

Travel Expense Chart

Employee Name	Manuela Di Re	
Employee Title	Director of Legal Services and General Counsel	
Date of Travel	October 28-29, 2016	
Destination (s)	Ottawa	
Purpose	Speaking Engagement CBA Access to Information and Privacy Law Symposium	
Related Costs:		
Airfare	\$	331.37
Accommodation	\$	231.62
Meals	\$	9.23
Other transportation (taxis)	\$	80.43
Hospitality	\$	-
Other expenses (baggage fee)	\$	-
Total:	\$	652.65

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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
AC190	Toronto, Pearson Int'l (YYZ) Fri 28-Oct 2016 14:10 - Terminal 1	Ottawa, Ottawa Int'l (YOW) Fri 28-Oct 2016 15:13	0	1hr03	320	Tango, L	
AC451	Ottawa, Ottawa Int'l (YOW) Sat 29-Oct 2016 12:00	Toronto, Pearson Int'l (YYZ) Sat 29-Oct 2016 13:05 - Terminal 1	0	1hr05	320	Tango, T	

Passenger Information

1: Ms Manuela Dire : Adult (16+), Ticket Number: 0142168489615

Air Canada - 761764521 Meal Preference : None

Payment Card: xxxx-xxxx-xxxx Special Needs: None

Seat Selection: None

Purchase Summary

Fare Summary	
Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Tango	87.00
Return Flight - Tango	120.00
Surcharges	24.00

①
[Cont'd]

Taxes, Fees and Charges	
Canada Airport Improvement Fee	48.00
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	38.12
Air Travellers Security Charge (ATSC)	14.25
Total before options (per passenger)	331.37
Number of passengers	x 1
Total with options	331.37
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$331.37

Payment Information

Credit/Debit Card xxxx-xxxx-xxxx Amount paid: **\$331.37**
The following amount (tax inclusive) will appear on your credit card or debit card statement:

Air Canada: \$331.37 (Air Transp. Charges - per ticket)

Ticket number(s): 0142168489615

Fare Rules

Departing Flight Toronto (YYZ) To Ottawa (YOW) - Tango

Return Flight Ottawa (YOW) To Toronto (YYZ) - Tango

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$100 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 \$100 CAD/USD per direction, per passenger.
 - **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.

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CAPITAL TAXI
(613) 744 3333

LOCATION ID: 324 301 750
MERCHANT ID: 432591-NA
VEHICLE ID: 5064
DRIVER ID: 00052861

TRIP NUMBER: 3007
PASSENGERS: 1

10/26/2016
START: 15:53 END: 15:53

FARE AMOUNT: \$ 33.09

TIP AMOUNT: \$ 6.79

TOTAL : \$ 40.43

VISA SALE :

APPROVAL NUMBER : 001041

~~NO PASSENGER COPY~~

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



Fairmont CHÂTEAU LAURIER

1 Rideau Street
Ottawa, ON, Canada K1N 8S7
T (613) 241-1414 F (613) 562-7030
G.S.T. / H.S.T Registration #843511775

Room/Chambre : 0171
Folio # : 790883
Invoice # :
Cashier/Cassier # : 95771
Page # : 1 of 1

Govt Cda
Ms Manuela Di Re

Reference No.

Arrival/Arrivée : 10-28-16
Departure/Départ : 10-29-16
Fairmont President's Club

Date	Description	Additional Information/Supplémentaire	Charges	Credits
10-28-16	Room Charge		199.00	
10-28-16	Destination Marketing Fee		5.97	
10-28-16	Room HST (13%)		26.65	
10-29-16	Visa	10/18		231.62
Total			231.62	231.62
Balance Due/Soide			0.00	

GST Summary / Sommaire		HST Summary / Sommaire	
Room/Chambre	0.00	Room/Chambre	26.65
F&B/Restauration	0.00	F&B/Restauration	0.00
Other/Autres	0.00	Other/Autres	0.00
Total	0.00	Total	26.65

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To provide feedback about your stay, please contact Mr. Claude Sauvé, General Manager, at Claude.Sauve@fairmont.com.
We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

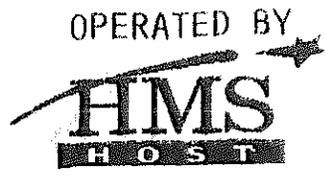
Merci d'avoir choisi les Hôtels Fairmont.
Pour donner votre opinion sur votre séjour, veuillez contacter M. Claude Sauvé, Directeur général, à Claude.Sauve@fairmont.com.
Nous vous invitons également à partager les souvenirs de votre expérience sur notre forum - www.everyonesanoriginal.com.

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United States or Canada 1 800 441 1414
Pour information et réservations visitez notre web au
www.fairmont.com ou téléphoner au Hôtels Fairmont de:
États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année.)
J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1,00\$ par jour (du Lundi au Vendredi) et de 2,00\$ le Samedi. (Dans les hôtels participants.)

Thank you for choosing to stay with Fairmont Hotels & Resorts
Merci d'avoir choisi les Hôtels Fairmont



TIM HORTONS L2
OTTAWA INTERNATIONAL AIRPORT

300924 Carmenci

CHK 3394 GST 2
OCT29'16 10:48AM

TO GO

1 SAND HAM & CHD M	4.49
1 LG HOT TEA L	1.89
1 BTL WTR TMS	1.79

SUBTOTAL	8.17
8.17 HST 5% 217101	0.41
8.17 HST 8% 217101	0.65
AMOUNT PAID	9.23
CASH	20.00
CHANGE	10.77

--300924 Closed OCT29 10:49AM--

WE WANT TO HEAR YOUR FEEDBACK!
PLEASE CONTACT 1-877-672-7467
OR CUSTOMERSERVICE@HMSHOST.COM
TO SHARE YOUR EXPERIENCE.

STOREID: YOWTHS02

GST #137512901

Your order number is: **3394**

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Job # _____

RECEIPT FOR CAB FARE

Amount \$ 40⁰⁰ Date 29/10-16

From _____

To _____

Cab No. _____ Driver [Signature]

H.S.T. Included in meter fare.

