

## Travel Expense Chart

<b>Employee Name</b>	Sherry Liang	
<b>Employee Title</b>	Assistant Commissioner, Tribunal Services	
<b>Date of Travel</b>	October 16-29, 2016	
<b>Destination (s)</b>	Marrakech, Morocco	
<b>Purpose</b>	38th International Conference of Data Protection and Privacy Commissioners	
<b>Related Costs:</b>		
<b>Registration Fee</b>	\$	1,019.81
<b>Airfare</b>		\$1,795.42
<b>Accommodation</b>	\$	995.02
<b>Meals</b>	\$	65.64
<b>Other transportation (taxis)</b>	\$	90.90
<b>Total:</b>	\$	<b>3,966.79</b>

FOREIGN EXCHANGE SELL TO CUSTOMER -

**"Outgoing Wire Payment - same currency"**

August-04-16

Date

Currency	
Amount	\$994.81

Disposition of funds      Transit

Source of funds      Transit      Account



Transaction Record  
Customer Copy

August 4, 2016      2:26:45 PM  
 Branch Transit:  
 Operator:  
 Business Date: August 4, 2016  
 Card Number: No Card  
 Authentication: Manual



Customer To Customer Wire Transfer  
 Serial Number:  
 Amount: ✓ \$994.81  
 Source of Funds:  
 Fee: ✓ \$15.00  
 Telecommunication Fee: ✓ \$10.00

Thank you for banking with  
Bank of Montreal

994.81  
 + 25.00  
 -----

TOTAL = \$ 1,019.81

**Subject:**

FW: Air Canada - 15-Oct: Toronto - Marrakech (booking selected

) - seat

**From:** Air Canada [<mailto:confirmation@aircanada.ca>]

**Sent:** Thursday, June 23, 2016 10:42 AM

**Subject:** Air Canada - 15-Oct: Toronto - Marrakech (booking ref: ) - seat selected

\*\*\*\*\* 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.



Opens in New Window

Access your personalized Air Canada travel information

[View your planner >](#) Opens in New Window

## Booking Information

**Booking Reference:**

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



**Note:** Your reservations for any connecting flights that are not operated by Air Canada (including Air Canada Express flights operated by Jazz), or an Air Canada code share partner are subject to acceptance by the operating

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

carrier, who reserves the right to **decline this sale within 48 hours** of purchase.

In the unlikely event that this should happen, an Air Canada Customer Service representative will contact you to find alternative availability on eligible flights or to refund your booking.

If you wish, you may want to confirm the status of your booking by contacting [Air Canada Reservations](#).

**Main Contact:**  
Ms Sherry Liang

## 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?](#)



### Additional passenger information is required

Your current flight itinerary includes travel to a country that requires additional passenger information.

We strongly encourage you to provide this information ahead of time from the comfort of your home or office with our secure online form.

[Provide passenger information](#)

## Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
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AC460	<b>Toronto, Pearson Int'l (YYZ)</b> Sat 15-Oct 2016 17:10 - Terminal 1	<b>Ottawa, Ottawa Int'l (YOW)</b> Sat 15-Oct 2016 18:13	0	14hr45	E90	Flex Opens in New Window , Q		
AC838	<b>Ottawa, Ottawa Int'l (YOW)</b> Sat 15-Oct 2016 19:05	<b>Frankfurt, Frankfurt Int'l (FRA)</b> Sun 16-Oct 2016 08:20 - Terminal 1	0		763	Flex Opens in New Window , Q		M,K
LH1332 <sup>1</sup>	<b>Frankfurt, Frankfurt Int'l (FRA)</b> Sun 16-Oct 2016 10:15 - Terminal 1	<b>Marrakech (RAK)</b> Sun 16-Oct 2016 12:55 - Terminal 1	0		32A	Flex, Q		M
 <b>Flight LH1332 is operated by a Lufthansa Regional partner Opens in New Window (affiliate or subsidiary of Lufthansa). Please check in directly at the a Lufthansa Regional partner Opens in New Window (affiliate or subsidiary of Lufthansa) counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.</b>								
<b>AC1937<sup>2</sup></b>	<b>Casablanca (CMN)</b> Sat 29-Oct 2016 09:10	<b>Montreal, Trudeau (YUL)</b> Sat 29-Oct 2016 12:00	0	11hr14	763	Flex Opens in New Window , V		M,S
AC415	<b>Montreal, Trudeau (YUL)</b> Sat 29-Oct 2016 14:00	<b>Toronto, Pearson Int'l (YYZ)</b> Sat 29-Oct 2016 15:24 - Terminal 1	0		333	Flex Opens in New Window , V		
<b>Flight AC1937:</b> This flight is operated by Air Canada rouge. You'll want to <a href="#">learn more</a> about Air Canada rouge's in-flight services and amenities, as these differ from those of Air Canada. 								
 S: <b>Snack or Brunch</b> M: <b>Meal (Non Specific)</b> K: <b>Continental breakfast</b>								
Operated by: <sup>1</sup> a <b>Lufthansa Regional partner Opens in New Window</b> (affiliate or subsidiary of Lufthansa) <sup>2</sup> Air Canada rouge								

## Pre-order your onboard duty-free-items



You can pre-order your duty-free items now, and have them delivered directly to your seat on board. **Earn up to 2 Aeroplan Miles for every \$1 spent.** [Details](#)

**Pre-order duty-free items**

**- on flight AC838**

You can pre-order duty-free items online for the following flight(s):



**AC838: Ottawa - (YOW) to Frankfurt (FRA)**

## Passenger Information

**1: Ms Sherry Liang : Adult (16+), Ticket Number:**

Air Canada -  
Aeroplan :

Meal  
Preference : **Regular**

Payment Card: **xxxx-xxxx-xxxx**

Special Needs: **None**

Seat Selection: **AC460 22F , AC838 27K ,  
AC1937 37F , AC415 38H**

## Purchase Summary

<b>Fare Summary</b>	
Passenger Type	<b>Adult</b>
<b>Air Transportation Charges</b>	
Base Fare	<b>1240.98</b>
<b>Surcharges</b>	15.02
<b>Carrier surcharges</b>	396.00
<b>Taxes, Fees and Charges</b>	
<b>Canada Airport Improvement Fee</b>	25.00
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	3.25
Germany Arpt. Security Charge	13.17
Germany Intl. Psgr. Service Tax	30.77
A9	13.25
<b>Air Travellers Security Charge (ATSC)</b>	25.91
Morocco Psgr. Service Charge and Arpt.	32.07
Total before options (per passenger)	<b>1795.42</b>
Number of passengers	x 1

Total with options	<b>1795.42</b>
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$1795.42</b>

### Payment Information

**Credit/Debit Card xxxx-xxxx-** Amount paid: **\$1795.42**

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

Air Canada: \$1795.42 (Air Transp. Charges - per adult)

Ticket number(s):

## Fare Rules

### Departing Flight Toronto (YYZ) To Marrakech (RAK) - Flex

#### Flex

- Applicable for flight(s): AC460, AC838

- **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.
  - Day of departure, at check-in or at the airport - \$100 CAD, per passenger, plus applicable taxes (no charge for fare difference) for same-day flights only.
  - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
  - Tickets are **refundable (a \$300 CAD fee applies per person)** and **non-transferable**. **Partially used tickets** may be submitted for a refund assessment. The refund will be calculated as follows: actual fare paid minus the value of the portion of the journey that has been flown, and minus the applicable fee.
  - **Cancellations** can be made up to 45 minutes prior to departure.
- **Minimum/maximum stay** and other conditions may apply.
- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Air Canada will provide a full refund without penalty when you cancel a **new ticket** (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles).

**Lufthansa or LH City Line Flex fare rules** - Applicable for flight(s): LH1332

For important information regarding the conditions of carriage on Lufthansa, please visit [lufthansa.com](http://lufthansa.com).

# XE Travel Expense Calculator

## 1. Enter the details of your Travel Expenses below

Your Name:

Sherry Liang

Your Company Name:

IPC

Your Home City:

Toronto

Your Home Currency:

CAD - Canadian Dollar

## 2. Enter foreign exchange fees

Credit Card:

2%

Debit Card:

5%

Use the Credit and Debit Card Charges Calculator to determine your fees

Foreign Cash:

5%

Traveller's Checks:

2%

Use the Foreign Exchange Charges Calculator to work out fees.

## 3. Enter receipt details

1.	2016-10-18	Hotel Accommodation; Palmerie Palais (receipt 1)				x
	5685.80	MAD - Moroccan Dirham	▼	Credit Card	▼ @ 2%	Subtotal: \$ 771.98 CAD
	Subtotal formula includes foreign exchange fees					(1 MAD = 0.1331110072998 CAD) + 2% = 0.13577 CAD
2.	2016-10-16	Lunch: Frankfurt Airport (receipt 4)				x
	6.70	EUR - Euro	▼	Credit Card	▼ @ 2%	Subtotal: \$ 9.85 CAD
	Subtotal formula includes foreign exchange fees					(1 EUR = 1.4419637959408 CAD) + 2% = 1.47080 CAD
3.	2016-10-18	Dinner: Terrasse des Epices Restaurant (receipt 5)				x
	180.00	MAD - Moroccan Dirham	▼	Credit Card	▼ @ 2%	Subtotal: \$ 24.44 CAD
	Subtotal formula includes foreign exchange fees					(1 MAD = 0.1331110072998 CAD) + 2% = 0.13577 CAD
4.	2016-10-20	Dinner: Bar Arabe (receipt 6)				x
	230.00	MAD - Moroccan Dirham		Credit Card	▼ @ 2%	Subtotal: \$ 31.35 CAD
	Subtotal formula includes foreign exchange fees					(1 MAD = 0.13361715335492 CAD) + 2% = 0.13629 CAD

Add Row

Total: \$ 837.62 CAD

**Centre  
Monétique  
Interbancaire**

①

**VAL. TRS. PRE-AUTO**

Ms Sherry Liang  
Canada

19/10/16 17:48:15  
9900413494  
94134902  
PP RECEPTION  
Marrakech

**Chambre:** 103228  
**Date Arrivée:** 16-10-16  
**Date Départ:** 19-10-16  
**Page:** 1 of 2  
**Facture:** 179613  
**Caissier:** ELAYAC  
**Date:** 19-10-16

A0000000031010  
APP : Visa Credit  
LIANG/SHERRY  
XXXXXXXXXXXX  
06/18 CARTE ETRANGERE  
EB3FDE94099DOBDA  
201-0-9999-1-44

**INVOICE**

16/10/16 15:43:36  
**MONTANT: 5685,80 MAD**  
NUM TRANSACTION : 014  
NUM AUTORISATION: 02928I  
STAN : 015267

Date	Texte		Débit MAD	Crédit MAD
16-10-16	PACKAGE		1,600.00	
16-10-16	T.C.S		16.50	
16-10-16	T.P.T		12.10	
17-10-16	PACKAGE		1,700.00	
17-10-16	T.C.S		16.50	
17-10-16	T.P.T		12.10	
18-10-16	PACKAGE		1,700.00	
18-10-16	T.C.S		16.50	
18-10-16	T.P.T		12.10	
19-10-16	DAY USE		600.00	
19-10-16	VISA CARD			5,685.80
<b>Total</b>			<b>5,685.80</b>	<b>5,685.80</b>

**DEBIT**  
Le CMI vous remercie  
-----  
TICKET A CONSERVER  
COPIE CLIENT

**Solde Facture** 0.00  
**Total Hors Taxe** 5,090.91  
**Montant T.V.A** 516.89  
**Total T.T.C** 5,685.80

**Sherry Liang**

---

**From:** Sherry Liang  
**Sent:** Friday, October 7, 2016 9:06 AM  
**To:** Sherry Liang  
**Subject:** FW: Expedia travel confirmation - 19 Oct -

2

**From:** Sherry Liang  
**Sent:** Monday, Julv 11. 2016 12:08 PM  
**To:** Sherry Liang  
**Subject:** Fwd: Expedia travel confirmation - 19 Oct -

Begin forwarded message:

**From:** "Expedia.ca" <Expedia@ca.expediamail.com>  
**Date:** June 29, 2016 at 5:29:58 PM EDT  
**To:**  
**Subject:** Expedia travel confirmation - 19 Oct -  
**Reply-To:** databasemarketing@expedia.com



Thank you for booking with Expedia!  
Your booking is confirmed.

You can manage your reservation or review your itinerary online for the most up-to-date information.



Access your itinerary anywhere.  
GET THE FREE APP

**Riad Yasmine, Marrakech**

19 Oct 2016 - 21 Oct 2016

Itinerary #

**Riad Yasmine**

19 Oct 2016 - 21 Oct 2016

1 room | 2 nights

BOOKED



[View hotel details](#)

209 Diour Saboune Bab Taghzoute, Marrakech, 40000 Morocco

Tel: 212 (52) 4377012

### Checking in

Airport shuttle service is available on request. Contact the property in advance to make arrangements.

Your room will be guaranteed for late arrival.

### Important Hotel Information

Although Expedia does not charge a fee to change or cancel your booking, **Riad Yasmine** may still charge a fee in accordance with its own rules & regulations.

Cancellations or changes made after 11:59PM (GMT Daylight Time) on 12 Oct 2016 or no-shows are subject to a hotel fee equal to 50% of the total amount paid for the reservation.

[View your online itinerary](#) for additional rules and restrictions.

For residents of Québec, prices include a contribution to the Indemnity Fund of C\$1.00 per C\$1,000 of travel services purchased.

### Room

#### Standard Room

Includes:

Free Breakfast, Free Wireless Internet

Reserved for

Sherry Liang 1 adult

Requests

1 double bed, non-smoking room

### Price Summary

<b>Total</b>	<b>C\$223.04</b>
Collected by Expedia	
<b>Room Price</b>	<b>C\$223.04</b>
<b>2 nights</b>	C\$101.38 /night
<b>Taxes &amp; Fees</b>	C\$20.28
All prices quoted in CAD.	

### Additional Hotel Services

Car No 19 Date OCT 15, 2016  
 From \_\_\_\_\_  
 To Airport  
 Fare Amount \$ 56.00  
 HST No. \_\_\_\_\_ Tip 8.40  
 Total 64.40  
 Received with Thanks  
 \_\_\_\_\_  
 Signature

3

**TERRASSE DES EPICES  
RESTAURANT**

WWW.TERRASSEDESEPICES.COM  
 FACEBOOK / INSTAGRAM  
 TEL : 05 24 37 59 04

TABLE 93  
 1 x TAJINE LOTTE 120.00 120.00  
 1 x ASSORT SALADE MAROCA 60.00 60.00

5

**SOUSTOTAL 180.00**

CAISSIER  
 001 006 0001 18/10/2016 21:57

SIGNED :

PATENTE:45605005 RC:29297 ID:40171194  
 MERCI POUR VOTRE VISITE

\* \* Customer receipt \* \*  
 GOETHEBAR  
 Kuffler&Bucher GmbH CoKG  
 FH Frankfurt, Terminal 1  
 60547 Frankfurt  
 +49 69-690 30622

Date 16.10.16 09:04  
 Receipt No. 3242  
 Trace No. 029764

4

Payment  
 Visa Credit

No. #####  
 VU No. 143605311  
 Licensing No. 516098  
 Terminal ID 65036217  
 Pos info 00 053 00  
 AS-Time: 16.10 09:04

AS-Proc-Code = 00 053 00  
 Capt.-Ref. = 0301  
 AID59: 05228I

Amount EUR 6,70

Approved

Please keep receipt

7



www.diamondtaxi.ca  
**416-366-6868**

DATE Oct 29/2016 AMT. \$ 26.50  
 FROM Island Airport  
 TO \_\_\_\_\_  
 DRIVER'S NAME \_\_\_\_\_ HST# \_\_\_\_\_  
 CAB# 1645 FARE INCLUDES HST

The Driver is an Independent Contractor, any HST input credit may be claimed as "notional" or applied to the driver's HST registered number, not Diamond Taxi Ltd.

Thank You

Centre  
 Monétique  
 Interbancaire

20/10/16 22:33:35  
 9900042517  
 90425101  
 BAR ARABE  
 Marrakech

6

A0000000031010  
 APP : Visa Credit  
 LIANG/SHERRY  
 XXXXXXXXXXXX  
 06/18 CARTE ETRANGERE  
 219C424246015628  
 201-0-9999-1-44

MONTANT: 230,00 MAD  
 NUM TRANSACTION : 027  
 NUM AUTORISATION: 035291  
 STAN : 004546

DEBIT

Le CMI vous remercie

TICKET A CONSERVER  
 COPIE CLIENT