m.
Departure terminal		Arrival terminal	1
Class	Economy(K)	Seat	
Status	Confirmed	Airline check-in ID	[REDACTED]
Special requests		Frequent traveler	
Equipment	Boeing 737Max	Duration/Meal service	02:40/Food to buy
eTicket	[REDACTED]		
Baggage ▶			

 AC	Toronto Toronto Pearson (YYZ)		Calgary Calgary (YYC)
Departure	Sat. Nov. 22, 2025 4:30 p.m.	Arrival	Sat. Nov. 22, 2025 6:54 p.m.
Departure terminal	1	Arrival terminal	
Class	Economy(K)	Seat	
Status	Confirmed	Airline check-in ID	██████████
Special requests		Frequent traveler	
Equipment	Airbus A321	Duration/ Meal service	04:24/Food to buy
eTicket	██████████		
Baggage ▶			

Invoice/Ticket information for THOMAS C MOUNTAIN

Ticket:	Air Canada	Invoice:	██████████
Base:	CAD275.00		
Other tax:	CAD52.46		
GST/HST tax:	CAD0.00		
QST tax:	CAD0.00		
		Amount:	CAD327.46
Payment:	██████████	Issue date:	03-Sep.-2025
		Total invoiced amount:	CAD327.46
		Balance due:	CAD0.00

General remarks
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