

Travel Expense Chart

Employee Name	Andrea Corlett		
Employee Title	Director of Communications		
Date of Travel	May 3-4, 2016		
Destination (s)	Kingston, ON		
Purpose	Reaching out to Ontario Conference		
Related Costs:			
	Rail fare	\$	167.24
	Accommodation	\$	122.55
	Meals	\$	59.04
	Total:	\$	348.83

①

Four Points Hotel & Suites Kingston
285 King Street East
Kingston, ON K7L 3B1
Canada
Tel: 613-544-4434



Ms. Andrea Corlett

Page Number : 1 Invoice Nbr : 233556
Guest Number : 830788
Folio ID : A
Arrive Date : 03-MAY-16 18:08
Depart Date : 04-MAY-16 07:05
No. Of Guest : 1
Room Number : 407
Club Account :

Tax Invoice

Tax ID :

Four Points Kingston 04-MAY-16 07:10 RC

Date	Reference	Description	Charges (CAD)	Credits (CAD)
03-MAY-16	RT407	Room Revenue	122.55	
04-MAY-16	VI	Visa		-122.55
For Authorization Purpose Only				
Date	Code	Authorized		
03-MAY-16		437363 148.4		
** Total			122.55	-122.55
*** Balance			0.00	

As a Starwood Preferred Guest, you could have earned 218 Starpoints for this visit. Please provide your member number or enroll today.

Tell us about your stay. www.fourpoints.com/reviews

Continued on the next page

2

3

CHEZ PIGGY
68R PRINCESS ST.
KINGSTON, ONT.

TUE MAY 3, 2016
CHECK #1318364-1
TABLE #21
CUSTOMER # 4

1 DUCK CONFIT \$32.00
TAX : \$4.16
TOTAL \$36.16

VISIT OUR BAKERY - PAN CHANCHO
44 PRINCESS STREET 544-7790
Time: 20:57 1 CUSTOMER
9 CHECKS

PLEASE PAY YOUR SERVER.
GST # R100946524

YOU HAVE BEEN SERVED
BY : Jaclyn

=====

Olivea
39 Brock Street
Kingston
K7L 1R7
613-547-5483

=====

CHECK	TABLE	GUEST	05/04/16
33813	10	2/6	12:20
1		\$15 Lunch Pasta	15.00
1		Diet Coke	2.50
1		Coffee	2.75
FOOD TOTAL			15.00
BEVERAGE TOTAL			5.25
SUB TOTAL			20.25
HST			2.63
CHECK TOTAL			22.88

=====

You have been served by Jenn

DUPLICATE #1

THANK YOU

Tax Number 820996353RT0001

**** LIVE JAZZ ****
Tuesday Evenings
6-9pm

33813

From: KINGSTON Wed. May 4, 2016

Departure: 14:50 PM

To: TORONTO UNION STATION Wed. May 4, 2016

Arrival: 17:15 PM

Class: **Economy - Escape fare**



You can be notified of the VIA train status, service disruption or delay regarding a specific train by email or SMS (text message). [Sign up now for the Train-Alert Service.](#)

Remarks: Operated by: VIA Rail Canada.

RECEIPT

FARE INFORMATION

Andrea Corlett (Adult) -----

\$167.24

TAX INFORMATION

PAYMENT

- AUTHORIZATION

TRANSACTION DATE: 04/28/2016

ITINERARY	FARE PLAN	REFUND/EXCHANGE CONDITIONS
TORONTO UNION STATION / KINGSTON	ESCAPE	<u>Before Departure</u> : Non-refundable but exchangeable less a service charge of \$40.50 plus tax(es) and any applicable fare difference. <u>After Departure</u> : Non-exchangeable and non-refundable.
KINGSTON / TORONTO UNION STATION	ESCAPE	<u>Before Departure</u> : Non-refundable but exchangeable less a service charge of \$33.50 plus tax(es) and any applicable fare difference. <u>After Departure</u> : Non-exchangeable and non-refundable.

BAGGAGE ALLOWANCE*

Carry-on baggage

One (1) personal article of up to 11.5 kg (25 lb.) / 43 x 15 x 33 cm (17 x 6 x 13 in.)

AND

One (1) large article of up to 18 kg (40 lb.) / 158 linear cm (62 linear in.)

OR

Two (2) small articles of up to 11.5 kg (25 lb.) / 54.5 x 39.5 x 23 cm (21.5 x 15.5 x 9 in.) each.

OVERWEIGHT CARRY-ON BAGGAGE:

Additional fee of \$20 tax incl. (per one-way trip) if baggage is 18.5-23 kg (41-50 lb.)

Carry-on baggage over 23 kg (50 lb.) is not permitted on board.