

Travel Expense Chart

Employee Name	Karen Hale	
Employee Title	Bilingual Communications Officer	
Date of Travel	June 4-5, 2015	
Destination (s)	Ottawa, ON	
Purpose	ROTO- Ottawa Hospital	
Related Costs:		
Airfare	\$	218.37
Accommodation	\$	203.54
Meals		
Other transportation (taxi)	\$	36.27
Hospitality		
Other expenses (specify)		
Total:	\$	458.18

Airfare - Karen Hale - Ottawa

Payment**Summary**

Details	Charge
Base Fare	\$ 108.00
NAV and Surcharges	\$ 28.00
Air Traveller Security Charge	\$ 14.24
Airport Improvement Fee	\$ 43.00
Harmonized Sales Tax	\$ 25.13
Total Fare Price	\$ 218.37 CAD

Payment Details

Details	Status	Charge
Credit Card - VI	(Approved)	\$ 218.37
Amount Paid		\$ 218.37 CAD

Sheraton Ottawa Hotel
 150 Albert Street
 Ottawa, ON K1P 5G2
 Canada
 Tel: 613-238-1500 Fax: 613-235 2723



Ms. Karen Hale
 [REDACTED]
 [REDACTED]
 Canada

Page Number : 1
 Guest Number : 757714
 Folio ID : A
 No. Of Guest : 1
 Room Number : 905
 Club Account :
 Arrive Date : 04-JUN-15 16:00
 Depart Date : 05-JUN-15 08:02

Tax ID : 122417470

Sheraton Ottawa 05-JUN-15 08:02 CATHY

Date	Reference	Description	Charges (CAD)	Credits (CAD)
04-JUN-15	520A	8196638617-0-01	1.25	
04-JUN-15	RT905	Room	175.00	
04-JUN-15	RT905	Room HST 13%	22.75	
04-JUN-15	RT905	DMF 3%	5.25	
04-JUN-15	RT905	DMF HST 13%	0.68	
05-JUN-15	VI	Visa		-204.93
	** Total		204.93	-204.93
	*** Balance		0.00	

Handwritten: 203.54 KH

Handwritten: minus \$1.39

Summary of HST for your stay:

	Amount (CAD)
HST for Room Revenue:	22.75
HST for Food and Beverage:	0.00
HST for Telephone:	0.14
HST for Other:	0.68
HST for entire stay:	23.57

As a Starwood Preferred Guest, you could have earned 340 Starpoints for this visit. Please provide your member number or enroll today.

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From Sheraton
to Ottawa Hospital

DJ'S TAXI
(613) 829 - 9900

TERMINAL ID: 314-665-793
VEHICLE ID : 5096
DRIVER ID : 00052618
TRIP NUMBER: 0653
PASSENGERS: 1
06/05/2015
START: 08:14 END: 08:16

FARE AMOUNT: \$ 15.45

SURCHARGE AMOUNT: \$ 1.50
TIP AMOUNT: \$ 2.32

TOTAL : \$ 19.27

VISA SALE : ****6166

APPROVAL NUMBER : 092194

MEMBER PASSENGER COPY MEMBER

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB



WEST-WAY TAXI RECEIPT : TRIP ID: _____	
Amount/Montant : \$ <u>17.00</u>	Date: <u>June 5, 2015</u>
Account/Compte # _____	Ref # : _____
Name/Nom : <u>Karen Hale</u>	
From/De: <u>Ottawa Hospital</u>	
To/A: <u>Sheraton Hotel</u>	
THANK YOU / MERCI TAXI # _____ Name: _____	