

## Travel Expense Chart

<b>Employee Name</b>	Andrea Corlett	
<b>Employee Title</b>	Director of Communications	
<b>Date of Travel</b>	May 2-3, 2017	
<b>Destination (s)</b>	Thunder Bay, Ontario	
<b>Purpose</b>	Reaching Out to Ontario event	
<b>Related Costs:</b>		
<b>Airfare</b>	\$	260.18
<b>Accommodation</b>	\$	123.17
<b>Meals</b>	\$	23.00
<b>Other transportation (taxi)</b>	\$	36.00
<b>Hospitality</b>	\$	-
<b>Other expenses ( baggage fee)</b>	\$	-
<b>Total:</b>	\$	<b>442.35</b>

## Booking Receipt

# porter

## Booking Receipt

Thank you for booking with Porter.  
Your payment has been received.

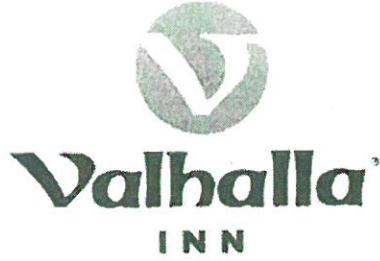
Booking date  
Mar 30, 2017

Confirmation number  
L3EP5F

Andrea Corlett			\$260.18 CAD
Flights			\$260.18
PD 472 Toronto (YTZ) to Thunder Bay (YQT)	May 2, 2017 at 4:45 PM		
Firm fare			\$84.00
Taxes, Fees and Charges			\$59.65
Air Traveller Security Charge			\$7.12
NAV and Surcharges			\$16.00
Airport Improvement Fee			\$20.00
Harmonized Sales Tax (HST)			\$16.53
PD 481 Thunder Bay (YQT) to Toronto (YTZ)	May 3, 2017 at 2:15 PM		
Firm fare			\$84.00
Taxes, Fees and Charges			\$32.53
Air Traveller Security Charge			\$7.12
NAV and Surcharges			\$12.00
Harmonized Sales Tax (HST)			\$13.41
Total cost			\$260.18 CAD

### Payment summary

Transaction Date	Method of Payment	Payment Status	Payment Amount
Mar 30, 2017	MasterCard xxxx-xxxx-xxx	Approved 013555	\$260.18
Total paid			\$260.18 CAD
Total owing			\$0.00 CAD



**MS. Andrea Corlett**  
 ..  
**Canada**

Room No. 405  
 Arrival : 05/02/17  
 Departure : 05/03/17  
 Invoice No. :  
 Conf. No. : 292025  
 Cashier No. : 53  
 Purchase :  
 Order :  
 A/R No. :

Company Name: Office of the ON Information & Privacy C

Group Name: Office of the ON Information & Privacy C

**INVOICE**

HST No.: RT 895695716

Date	Description	Charges	Credits
05/02/17	Room Charge	109.00	
05/02/17	Harmonized Sales Tax	14.17	
05/03/17	Visa - Front Desk		123.17
<b>Total Charges</b>		123.17	
<b>Total Credits</b>			123.17
<b>Balance</b>			<b>0.00</b>

Signature: \_\_\_\_\_

I agree to the charges and understand that any outstanding charges will be charged to my credit card after departure.

Valhalla Inn

1 Valhalla Inn Road, Thunder Bay, P7E 6J1 || Telephone: 807-577-1121 || Fax: 807-475-4723 || www.valhallainn.com

**TIMBERS**  
 Valhalla Inn  
 1 Valhalla Inn Road  
 Thunder Bay, Ontario, P7E 6J1  
 Phone: 807.577.1121  
 GST#: 895695716

2003 Laura L

Tbl 820/2      Chk 1729      Gst  
 May03'17 11:51AM

1 BISON BURG	14.95
sub sweet fries	2.00
Subtotal	16.95
Tax	2.21
Amount Due	<b>19.16</b>

VALHALLA INN  
 1 Valhalla Inn Road  
 Thunder Bay ON P7E 6J1  
 807-577-1121

\*\* TRANSACTION RECORD \*\*

Tran. #: 952  
 RVC: Timbers  
 Table #: 820  
 Check #: 1729  
 Group #: 2  
 Employee #: 2003  
 Employee Name: Laura L

Interac Purchase  
 From Chequing  
 xxxxxxxxxxxx6539 C  
 AID: A0000002771010

Amount	\$19.16
Tip	\$3.84
<b>TOTAL CAD\$</b>	<b>23.00</b>

APPROVED 139879  
 00-001 139879  
 VLHLC15/VLHLC15  
 001001001007  
 2017/05/03 12:33:29

TVR: 0080008000  
 TSI: F800

Customer Copy

**OFFICIAL RECEIPT**

Charge to.....  
 The Sum of..... 13.00  
 TAXI From..... AIRPORT  
 TAXI To..... VALHALLA  
**ROACH'S YELLOW TAXI**  
 Per..... D. St.  
 Date MAY 2 2017

**RECEIPT FOR CAB FARE**

Amount: 23.00      Date: May 4  
 From: BB Airport  
 To: \_\_\_\_\_  
 Cab No.: \_\_\_\_\_      Driver: DT

Your Neighbourhood Taxi Company  
**BEST CHOICE**  
**ETOBICOKE**

Don't Drink & Drive

Don't Drink & Drive

