

Expense Disclosure



Name: Kymberly Kaufmann
Position: Chief Executive Officer
Reporting Period: Nov 01 - Dec 31, 2024

Date Expense Incurred	Location	Description/ Rationale	Airfare	Transportation	Accommodation	Meals (per diems)	Other	Total Amount	Receipt
Sept 16-20, 2024	Washington D.C., USA and Massachusetts, USA	Business meetings with the Executive Office of the President for Drug Policy, the American Honours Recovery Gala, the Substance Abuse and Mental Health Services Administration, the Phoenix, the Bureau of Public Health, and Harvard Recovery Research Institute	\$ 2,023.15	\$ 559.74	\$ 2,069.43	\$ 296.94	\$ -	\$ 4,949.26	Receipt Package 1
Dec 5, 2024	Edmonton, AB, Canada	Meeting with the Minister, Government of Alberta	\$ 178.51	\$ 45.00	\$ -	\$ -	\$ -	\$ 223.51	Receipt Package 2

Total: \$ 5,172.77

Expense Disclosure



Name: Nathaniel Day
Position: Chief Scientific Officer
Reporting Period: Nov 01 - Dec 31, 2024

Date Expense Incurred	Location	Description/ Rationale	Airfare	Transportation	Accommodation	Meals	Other	Total Amount	Receipt
Dec 17, 2024	Calgary, AB, Canada	Working session for 17 staff members	\$ -	\$ -	\$ -	\$ 701.40	\$ -	\$ 701.40	Receipt Package 3

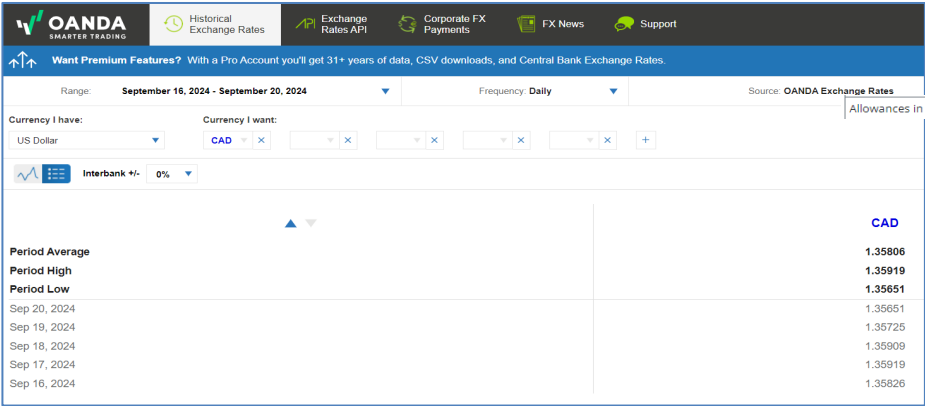
Total: \$ 701.40

Name: Kymberly Kaufmann
Position: Chief Executive Officer
Reporting Period: Nov 01 - Dec 31, 2024

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Total								\$ 5,172.77	

Meal claims are only per diems. No receipts are required.

Receipt Package 1



Effective Date: April 1, 2024

Seventy-five percent (75%) of the meal and incidental allowances shall be paid starting on the 31st consecutive calendar day in the United States of America are the same as in Canada but paid in US funds, calendar day of travel status at the same location when the traveller chooses to stay in private accommodation.

	Canadian \$ (taxes included)			
	Canada & USA	Yukon & Alaska	N.W.T.	Nunavut
1. Canada				
1.1 Private non-commercial accommodation allowance				
Day 1-120	50.00	50.00	50.00	50.00
Day 121 onward	25.00	25.00	25.00	25.00
1.2 Meal allowances				
breakfast - 100% (up to 30 th day)	24.90*	25.95	28.20	30.10
breakfast - 75% (31 st to 120 th day)	18.70*	19.45	21.15	22.60
breakfast - 50% (121 st day onward)	12.45*	13.00	14.10	15.05
lunch - 100% (up to 30 th day)	25.20*	23.80	34.25	36.55
lunch - 75% (31 st to 120 th day)	18.90*	17.85	25.70	27.40
lunch - 50% (121 st day onward)	12.60*	11.90	17.15	18.30
dinner - 100% (up to 30 th day)	61.85*	68.65	73.25	97.35
dinner - 75% (31 st to 120 th day)	46.40*	51.50	54.95	73.00
dinner - 50% (121 st day onward)	30.95*	34.35	36.65	48.70

Exchange rates for meal per diems and expenses paid personally

Exchange Rate: 1.35806

Expense	USD	CDN
breakfast per diem	24.90	33.82
lunch per diem	25.20	34.22
dinner per diem	61.85	84.00
Sept 17: taxi to the White House	59.76	81.16
Sept 17: metro to hotel	10.00	13.58
Sept 18: Airfare from Washington DC to Boston	138.10	187.55
Sept 18: Sovereign Cab from hotel to Phoeix	28.85	39.18
Sept 18: taxi from Phoenix to the hotel	33.45	45.43
Sept 18: taxi from the hotel	42.03	57.08
Sept 18: Hotel Marriott Marquis Washington DC - for Sept 16 & 17	790.78	1,073.93
Sept 19 : Uber Taxi	9.20	12.49
Sept 19: Uber to RRI	48.00	65.19

Sept 19: Taxi from OSE to the Hotel	36.94	50.17
Sept 19: Hotel Four points by Sheraton-Boston for Sep 18	359.67	488.45
Sept 20: Hotel Four points by Sheraton-Boston for Sep 19	373.36	507.05
Sept 20: Taxi from hotel to the airport	28.35	38.50
		-

**NO RECEIPTS FOR THE FOLLOWING EXPENSES
USING VISA EXCHANGE/CHARGE AS PER STATEMENT**

Expense	USD	CDN
Sept 16: Taxi UVC INC WASHINGTON		36.56
Sept 18: Taxi Uber		83.42
Sept 18: Taxi Creative Mobil		40.27
Sept 19: Taxi Uber		9.20

Employee Name

Kym Kaufmann

Employee ID

Merchant

Various

Transaction Date yyyy-mm-dd

Various

Item Description	Quantity	Price	Total	Purpose
Sept 16: taxi	1	\$36.56	\$36.56	taxi in Washington DC, airport to hotel
Sept 18: taxi/uber	1	\$83.42	\$83.42	taxi hotel to Phoenix (rush hour)
Sept 18: taxi	1	\$40.27	\$40.27	taxi to new hotel (moved to be closer to delegation)
Sept 19: tax/uber	1	\$9.20	\$9.20	taxi from Bureau meeting to hotel
Total			\$169.45	

Reason for Missing Receipt(s)

Receipts were not provided electronically as expected from these drivers. All taxis were in Washington DC, or Boston as part of my participation in the Minister of Mental Health and Addiction's mission to the U.S.

Amounts claimed were the actuals as indicated on my personal credit card statement as proof of my expense.

I certify that this transaction:

- This expense was incurred to accomplish official business for the Canadian Centre of Recovery Excellence.
- I have not received, nor will I receive, reimbursement from any other source.
- That a receipt was not reasonably attainable.

Signature of Employee

Signature of Executive Director, Finance and Corporate Services, CoRE

Signature of Expenditure Officer

Date	Description		Amount
16 SEP 24	UVC INC WASHINGTON	(a)	\$36.56
18 SEP 24	UBER TRIP HTTPS://HELP.UB	(b)	\$83.42
18 SEP 24	CREATIVE MOBIL510014 09 BOSTON	(c)	\$40.27
19 SEP 24	UBER TRIP HTTPS://HELP.UB	(d)	\$9.20

Canada - 16 Sep 2024: Winnipeg - Washington (Booking reference: [REDACTED])

Message

Air Canada <notification@notification.aircanada.ca>

Thu, Aug 15, 2024 at 7:53 AM



Booking Confirmation

[REDACTED]

Issued 15 Aug, 2024

[Manage booking](#)

[Check-in](#)

Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

IMPORTANT : This is your official itinerary/receipt. You must bring it with you to the airport for check-in. Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes).

Ensure you are in compliance with the entry requirements of your destination. For the latest information on entry requirements, our flexible booking policy, or our health and safety measures, visit our [Travel Ready hub](#).

Flights

Departure • Mon 16 Sep, 2024

Economy Comfort

Winnipeg YWG

12:20

Winnipeg

Toronto YYZ

15:46

Toronto-Pearson Int. Terminal 1

AC 262 • Operated by Air Canada

Aircraft type: Airbus A220-300 Wi-Fi

Duration: 2hr 26m

Cabin: Economy Class (K)
Meal: Air Canada Bistro (\$)

Toronto YYZ

18:20

Toronto-Pearson Int. Terminal 1

Washington DCA

19:55

R. Reagan Washington National Terminal 1

AC 8784 • Operated by Air Canada Express - Jazz
Aircraft type: [Mitsubishi CRJ900](#)
Duration: 1hr 35m
Cabin: Economy Class (K)

Passengers

Kymberly [REDACTED] **Kaufmann**

Ticket #: [REDACTED]

Aeroplane #: [REDACTED]

Seats

YWG → YYZ

YYZ → DCA



Purchase Summary



CAD \$655.10

1 Adult

Air transportation charges

Base fare - departure \$509.99

Taxes, Fees and Charges

Air Travellers Security Charge - Canada \$16.08

Goods and Services Tax - Canada - 100092287
RT0001 \$28.20

Harmonized Sales Tax - Canada - 100092287
RT0001 \$0.91

Airport Improvement Fee - Canada	\$45.00
Transportation International/Domestic Tax - United States	\$30.48
Animal and Plant Health Inspection Service (APHIS) User Fee – United States	\$5.26
Immigration User Fee - United States	\$9.61
Customs User Fee - United States	\$9.57
<hr/>	
Grand total	CAD \$655.10

Check-in and boarding gate deadlines

Check-in and baggage drop-off opens

Get a head start and drop your bags off as early as four hours before departure.

All destinations **240 min**

Check-in and baggage drop-off closes

Make sure you've checked in, have your boarding pass and have dropped off your bags before the end of the check-in period for your flight.

Within Canada **45 min¹**

To/from the U.S. **60 min²**

¹ From Toronto Billy Bishop Airport (YTZ): 30 minutes.

² From Toronto-Pearson Airport (YYZ): 90 minutes.

Boarding gate deadline

This is the latest you should be at the departure gate, ready to board.

Within Canada **30 min**

To/from the U.S. **30 min**

Your Flight Itinerary
Your JetBlue confirmation code is [REDACTED]

DCA	BOS	Flight 554	Wed, Sep 18 11 :30am	Wed, Sep 18 1 :02pm
jetBlue.			Terminal: 2	

KYMBERLY K KAUFMANN

Washington

DCA

Boston

BOS

TrueBlue Number: [REDACTED] Flight # 554

Fare: Blue Extra

Ticket number: [REDACTED] Seat: [REDACTED]

Manage my booking

Payment Details

Master XXXXXXXXXXXX [REDACTED]	Credit Card	\$138.10
	Non Refundable	\$114.42
	Taxes & fees	\$23.68
Purchase Date: Sep 2, 2024		
Request full receipt	Total	\$138.10 USD

eTicket Receipt
Prepared For
KAUFMANN/KYMBERLY K MS

ISSUE DATE	29 Aug 24
TICKET NUMBER	
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/
FREQUENT FLYER NUMBER	

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
20 Sep 24	WESTJET WS 6740 Operated by: DELTA AIR LINES INC	BOSTON, MA Time 11:13am Terminal TERMINAL A	MINNEAPOLIS ST PL, MN Time 1:25pm Terminal TERMINAL 1 - LINDBERGH	Airline Reservation Code Fare EconoFlex Seat Number Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis MOOD0ZFS Not Valid After 20 SEP 25

20 Sep 24	WESTJET WS 6338 Operated by: SKYWEST DBA DELTA CONNECTION	MINNEAPOLIS ST PL, MN Time 3:00pm Terminal TERMINAL 1 - LINDBERGH	WINNIPEG MB, CANADA Time 4:38pm	Airline Reservation Code ██████████ Fare EconoFlex Seat Number ██████████ Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis MOODOZFS Not Valid After 20 SEP 25
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Allowances

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXX██████████
Fare Calculation Line	BOS WS X/MSP WS YWG844.00NUC844.00END ROE1.00 XFMSP4.5
Fare	USD 844.00
Equivalent Amount Paid	CAD 1137.00
Taxes/Fees/Carrier-Imposed Charges	CAD 29.90 US2 (TRANSPORTATION TAX (INTERNATIONAL))
	CAD 7.54 AY (SEPTEMBER 11TH SECURITY FEE)
	CAD 6.06 XF (PASSENGER FACILITY CHARGE)
Total	CAD 1180.50

Thanks for tipping, Kym

Here's your updated Tuesday afternoon ride receipt.

Total \$59.76

Trip fare	\$45.80
Subtotal	\$45.80
Booking Fee	\$2.98
DC Digital Dispatch Surcharge	\$0.25
Tip	\$7.79
DC Fee	\$2.94

Payments

Marriott Amex	\$59.76
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UberX 31.97 miles | 1 h 5 min

1:20 PM
E Capitol St, Washington, DC
20003, US

2:25 PM
5600 Fishers Ln, Rockville,
MD 20852-1738, US

memo
from SAMS HA
to hotel.

09/17/24

16:29:46

Twinbrook
Rockville MD
FOR CUSTOMER SERVICE
CALL 202-962-5719

1700 Chapman Avenue
MEZZANINE 16
MACHINE 32

AN: *****

VENDOR:

REF NO:

AUTH NO:

CREDIT PURCHASE

QUANTITY SELECTED: 1

COST IS \$10.00 PER

CARD

S/N:

0167 0530 7563 2814 4642

TOTAL AMOUNT: \$10.00

--ORIGINAL--
SOVEREIGN CAB IN
Cab # [REDACTED]
HACK: [REDACTED]

CUSTOMER COPY
09/18/24 TR 3245

START END MILES
12:58 13:14 5.4

Fare: \$ 22.60

Extra: \$ 0.00

Toll: \$ 2.25

Srch: \$ 0.00

Tip: \$ 4.00

TOTAL: \$ 28.85

Type: AMEX
Card: [REDACTED]

AUTH: 869841

HACKNEY HOT LINE
(617) 536-TAXI
E-MAIL: TAXI@
PD.BOSTON.GOV

Thanks for tipping, Kym

Here's your updated Wednesday afternoon ride receipt.

Total \$33.45

Trip fare \$23.33

Subtotal \$23.33

Tobin Bridge \$2.25

Booking Fee \$2.87

Massachusetts Driver Benefits Surcharge \$0.64

Tip \$4.36

Payments

Marriott Amex 9/18/24 4:31 PM \$33.45

Visit the trip page for more information, including invoices (where available)

You rode with

UberX 10.60 miles | 42 min

2:45 PM | 407 Squire Rd, Revere, MA 02151, US
3:28 PM | 54 Newmarket Sq, Boston, MA 02118-2619, US

September 18, 2024

Thanks for tipping, Kym

Here's your updated Wednesday afternoon ride receipt.

Total \$42.03

Trip fare \$30.69

Subtotal \$30.69

Tobin Bridge \$2.25

Booking Fee \$2.97

Massachusetts Driver Benefits Surcharge \$0.64

Tip \$5.48

Payments

Marriott Amex \$42.03

Comfort 10.66 miles | 31 min

4:29 PM
54 Newmarket Sq, Boston,
MA 02118-2619, US

5:01 PM
407 Squire Rd, Revere, MA
02151, US

Thanks for tipping, Kym

Here's your updated Thursday morning ride receipt.

Total \$48.00

Distance	\$3.65
Base Fare	\$0.76
Time	\$30.21

Subtotal	\$34.62
Tobin Bridge	\$2.25
Reservation Fee	\$1.00
Booking Fee	\$2.89
Massachusetts Driver Benefits Surcharge	\$0.64
Tip	\$6.60


Payments

 Marriott Amex ... 	\$41.40
9/19/24 10:29 AM	
 Marriott Amex 	\$6.60
9/19/24 10:30 AM	

[Visit the trip page](#) for more information, including invoices (where available)

You rode with 

UberX 7.48 miles | 42 min

-  9:47 AM | 407 Squire Rd, Revere, MA 02151, US
-  10:29 AM | 151 Merrimac St, Boston, MA 02114-4709, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

September 19, 2024

Thanks for tipping, Kym

Here's your updated Thursday afternoon ride receipt.

Total \$36.94

Trip fare	\$30.90
Subtotal	\$30.90
Booking Fee	\$0.59
Massachusetts Driver Benefits Surcharge	\$0.64
Tip	\$4.81

Payments

Marriott Amex	\$36.94
9/19/24 4:03 PM	

UberX 4.26 miles | 20 min

3:32 PM
1 Dalton St, Boston, MA
02115, US

3:52 PM
16 Garden St, Cambridge,
MA 02138, US

Here's your updated Friday morning ride receipt.

Total \$28.35

Trip fare	\$9.27
Subtotal	\$9.27
Reservation Fee	\$8.26
Sumner Callahan Tunnel Toll	\$2.65
Booking Fee	\$0.59
Airport Facility Charge	\$3.25
Massachusetts Driver Benefits Surcharge	\$0.64
Tip	\$3.69

Payments

Marriott Amex 9/20/24 9:14 AM	\$24.66
Marriott Amex 9/20/24 9:24 AM	\$3.69

[Switch Payment Method](#)
[Download PDF](#)

UberX 3.12 miles | 9 min

9:04 AM 59 Causeway St, Boston, MA 02114-1604, US	
9:13 AM 18 Airport Rd, Boston, MA 02128, US	



MARRIOTT MARQUIS WASHINGTON DC

GUEST FOLIO

ROOM GK TYPE ROOM CLERK	KAUFMANN/K NAME ADDRESS	311.00 RATE	09/18/24 DEPART 09/16/24 ARRIVE	11:00 TIME 19:59 TIME	ACCT# MBV#: XXXX
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DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
09/16	ROOM 5070, 1	311.00		
09/16	ROOM TAX 5070, 1	49.60		
09/16	DEST FEE AJB	30.00		
09/16	DESTFTAX AJB	4.79		
09/17	ROOM 5070, 1	311.00		
09/17	ROOM TAX 5070, 1	49.60		
09/17	DEST FEE JLEE	30.00		
09/17	DESTFTAX JLEE	4.79		
09/18	AX CARD			
			\$790.78	

TO BE SETTLED TO: AMERICAN EXPRESS CURRENT BALANCE .00

THANK YOU FOR CHOOSING THE MARRIOTT MARQUIS WASHINGTON DC.
PLEASE REVIEW AND CONTACT AT YOUR SERVICE WITH ANY CHANGES.
ADDITIONAL CHARGES WILL BE CHARGED TO YOUR CARD.

See our "Privacy & Cookie Statement" on Marriott.com

Four Points Boston Logan Airport
407 Squire Road
Revere, MA 02151
United States Of America
Tel: 781-284-7200 Fax: 781-284-1886



KYMBERLY KAUFMANN

Page Number : 1 Invoice Nbr :
Guest Number :
Folio ID :
Arrive Date : 18-SEP-24 13:25
Depart Date : 19-SEP-24 13:46
No. Of Guest : 1
Room Number :
Marriott Bonvoy Number :

Tax Invoice

Four Points Boston Logan Airport				
Date	Reference	Description	Charges (USD)	Credits (USD)
18-SEP-24	RT515	Room Chrg - Govt./Military	322.00	
18-SEP-24	RT515	State Occupancy Tax	18.35	
18-SEP-24	RT515	City Occupancy Tax	19.32	
19-SEP-24	AX	American express		-359.67
For Authorization Purpose Only				
xxxxx				
Date		Time	Code	Authorized
18-SEP-24		13:25		418.60
** Total			359.67	-359.67
*** Balance			0.00	

Sheraton Commander Hotel - Cambridge
16 Garden Street
Cambridge, MA 02138
United States
Tel: 617-547-4800 Fax: 617-234-1302



KYMBERLY KAUFMANN

Page Number : 1
Guest Number : [REDACTED]
Folio ID : [REDACTED]
Arrive Date : 19-SEP-24 13:35
Depart Date : 20-SEP-24 07:11
No. Of Guest : 1
Room Number : [REDACTED]
Marriott Bonvoy Number : [REDACTED]

Invoice

Sheraton Commander Hotel - Cambridge [REDACTED]

Date	Reference	Description	Charges (USD)	Credits (USD)
19-SEP-24	RT326	Room Chrg - Govt./Military	322.00	
19-SEP-24	RT326	Room State Tax	18.35	
19-SEP-24	RT326	Room City Tax	19.32	
19-SEP-24	RT326	Room Ccf Tax	8.86	
19-SEP-24	RT326	Tourism Assessment	4.83	
20-SEP-24	AX	American Express [REDACTED]		-373.36

Approve EMV Receipt for AX [REDACTED] N Verified

IAD:[REDACTED] TVR:0000008000 AID:[REDACTED]
AID:[REDACTED] Application Label:AMERICAN EXPRESS
TSI:E800 ARC:00 CHIP READ

R1



Courtyard by Marriott® Edmonton Downtown
1 Thornton Court Nw, Edmonton, Ab, T5j-2e7 P 780.423.9999
Marriott.com/YEGCY

Kymberly/Mrs Kaufmann		Room: Room Type: GENR	
		Rate: \$159.00	Clerk: [REDACTED]
Arrive: 04Dec24	Time: 11:15AM	Depart: 05Dec24	Time: 01:26PM

DATE	DESCRIPTION	CHARGES	CREDITS
04Dec24	Room Charge	159.00	
04Dec24	Marketing Fee	4.77	
04Dec24	Gst 831018205	8.19	
04Dec24	Tourism Levy	6.55	
04Dec24	Daily Parking	42.86	
04Dec24	Gst 831018205	2.14	
05Dec24	Visa		223.51

Card Type: VISA Card Entry: MANUAL Approval Code:

BALANCE:		0.00
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Marriott Bonvoy Account #: Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy account statement or your online statement for updated activity.

Summary of Taxes		
Description		Tax
Gst Room		8.19
Hst Room		6.55

Thank You For Choosing Courtyard By Marriott Edmonton Downtown

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Bring the Courtyard sleep experience home with you. Visit ShopCourtyard.com.