

**Reporting Period:** September 01 - October 31, 2025

These expenses include travel expenses, hospitality expenses and work session expenses. The following reports are supported by receipts and invoices over \$100. Personal information has been redacted. We report reimbursed expenses every two months within 10 business days of the end of the second month. Posted reports are archived for two years.

Preparer Name, Job Title	Date Prepared
Kelvin Wang - Finance & Procurement Analyst	November 7, 2025
Reviewer Name, Job Title	Date Prepared
Niki Mao, Senior Financial Accountant	November 10, 2025





Name: Kymberly Kaufmann

**Position:** Chief Executive Officer

**Reporting Period:** Sept 1 - Oct 31, 2025

Date Expense Incurred	Location	Description/ Rationale	Airfare	Transportation	Accommodation	Meals (per diems)	Other	Total Amount	Receipt
June 9-10, 2025	Edmonton, AB, Canada	Meeting with Alberta Government/Mental Health and Addiction	\$-	\$ 50.55	\$187.05	\$118.00	\$7.35	\$362.95	Receipt Package 1
August 26, 2025	Calgary, AB, Canada	Lunch Meeting with Oxford House	<b>\$</b> -	<b>\$</b> -	<b>\$</b> -	\$49.87	\$-	\$49.87	No Receipt Required
September 3-6, 2025	Vancouver, BC, Canada	Attended Canadian Academy for Addiction Psychiatry & World Association on Dual Disorders 2025 Conference	\$-	\$ 128.65	\$1,473.44	\$102.00	\$22.05	\$1,726.14	Receipt Package 2

Total: \$ 2,564.55



Name: Nathaniel Day

**Position:** Chief Scientific Officer

**Reporting Period:** Sept 1 - Oct 31, 2025

Date Expense Incurred	Location	Description/ Rationale	Airfare	Transportation	Accommodation	Meals (per diems)	Other	Total Amount	Receipt
September 3-7, 2025	Vancouver, BC, Canada	Attended Canadian Academy for Addiction Psychiatry & World Association on Dual Disorders 2025 Conference	\$508.12	\$112.43	\$1,829.40	\$ -	\$118.40	\$ 2,568.35	Receipt Package 4

Total: \$ 2,568.35



Name: Mahmoud Azimaee

**Position:** Chief Information Officer

**Reporting Period:** Sept 1 - Oct 31, 2025

Date Expense Incurred	Location	Description/ Rationale	Airfare	Transportation	Accommodation	Meals (per diems)	Other	Total Amount	Receipt
August 18, 2025, Sept 3-6, 2025	Vancouver, BC, Canada	Attended Canadian Academy for Addiction Psychiatry & World Association on Dual Disorders 2025 Conference	\$284.49	\$ 194.08	\$1,372.13	\$84.00	\$241.39	\$2,176.09	Receipt Package 5
Sept 14-19, 2025	Edmonton, AB, Canada	Attended meetings with Office of Information & Privacy Commissioner, Mental Health and Addictions, Primary and Preventative Health Services, Alberta Machine Intelligence Institute, Cyber Alberta Summit	\$ -	\$174.50	\$811.66	\$230.00	\$36.75	\$1,252.91	Receipt Package 6
October 7-8, 2025	Edmonton, AB, Canada	Government of Alberta Digital Leadership Conference	\$ -	\$88.92	\$40.30	\$56.00	\$7.35	\$192.57	No Receipt Required

Total: \$ 3,621.57



Name: Naren Makwana

**Position:** Executive Director, Finance & Corporate Services

**Reporting Period:** Sept 1 - Oct 31, 2025

Date Expense Incurred	Location	Description/ Rationale	Airfare	Transportation	Accommodation	Meals (per diems)	Other	Total Amount	Receipt
September 17-20, 2025	Ottawa, ON	CPA One National Conference hotel stay for 3 nights	<b>\$</b> -	\$138.58	\$1,099.89	\$146.00	\$72.05	\$1,456.52	Receipt Package 7

Total: \$ 1,456.52

## Receipt Package 1



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

K. Kaufmann Room: 402

Room Type: GENR Number of Guests: 1

Rate: \$165.00

Clerk:

Arrive: 09Jun25 Time: 08:16AM Depart: 10Jun25 Time: 11:00AM Folio Number:

DATE DESCRIPTION **CHARGES CREDITS** Canadian Governmen 09Jun25 165.00 09Jun25 Marketing Fee 6.60 Gst 09Jun25 8.58 Tourism Levy 09Jun25 6.87 **American Express** 187.05 10Jun25 Card #: /

> Amount: 187.05 Auth: This card was electronically swiped on 09.Jun2

> > BALANCE: 0.00

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
 8.58

 Hst Room
 6.87

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#### **VANCOUVER MARRIOTT PINNACLE**

**GUEST FOLIO** 

ROOM	KAUFMANN/K NAME	44 RAT	9.00 09/06/25 E DEPART 09/03/25 ARRIVE	14:00 TIME 17:47 TIME		ACCT#	
ROOM CLERK	ADDRESS	PAY	MENT			MBV#:	×
DATE	REI	FERENCES	CHARGES	CRI	EDITS	BALANCES D	UE
09/03 09/03 09/03 09/03 09/03 09/03 09/04 09/04 09/04 09/04 09/04 09/05 09/05 09/05 09/05 09/05	ROOM DMF HRM TAX MRDT ME MRDT GST ROOM DMF HRM TAX MRDT ME MRDT GST ROOM DMF HRM TAX MRDT GST ROOM DMF HRM TAX MRDT GST ROOM DMF HRM TAX MRDT ME MRDT GST AX CARD		386.00 4.86 31.27 11.77 9.77 22.18 386.00 4.86 31.27 11.77 9.77 22.18 449.00 5.66 36.37 13.64 11.36 25.80	ABCJL ABCJL ABCJ	\$1473.44		
TO BE SE	TTLED TO: AMERI	ICAN EXPRESS CURRENT	BALANCE .00				
LOCAL FE	EE IS A DESTINATIO	STAY AT MARRIOTTIPLEA: NS MARKETING FEE(DMF) TO THE LOCAL TOURISM	, TOURISM ORGANIZATION				
	DESCRIPTION	SUMMA	ARY OF TAXES ===		TAXED	TAX	
HRT = 8% MRDT = 3 GST MISO PST MISO GST = 5%			TA) 252.44	í	CREDITS .00	15.37 98.91 37.10 .00 70.16 30.90 FOLIO 1473.44	

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VANCOUVER MARRIOTT PINNACLE 1128 WEST HASTINGS S VANCOUVER BC V6E 4R5 604-684-1128 GST REG # 886275940

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This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bit in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including allowey fees.

### Receipt Package 3



Courtyard by Marriott<sup>®</sup> Edmonton Downtown

1 Thornton Court Nw, Edmonton, Ab, T5j-2e7 P 780.423.9999

Marriott.com

K. Kaufmann

Room:

Room Type: Number of Guests: 1

Rate: \$165.00

Clerk

Arrive: 15Sep25

Time: 0

Depart: 16Sep25

Time:

Folio Number:

DATE DESCRIPTION **CHARGES** CREDITS Canadian Prov Govt 15Sep25 165.00 15Sep25 Mark 6.60 Gst 15Sep25 8.58 Tour 15Sep25 6.87 American Express 187.05 16Sep25

BALANCE:

0.00

Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account.

#### **Summary of Taxes**

 Description
 Tax

 Gst Room
 8.58

 Hst Room
 6.87

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## Receipt Package 5



## Reservation Confirmation

Your reservation is now CONFIRMED

## **Reservation Number:**

#### **Main Contact Information**

Name: AZIMAEE MAHMOUD
Email: Home: Work:

#### **Passengers**

Name Flight(s), Seat(s)

AZIMAEE, MAHMOUD

#### ---

#### Flight Itinerary

Leg	Flight	From	То	Aircraft	Status
1		14:05 - Calgary - YYC Wednesday 3 September 2025	14:45 - Vancouver - YVR Wednesday 3 September 2025	B737-800MAX	CONFIRMED
2		18:00 - Vancouver - YVR Saturday 6 September 2025	20:30 - Calgary - YYC Saturday 6 September 2025	B737-800MAX	CONFIRMED

All charges and payments appear in: CAD

#### **Purchase Summary**

Leg	Passenger	Description		Amount	Taxes	Total
1	AZIMAEE,MAHMOUD	YYC Arpt Improve Fee		\$35.00	\$1.75	\$36.75
1	AZIMAEE,MAHMOUD	A - Promo Fare		\$7.54	\$0.38	\$7.92
1	AZIMAEE,MAHMOUD	Security Charge ATSC		\$9.46	\$0.47	\$9.93
1	AZIMAEE,MAHMOUD	Handling Fee		\$9.00	\$0.45	\$9.45
1	AZIMAEE,MAHMOUD	Shop(1) - 23kg Checked Bag		\$64.00	\$3.20	\$67.20
1	AZIMAEE,MAHMOUD	PMT Fee		\$6.66	\$0.33	\$6.99
2	AZIMAEE,MAHMOUD	YVR Airport Improvement Fee		\$25.00	\$1.25	\$26.25
2	AZIMAEE,MAHMOUD	RR - Promo Fare		\$31.83	<b>\$</b> 1.59	\$33.42
2	AZIMAEE,MAHMOUD	Security Charge ATSC		\$9.46	\$0.47	\$9.93
2	AZIMAEE,MAHMOUD	Handling Fee		\$9.00	\$0.45	\$9.45
2	AZIMAEE,MAHMOUD	Shop(2) - 23kg Checked Bag		\$64.00	\$3.20	\$67.20
			Total	\$270.95	\$13.54	\$284.49

#### **Payment Information**

DatePayer's NameAmountTransaction TypePOReceiptAuthorization18 August 2025Mahmoud Azimaee\$284.49

Balance Due: \$0.00

Flair GST #875435307 RT0001

#### SUPPLEMENTARY RECEIPT



## Thanks for choosing FLAIR AIRLINES

AZIMAEE / MAHMOUD

Flight: STD:



Origin: YYC (CALGARY INTL)

Destination: YVR (VANCOUVER INTL)

Charges

GOLF \$94.00

Shipping CoRE banners Total: \$94.00

Taxes

GST 5.000% \$4.70

Total: \$4.70

**Payments** 

Credit

Processing Fee: \$2.37

Total Charged: \$101.07



#### **Reservation Details**

You can modify or cancel your reservation.



#### Pan Pacific Hotel Vancouver

300 - 999 Canada Place Vancouver , BC V6C 3B5 , Canada Phone: (604) 662-8111

Fax: (604) 895-2469

https://www.panpacific.com/en/hotels-resorts/canada/vancouver.htm

group.reservations@panpacificvancouver.com

HOTEL REWARDS PROGRAM

OUTRIGGER

Join No w

Deluxe Room - Request 2 Double Beds

Add to calendar

CAD 1,137.00

CHECK-IN

CHECKOUT

Wed, Sep 3, 2025

Acknowledgment number:

Sat, Sep 6, 2025

Guests

Mahmoud Azimaee

ROOM RATES

Deluxe Room - Request 2 Double Beds

2 adults, 3 nights

Taxes & Fees CAD 235.13

Total CAD 1,372.13

#### SUPPLEMENTARY RECEIPT



## Thanks for choosing FLAIR AIRLINES

AZIMAEE / MAHMOUD

Flight: **STD:** 06-Sep-2025 @ 18:00

Origin: YVR (VANCOUVER INTL)

**Destination:** YYC (CALGARY INTL)

Charges

**GOLF** \$94.00

Standard Seat \$16.00

Shipping CoRE banners Total: \$110.00

**Taxes** 

5.000% **GST** \$5.50

Total: \$5.50

**Payments** 

Credit

Processing Fee: \$2.77

Total Charged: \$118.27



09-19-25

Mahmoud Azimaee Canada

Folio No. A/R Number Group Code Company

Invoice No.

Membership No. :

Room No. : 09-14-25 Arrival Departure : 09-17-25 Conf. No. :

Rate Code:

Page No. : 1 of 1

Date	Description		Charges	Credits
09-14-25	*Accomodation		119.70	
09-14-25	Marketing Fee		4.79	
09-14-25	GST #87857 8491 RT0002		6.22	
09-14-25	AB Tourism Levy		4.98	
09-15-25	*Accomodation		145.35	
09-15-25	Marketing Fee		5.81	
09-15-25	GST #87857 8491 RT0002		7.56	
09-15-25	AB Tourism Levy		6.05	
09-16-25	*Accomodation		152.95	
09-16-25	Marketing Fee		6.12	
09-16-25	GST #87857 8491 RT0002		7.95	
09-16-25	AB Tourism Levy		6.36	
09-17-25				473.84
your acco	u for staying with us! Qualifying points for this stay will automatically be credited to ount. Please tell us about your stay by writing a review here - www.ihg.com/reviews.	Total	473.84	473.84
We look	forward to welcoming you back soon.	Balance	0.00	

Guest Signature:

I have received the goods and / or services in the amount shown heron. I agree that my liablity for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.



7 09-19-25 Mahmoud Azimaee Folio No. 709 Room No. A/R Number Arrival 09-17-25 **Group Code** Departure : 09-19-25 Canada Company Conf. No. Membership No. Rate Code : Invoice No. Page No. 1 of 1

Date	Description		Charges	Credits
09-17-25	*Accomodation	Y TO STATE OF	149.00	
09-17-25	Marketing Fee		5.96	
09-17-25	GST #87857 8491 RT0002		7.75	
09-17-25	AB Tourism Levy		6.20	
09-18-25	*Accomodation		149.00	
09-18-25	Marketing Fee		5.96	
09-18-25	GST #87857 8491 RT0002		7.75	
09-18-25	AB Tourism Levy		6.20	
09-19-25				337.82
your acco	Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews.  We look forward to welcoming you back soon.		337.82	337.82
We look f			0.00	HISTA

Guest Signature:

I have received the goods and / or services in the amount shown heron. I agree that my liablity for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

## Receipt Package 7

The Westin Ottawa 11 Colonel By Drive Ottawa, ON K1N 9H4 Canada

Tel: 613-560-7000 Fax: 613-234-5396

**WESTIN®** 

HOTELS & RESORTS

NAREN MAKWANA

CALGARY, AB, Canada

CP9337 - CPA 2025 The ONE National Conf

Page Number **Guest Number** Folio ID

Arrive Date 19-SEP-25 20-SEP-25 Depart Date No. Of Guest Room Number 1206 Marriott Bonvoy Number:

Invoice Nbr

05:15 Arrive date is incorrectly stated. Arrived Sept 17 as per

below.

Tax Invoice

Tax ID: 811719848RT0001

The Westin Ott YOWWI SEP-20-2025 10:58 BIBAR526

THE VVESUIT	OIL I OVVVVI JL	11-20-2023 10.30 DIDAR320		
Date	Reference	Description	Charges (CAD)	Credits (CAD)
17-SEP-25	RT1206	Room Chrg - Grp - Association	309.00	
17-SEP-25	RT1206	Tax Other	40.17	
17-SEP-25	RT1206	Municipal Accommodation Tax	15.45	
17-SEP-25	RT1206	Municipal Accom Tax HST	2.01	
18-SEP-25	RT1206	Room Chrg - Grp - Association	309.00	
18-SEP-25	RT1206	Tax Other	40.17	
18-SEP-25	RT1206	Municipal Accommodation Tax	15.45	
18-SEP-25	RT1206	Municipal Accom Tax HST	2.01	
19-SEP-25	RT1206	Room Chrg - Grp - Association	309.00	
19-SEP-25	RT1206	Tax Other	40.17	
19-SEP-25	RT1206	Municipal Accommodation Tax	15.45	
19-SEP-25	RT1206	Municipal Accom Tax HST	2.01	
20-SEP-25	MC	MasterCard-		-1,099.89
		<u> </u>		
		** Total	1,099.89	-1,099.89
		*** Balance	0.00	

The Westin Ottawa 11 Colonel By Drive Ottawa, ON K1N 9H4 Canada

Tel: 613-560-7000 Fax: 613-234-5396

**WESTIN®** HOTELS & RESORTS

NAREN MAKWANA

CALGARY, AB,

Canada

CP9337 - CPA 2025 The ONE National Conf

Page Number

**Guest Number** Folio ID

Arrive Date 19-SEP-25 20-SEP-25 Depart Date

1206

No. Of Guest

Room Number Marriott Bonvoy Number: Invoice Nbr

05:15

Amount (CAD)

0.00

0.00

0.00 0.00

0.00

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Bring the Westin experience home. Shop WestinStore.com.





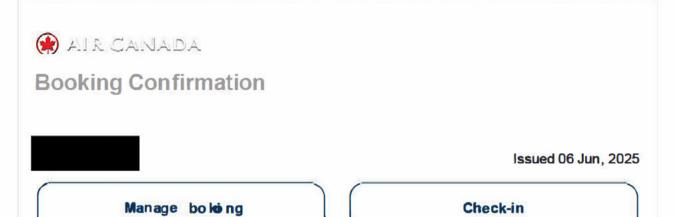
### Air Canada - 03 Sep 2025: Edmonton - Vancouver (Booking reference:

ence:

Air Canada <notification@notification.aircanada.ca>

Fri, Jun 6, 2025 at 1:48 PM

To:



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).

For a successful journey, it's essential that your travel documents are valid for entry and transit through all countries/regions on your itinerary. Remember that failure to comply with travel requirements may result in refusal to travel. For detailed information, consult our <u>Travel Documents page</u> and our <u>Travel Ready hub.</u>

### **Flights**

Departure • Wed 03 Sep, 2025

**Economy Comfort** 

Edmonton YEG Vancouver YVR

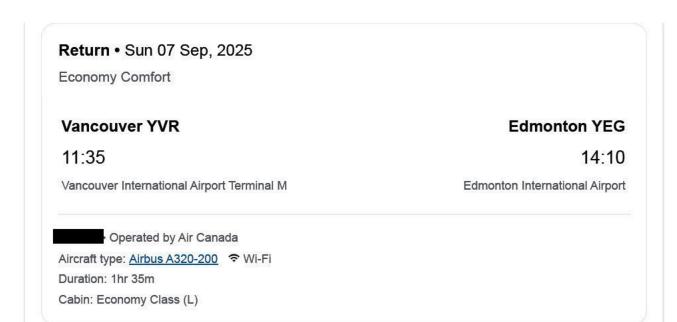
14:55

Edmonton International Airport Vancouver International Airport Terminal M

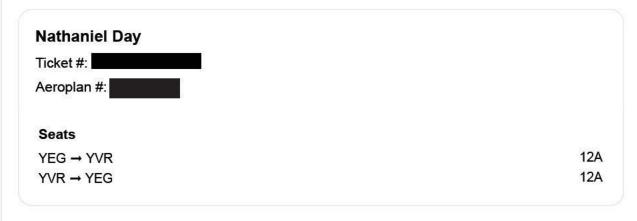
Operated by Air Canada

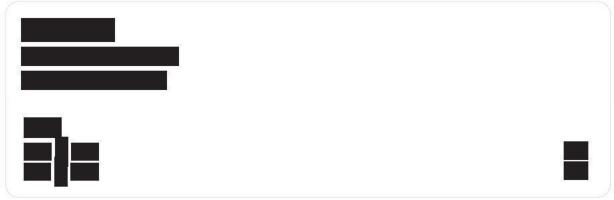
Duration: 1hr 43m

Cabin: Economy Class (G)

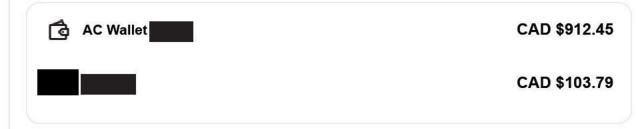


### **Passengers**





## **Purchase Summary**



#### 2 Adults

#### Air transportation charges

Base fare - departure

Adult (\$184.50 x2) \$369.00

Base fare - return

Adult (\$220.50 x2) \$441.00

#### Taxes, Fees and Charges

Air Travellers Security Charge - Canada

Adult (\$18.92 x2) \$37.84

Goods and Services Tax - Canada - 100092287 RT0001

Adult (\$24.20 x2) \$48.40

Airport Improvement Fee - Canada

Adult (\$60.00 x2) \$120.00

#### **Promotion code**

AIR CANADA MEETINGS AND CONVENTIONS

**Applied** 

Grand total CAD \$1,016.24

Nathaniel Day claiming for 1 ticket only: \$508.12

\$508.12

\$508.12

### 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 closes

Make sure you've checked in and have your boarding pass in hand before the check-in deadline for your flight.



Mr Nathaniel Day

Canada

Room Number Arrival Date

Departure Date

: 03-SEP-2025 : 07-SEP-2025

INFORMATION INVOICE

Page No. Folio No. Conf No.

Invoice No. Cashier No.

Membership No.

: 1 of 2

**Group Code** 

Company Name : Canadian Academy for AddictionPsychiatry

Date	Description	Reference		Charges	Credits
09-03-25	Room Charge			379.00	
09-03-25	Room DMF Fee			4.77	
09-03-25	Room PST Tax			30.70	
09-03-25	Room MRDT Tax			11.51	
09-03-25	Room Major Events MRDT Tax			9.59	
09-03-25	Room GST Tax			21.78	
09-04-25	Room Charge			379.00	
09-04-25	Room DMF Fee			4.77	
09-04-25	Room PST Tax			30.70	
09-04-25	Room MRDT Tax			11.51	
09-04-25	Room Major Events MRDT Tax			9.59	
09-04-25	Room GST Tax			21.78	
09-05-25	Room Charge			379.00	
09-05-25	Room DMF Fee			4.77	
09-05-25	Room PST Tax			30.70	
09-05-25	Room MRDT Tax			11.51	
09-05-25	Room Major Events MRDT Tax			9.59	
09-05-25	Room GST Tax			21.78	
09-06-25	Room Charge			379.00	
09-06-25	Room DMF Fee			4.77	
09-06-25	Room PST Tax			30.70	
09-06-25	Room MRDT Tax			11.51	
09-06-25	Room Major Events MRDT Tax			9.59	
09-06-25	Room GST Tax			21.78	
09-07-25			XX/XX		1,829.40
			Total	1,829.40	1,829.40
		Balance Due	CAD \$	0.00	



Mr Nathaniel Day

Canada

INFORMATION INVOICE

Room Number

Arrival Date : 03-SEP-2025 Departure Date : 07-SEP-2025

Page No. : 2 of 2

Folio No. : Conf No. :

Invoice No. Cashier No.

Membership No. :

Group Code

:

Company Name : Canadian Academy for AddictionPsychiatry

Date Description Reference Charges Credits

 GST Tax Summary:
 86324 7854

 Room GST:
 87.12

 F&B GST:
 0.00

 Other GST:
 0.00

 Total GST:
 87.12

I agree that I am personally liable for the following statement and if the person, company or association indicated by me as responsible for payment of the same does not do so, that my liability for such payments shall be joint and several with such person, company or association.

**Guest Signature**