Travel Expense Chart

Employee Name	Suzanne Brocklehurst	
Employee Title	Registrar	
Date of Travel	September 24-25, 2015	
Destination (s)	Sault Ste Marie, Ontario	
Purpose	Reaching Out to Ontario	
Related Costs:		
Airfare	\$	627.43
Accommodation	\$	117.16
Meals	\$	31.48
Other transportation (specify)	\$	44.00
Hospitality		
Other expenses (specify)		·
Total:	\$	820.07

Suzanne Brocklehurst

From:

Air Canada <confirmation@aircanada.ca>

Sent: To:

Friday, September 11, 2015 3:15 PM Suzanne Brocklehurst

Subject:

Air Canada - 25-Sep: Sault Ste Marie - Toronto (booking ref: NGRMQE)

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****



Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check in kiosk,





Access your personalized Air Canada travel information

View your planner >

Booking Information

Booking Reference:

NGRMOE

Electronic Ticketing confirmed. This is your official

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

Departures

1-888-422-7533

itinerary/receipt. **Main Contact:**

Ms Suzanne Brocklehurst

suzanne.brocklehurst@ipc.on.ca

Mobile: Home:

Work: 1-416-3268743

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
AC7794 ¹ Sault Ste Toronto, Pearson Marie (YAM) Int'l (YYZ)	0 1hr25 <u>DH1 Flex</u> , Q	

Fri 25-Sep 2015 15:50 Fri 25-Sep 2015 17:15 - Terminal 1

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Ms Suzanne Brocklehurst: Adult (16+), Ticket Number: 0142152839982

Frequent Flyer Prog: None Meal Preference:

None

Payment Card:

Special Needs:

None

Seat Selection: None

Purchase Summary

Fare Summary	
Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Flex	315.00
Surcharges	12.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	20.00
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	46.04
Air Travellers Security Charge (ATSC)	7.12
Total before options (per passenger)	400.16
Number of passengers	x 1
Total with options	400.16
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$400.16

Payment Information

Credit/Debit Card Amount paid: \$400.16

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

Air Canada: \$400.16 (Air Transp. Charges - per ticket)

Ticket number(s): 0142152839982

Fare Rules

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

Changes:

- Prior to day of departure Change fee per direction, per passenger, is \$50 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 permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- Same-day standby 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).
- o Flights can only be used in sequence from the place of departure specified on the itinerary.

#2

CONFIRMATION NUMBER: SY7CRD

porter flying refined

SOLD TO



BOOKING DATE

FRI 11 SEP 2015

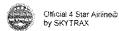
THU 24 SEP 2015		TORO	NTO (YTZ) TO SAULT STE. MARIE (YAM)
PD 687 Porter Airlines	4:55 PM Toronto (YTZ)	6:15 PM Sault Ste. Marie (YAM)	SY7CRD
PASSENGER(S)			
1. SUZANNE E	ROCKLEHURST		
FARE/TICKET INFORMATI	ON		
TORONTO (YTZ) - SAULT	STE. MARIE (YAM)		
FIRM FARE (1 x \$ 158.00)			\$ 158.00 CAD
Air Traveller	Security Charge		\$ 7.12 CAD
Airport Impro	vement Fee		\$ 20.00 CAD
Harmonized	Sales Tax		\$ 26.15 CAD
NAV and Sur	charges		\$ 16.00 CAD
SUBTOTAL			\$ 227.27 CAD
TOTAL			\$ 227.27 CAD
PAYMENTS			
MASTERCARD	ENDING IN		\$ 227.27 CAD
		TOTAL AMOUNT	\$ 227.27 CAD



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flying refined

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Fairfield Inn & Suites by Marriott Hst# 123667354

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



S. Brocklehurst

Room: 327

Room Type: QNQN

Number of Guests: 1

Rate: \$101.00

Clerk:

Arrive: 24Sep15	Time: 06:59PM	Depart: 25Sep15	Time:	Folio Number: 66771
Date	Description		Charges	Credits
24Sep15 24Sep15 24Sep15 24Sep15 25Sep15	Room Charge Room Tax Convention and Tourism Tax Sales Tax Other Room Tax Master Card Card #: MCXXXXXXXXXX Amount: 117.16 Auth: 07792S Signature This card was electronically swiped on 245		101.00 13.13 2.68 0.35	117.16
		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.

As requested, a final copy of your bill will be emailed to you at: SUZANNE.BROCKLEHURST@IPC.ON.CA. See "Internet Privacy Statement" on Marriott.com.

WATERFRONT LEGEND P6A5A6 89 FOSTER DRIVE SAULT S MARIEON 20049015 GH2004901502

09-25-2015

13:48:46 C

Acct # Exp Date 04/18

Card Type MC

Name: SUZANNE BROCKLEHURST

A0000000041010

MASTERCARD

Trace # 5245

Operator 36

Inv. # 5351

RRN 001372010 Auth # 054215 **TSI E800**

TVR 0000008000

TC 619F8DD638FBBD44

Purchase

\$14.96 \$5.00

Tip

Total

\$19.96

(PIN VERIFIED)

Retain this copy for your records Merchant copy

SAULT AREA HOSPITAL EXCEPTIONAL HOSPITALITY EVERY DAY

MAREK HOSPITALITY

CAFE

Sault Sainte Marie

Close Date: Sep 25, 2015 07:59:28

Date: Sep 25, 2015 07:59:32

Table: Cas-4283874 TableTransId: 4283874 TransId: 4283874 Server: cafe reg #1

11.52 9 Naya Water 11.52 Subtotal 1.50 HST CAFE 13.02 Total -13.02Master Card 0.00 Balance

> HST R893327197RT THANK YOU

> > D17-1

Kathy Water Front Legend (The River Cookhous

> 89 Foster Drive Sault Ste. Marie , ON P6A 5X6 Tel: 705-256-6868

9/	25/2015 12:30 OPER:	Kathy
1	@GRK CKN WRP 10.95	10.95
1	house dressing on side 0.00	0.00
1	coffee/tea 2.29	2.29

Count: 3

SubTotal \$13.24 HST Total After Tax \$1.72 \$14.96 Balance Due \$14.96



======= Thank you ========



Union Pearson Express

ADULT ONE-WAY

ADULTE

ALLER SIMPLE

\$ 22.00

AÉROPORT

PEARSON AIRPORT

TOTA

BLOOR

25 SEP 2015

17:30

Must take trip within 1 hour of issuance Doit faire le trajet au plus I heure après achat

Not refundable, not transferable Non remboursable, non transférable

Retain for inspection Conserver pour inspection

UO403CCARD TN: 050180898197

METROLINX

CREDIT CARD RECEIPT

UP Express Pearson TVM MISSISSAUGA, ON

TYPE:

PURCHASE

MASTER CARD ACCT: AMOUNT: \$22.00 CAD

CARD#:

DATE/TIME: 2015/09/25 17:30:54 66292792 U0403 C REF#:

AUTHOR. #: 01713S CAPITAL ONE **3**40000000041010 0000008000 E800

VERIFIED BY PIN INVOICE#: 050180898197

01/027

APPROVED - THANK YOU

-- IMPORTANT --

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RECEIPT FOR CAB FARE Date D From