

Travel Expense Chart

Employee Name	Manuela DiRe	
Employee Title	Director of Legal Services and General Counsel	
Date of Travel	November 29 - 30, 2017	
Destination (s)	Windsor, ON	
Purpose	Reaching Out To Ontario (ROTO) - Windsor	
Related Costs:		
Airfare	\$	190.12
Accommodation	\$	125.43
Meals	\$	39.55
Other transportation (taxi)	\$	60.00
Hospitality	\$	-
Other expenses (baggage fee)	\$	-
Total:	\$	415.10



Booking Confirmation



Booking Reference: **R18ACE**

Date of issue: 08 Nov, 2017

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

- Depart

Economy Tango

Wednesday
29 Nov, 2017

16:05
Toronto
Pearson Intl. (YYZ), ON
Terminal 1



17:08
Windsor
(YQG), ON

AC8871

1hr03
Economy K
Operated by: Air Canada Express -
Jazz | Q400

- Return

Economy Tango

Thursday
30 Nov, 2017

14:00
Windsor
(YQG), ON



15:02
Toronto
Pearson Intl. (YYZ), ON
Terminal 1

AC8868

1hr02
Economy K
Operated by: Air Canada Express -
Jazz | Q400

Passengers

Manuela Di Re

Ticket Number
0142185578727

Air Canada - Aeroplan
761764521

Seats

AC8871 -
AC8868 -

(1)
(part 2)



Purchase summary

MasterCard

 Amount paid: \$190.12
Tax information
 GST/HST no. 10009-2287 RT0001
 \$21.87

1 adult

Air Transportation Charges

Base Fare - Depart - Economy Tango	45.00
Base Fare - Return - Economy Tango	45.00
Surcharges	24.00

Taxes, fees and charges

Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	21.87
Air Travellers Security Charge	14.25
Airport Improvement Fee - Canada	40.00
Total airfare and taxes before options	\$190¹²
GRAND TOTAL (Canadian dollars)	\$190¹²



Check-in and boarding gate deadlines

Within Canada

90
minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45
minutes¹

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15
minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline, 20 minutes.



Best Western PLUS

manuela di re
[Redacted]
[Redacted]

Arrival : 11-29-17
Departure : 11-30-17
Room No. : 0811
Conf. No. : 270941
Page : 1 of 1
Booking No. :
Bill No. :

Guest Name :
Group Code :
Company Name :

Date	Description	Charges	Payments
11-29-17	Room	111.00	
11-29-17	HST Occupancy Tax	14.43	
11-29-17	Visa		125.43
HST#: 815619671RT-0001		Total	125.43
		Balance	0.00

Signature _____

Best Western Plus Waterfront Hotel
277 Riverside Drive West Windsor, ON N9A 5K4
phone: 519-973-5555 fax: 519-973-1600

Car No. #39 Date 11/30/2017
 From PEARSON AIRPORT
 To [REDACTED]
 Amount Paid \$ 60

Received with Thanks
Tarajit Singh
 Signature

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