

Travel Expense Chart

Employee Name	Alanna Maloney	
Employee Title	Early Resolution Manager	
Date of Travel	Nov 6-8, 2024	
Destination (s)	Ottawa, Ontario	
Purpose	Attend the Canadian Bar Association - Privacy and Access Law Conference	
Related Costs:		
Airfare	\$	-
Accommodation	\$	633.60
Meals	\$	13.84
Other transportation (taxi, mileage)	\$	19.46
Hospitality	\$	-
Other expenses (conference fee)	\$	1,107.40
Total:	\$	1,774.30