

Travel Expense Chart

Employee Name	Karen Hale
Employee Title	Bilingual Communications Officer
Date of Travel	September 26-27, 2016
Destination (s)	London, Ontario
Purpose	ROTO (Reaching out to Ontario program)
Related Costs:	
Train	\$74.58
Accommodation	\$116.39
Meals	\$16.44
Other transportation (taxi)	\$25.00
Hospitality	
Other expenses (specify)	
Total:	\$232.41

ITINERARY / RECEIPT - NOT VALID FOR TRAVEL

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BOOKING CONFIRMATION: **JYO612**

KAREN HALE

IMPORTANT - AN E-BOARDING PASS HAS BEEN ISSUED FOR EACH SEGMENT OF THIS TRIP AND HAS BEEN SENT IN A SEPARATE E-MAIL. Please bring all e-boarding passes on your trip and review this confirmation carefully as it includes some important information about travelling with us.

Customers with special service requests

VIA suggests that all customers with special service requests arrive at VIA stations early for safe and timely access to the correct platform. Please validate VIA station hours as some stations open 30 minutes prior to scheduled train time.

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ITINERARY # 1

TRAIN 73 | [info](#)

From: **TORONTO UNION STATION** Mon. Sep 26, 2016

Departure: **12:15 PM**

To: **LONDON** Mon. Sep 26, 2016

Arrival: **14:23 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.

ITINERARY # 2

TRAIN 76 | [info](#)

From: **LONDON** Tue. Sep 27, 2016

Departure: **15:43 PM**

To: **TORONTO UNION STATION** Tue. Sep 27, 2016

Arrival: **17:52 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

Karen Hale (Adult) ----- \$74.58

FARE: \$66.00 **G.S.T/H.S.T.:** \$8.58 **P.S.T.:** \$0.00 **TOTAL:** \$74.58

TAX INFORMATION

Taxable fare: \$66.00
G.S.T/H.S.T. number: 105521785RT001

TRANSACTION DATE: 09/08/2016

ITINERARY	FARE PLAN	REFUND/EXCHANGE CONDITIONS
TORONTO UNION STATION / LONDON	ESCAPE	<u>Before Departure</u> : Non-refundable but exchangeable less a service charge of \$20.00 plus tax(es) and any applicable fare difference. <u>After Departure</u> : Non-exchangeable and non-refundable.
LONDON / TORONTO UNION STATION	ESCAPE	<u>Before Departure</u> : Non-refundable but exchangeable less a service charge of \$20.00 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.

ADDITIONAL CARRY-ON ITEM(S) ALLOWED:

One (1) additional article of up to 23 kg (50 lb.) for a fee of \$30 tax incl. (per one-way trip).

YOUTHS (12-25) : One (1) personal article (usual restrictions, see above), two (2) articles of 23 kg (50 lb)

Residence Inn[®] Marriott.

Residence Inn by Marriott
London Downtown

383 Colborne Street
London, ON N6B 3P5
T 519.433.7222

Karen/ Ms Hale 2 Bloor Street East Suite Toronto ON M4W1A8 1pc Ontario Arrive: 26Sep16 Time: 02:49PM Depart: 27Sep16	Room: 207 Room Type: DNBR Number of Guests: 1 Rate: 103.00 Clerk: PEZ Time: 07:45AM Folio Number: 93363
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Date	Description	Charges	Credits
26Sep16	Rm Chg PENT T1 Transient	103.00	
26Sep16	Hst Room Tax 13%	13.39	
27Sep16	Visa <i>Card #: VIXXXXXXXXXXXXX6166/XXXX</i> <i>Amount: 116.39 Auth: 073599 Signature on File</i> <i>This card was electronically swiped on 26Sep16</i>		116.39
	Balance:	0.00	

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BLUE & WHITE

Operated by 2339468 Ontario Inc.
519-432-2222 / 519-432-TAXI

Date: 26/09/2016 Time: 3:00 P.M.
 Account #: _____ Fare: 7.00
 Account Holder: _____
 Account Phone #: _____
 Pick Up: via (London, ON)
 Destination: Marriott Inn
 Car #: 278 Driver: Ala HST #: _____
 Passenger Name: Karen Hale
 Authorized Signature: _____

BLUE & WHITE

Operated by 2339468 Ontario Inc.
519-432-2222 / 519-432-TAXI

Date: sep. 26, 2016 Time: 3pm
 Account #: _____ Fare: 18.00
 Account Holder: _____
 Account Phone #: _____
 Pick Up: Marriott London
 Destination: Western University
 Car #: 514 Driver: A-Mosty HST #: _____
 Passenger Name: Karen Hale
 Authorized Signature: _____

LONDON ALE HOUSE
 288 DUNDAS ST
 LONDON, ON N6B 1T6
 519-204-2426

SALE

Server #: 000004
 REF#: 00000015
 Batch #: 153
 09/26/16 20:51:06
 APPR CODE: 031754
 Trace: 15
 VISA Chip
 *****6166

AMOUNT \$19.21
 TIP \$2.88
 TOTAL \$22.09

APPROVED 5.65
16.44

VISA CREDIT
 AID: A0000000031010
 TVR: 00 80 00 80 00
 TSI: F8 00

THANK YOU / MERCI
 CUSTOMER COPY

London Ale House

Table 46-2
 Trans#: 1087292 Serv: Rachel
 9/26/2016 8:49 PM # Custal
 =====
 Qty Description Cost
 =====
 1 Classic Burger \$12.00 ✓

Net Total: \$17.00
 HST \$2.21
 =====
 TOTAL: \$19.21
 Amount Due: \$19.21
 Food: \$12.00
 Liquor: \$5.00

Friday & Saturday N
 Live Bands
 Sunday Team Trivia