

## Travel Expense Chart

<b>Employee Name</b>	Manuela Di Re	
<b>Employee Title</b>	Director of Legal Services	
<b>Date of Travel</b>	September 24, 2015 to September 25, 2015	
<b>Destination (s)</b>	Sault Ste. Marie	
<b>Purpose</b>	Reaching Out to Ontario	
<b>Related Costs:</b>		
<b>Airfare</b>	\$	323.46
<b>Accommodation</b>	\$	117.16
<b>Meals</b>	\$	45.57
<b>Other transportation (taxis)</b>	\$	110.00
<b>Hospitality</b>	\$	-
<b>Other expenses ( baggage fee)</b>	\$	-
<b>Total:</b>	\$	<b>596.19</b>

Manuela DiRe

Subject: RE: Air Canada - 24-Sep: Toronto - Sault Ste Marie (booking ref: [REDACTED])

Booking Information

Booking Reference: [REDACTED]

Customer Care  
Air Canada  
1-888-247-2262  
Flight Arrivals and  
Departures  
1-888-422-7533

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:  
Ms Manuela Dire

Online Services

Manage my booking online (view/change my booking; select seats\*).

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures - check online if my flight is on time.

Check-in online and print my boarding pass.

\* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC7797 <sup>1</sup>	Toronto, Pearson Int'l (YYZ) Thu 24-Sep 2015 18:15 - Terminal 1	Sault Ste Marie (YAM) Thu 24-Sep 2015 19:45	0	1hr30	DH1	Tango, A	
AC7792 <sup>1</sup>	Sault Ste Marie (YAM) Fri 25-Sep 2015 13:55	Toronto, Pearson Int'l (YYZ) Fri 25-Sep 2015 15:21 - Terminal 1	0	1hr26	DH1	Tango, T	

Operated by:

<sup>1</sup> Air Canada Express - Jazz

Passenger Information

1: Ms Manuela Dire : Adult (16+), Ticket Number: 0142151930028

Air Canada - [REDACTED]	Meal Preference :	None
Aeroplan : [REDACTED]		
Payment Card: xxxx-xxxx-xxxx-[REDACTED]	Special Needs:	None
Seat Selection: None		

Purchase Summary

Fare Summary

Passenger Type	<b>Adult</b>
<b>Air Transportation Charges</b>	
Departing Flight - Tango	<b>74.00</b>
Return Flight - Tango	<b>129.00</b>

<u>Surcharges</u>	24.00
<b>Taxes, Fees and Charges</b>	
<u>Canada Airport Improvement Fee</u>	45.00
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	37.21
<u>Air Travellers Security Charge (ATSC)</u>	14.25
Total before options (per passenger)	<b>323.46</b>
Number of passengers	x 1
Total with options	<b>323.46</b>
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$323.46</b>

### Payment Information

**Credit/Debit Card** xxxx-xxxx-xxxx- Amount paid: **\$323.46**

The following amount (tax inclusive) will appear on your credit card or debit card statement:

Air Canada: \$323.46 (Air Transp. Charges - per ticket)

Ticket number(s): 0142151930028

### Fare Rules

**Departing Flight** Toronto (YYZ) To Sault Ste Marie (YAM) - **Tango**

**Return Flight** Sault Ste Marie (YAM) To Toronto (YYZ) - **Tango**

- **Changes:**
  - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
  - **Same-day confirmed changes at check-in or at the airport** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger. Exception: fee is \$100 CAD/USD for flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded)
  - **Same-day standby** at the airport is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
  - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
  - Tickets are **non-refundable** and **non-transferable**.
  - **Cancellations** can be made up to 45 minutes prior to departure.
  - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
  - Customers who **no-show** their flight will forfeit the fare paid.
- **Paid Advance Seat Selection** is available on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Up to 24 hours after the purchase of a new ticket, Air Canada will cancel your ticket and provide a full refund without penalty.

**GIOVANNI'S**  
 516 Great Northern Road  
 Tel: 705-942-3050  
 Check #: 48406

Duplicate

Server: VAN M.345 Date: 09/24/2015  
 Table: 20 -1 Time: 21:52  
 Client: 2

0.50 PICKERAL 12.48  
 0.50 ANGEL TUTTO MARE 13.48

TOTAL FOOD: 25.96  
 TOTAL LIQUOR: 0.00

SUB-TOTAL: 25.96  
 TOTAL TAXES: 3.38

TOTAL: 29.34

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GSP America  
 710 Pacific Domestic Tr  
 Castle B. Pearson Intl Airport  
 GST # 825873560R7001  
 416-776-2477

348 VAN M. P  
 CHK 8936 Sep24 15 05:00P Gst 0

\*\*\*TQ QD\*\*  
 1 Steak/Dessert REG 5.49  
 Cash 20.00

Food 5.49  
 HST Tax 0.71  
 Payment 6.20  
 Charge Due 13.30

Get an iPad Mini  
 Go to the website to tell us  
 whether to tell us about your  
 visit and enter our prize draw  
 See website for T&C  
 http://restaurantreno.com/CA

LOCATION: 7102351

Or please call us 1 877 325 8777

GIOVANNI'S ITALIAN  
 RESTAURANT  
 516 GREAT NORTHERN RD  
 SAULT STE. MAON

CARD \*\*\*\*\*  
 CARD TYPE MASTERCARD  
 DATE 2015/09/24  
 TIME 2758 22:08:20  
 CLERK ID 345  
 RECEIPT NUMBER  
 C82016707-001-100-053-0

PURCHASE AMOUNT \$29.33  
 TIP \$4.40  
 TOTAL

**\$33.73**

MasterCard  
 A0000000041010  
 57B963013755D7F9  
 0000008000-E800  
 3750052F7698B642

**APPROVED**  
 AUTH# 04734S 01-027



Fairfield Inn & Suites by Marriott  
Hst# 123667354

633 Great Northern Road  
Stt Ste Marie, On P6b 5a1  
705.253.7378



M. Dire

Room: 108

Room Type: KING

Number of Guests: 1

Rate: \$101.00

Clerk:

Arrive: 24Sep15

Time: 08:36PM

Depart: 25Sep15

Time:

Folio Number: 64932

Date

Description

Charges

Credits

Date	Description	Charges	Credits
24Sep15	Room Charge	101.00	
24Sep15	Room Tax	13.13	
24Sep15	Convention and Tourism Tax	2.68	
24Sep15	Sales Tax Other Room Tax	0.35	
25Sep15	Master Card		117.16

Card #: MCXXXXXXXXXXXX [REDACTED] XXXX  
Amount: 117.16 Auth: 09333S Signature on File  
This card was electronically swiped on 24Sep15

Balance: 0.00

As a Rewards Member, you could have earned points toward your free dream vacation today. Start earning points and elite status, plus enjoy exclusive member offers. Enroll today at the front desk.

Want your final hotel bill by email? Just ask the Front Desk! See "Internet Privacy Statement" on Marriott.com.

RECEIVED PAYMENT

PAID \$65.

DATE 25/09/15 032 DRIVER

WITH THANKS *[Signature]*

8

6

705-942-0005

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AMEX  
INTERAC

RESERVATIONS  
PARTY BOOKINGS  
WEDDINGS  
STAG & DOES

1855-7387599  
506  
4500

7

	4.01
	0.63
	<u>5.64</u>
	20.00
	14.30
TOTAL	5.64

CSHR #1 7423 11.90