



## EXPENSE REPORT

EMPLOYEE:

Harry Chandler

Date	Expense Type	Amount			GST	Total	Description / Purpose of Trip
			KM	Amount			
2015-03-11	Conf/Travel/Accom Car	221.00		-	50.03	<b>271.03</b>	Flight Calgary to Toronto
2015-03-11	Conf/Travel/Accom Car	158.00		-		<b>158.00</b>	Hotel- Toronto
2015-03-11	Meals	16.43		-	0.81	<b>16.94</b>	Lunch Calgary airport
2015-03-11	Conf/Travel/Accom Car	65.00		-		<b>65.00</b>	Taxi
2015-03-12	Conf/Travel/Accom Car	14.80		-		<b>14.80</b>	Go train- Union to Clarkson
2015-03-13	Conf/Travel/Accom Car	62.42		-	3.12	<b>65.54</b>	Via Rail- Toronto to Montreal
2015-03-15	Conf/Travel/Accom Car	36.29		-	1.65	<b>37.94</b>	Via Rail- Montreal to Ottawa
2015-03-16	Meals	51.54		-		<b>51.54</b>	Lunch- HC and 2 Stakeholders
2015-03-18	Conf/Travel/Accom Car	262.12		-	34.08	<b>296.20</b>	Flight Ottawa to Calgary
2015-03-18	Conf/Travel/Accom Car	63.95		-		<b>63.95</b>	Parking Calgary airport
				-		-	
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<b>TOTALS</b>	-	951.25	-	-	89.69	<b>1,040.94</b>	



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## Itinerary confirmation

Thank you for choosing WestJet. You can find details about your booking below.

Your reservation code is: XSHDHW

### Guest details

Mr Harry Chandler	Flight	Calgary (YYC)-Toronto (YYZ)
		WestJet FF 405981096
		Ticket number 8382104814896
		Seat YYC-YYZ

### Air itinerary details

Calgary (YYC) Wed Mar 11 2015, 1:40 PM Boeing 737-700	Toronto (YYZ) Wed Mar 11 2015, 7:24 PM	WS 670 WestJet	Fare type: Econo Non-stop
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#### Pricing breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
Adult	\$198.00	\$23.00	\$50.03	\$271.03	x 1	\$271.03 CAD

YYC-YYZ: Econo fare type benefits

First checked bag fee of \$25-29.50 CAD for flights within Canada or to/from the U.S.<sup>1</sup>

Second checked bag fee of \$25-29.50 CAD and excess checked baggage fee of \$75-88.50 CAD per eligible piece<sup>1</sup>

<sup>1</sup> Not applicable on flights operated by our airline partners

Total airfare: **\$271.03 CAD**





## Earn WestJet dollars. Pay when you pick up your car. Book now.

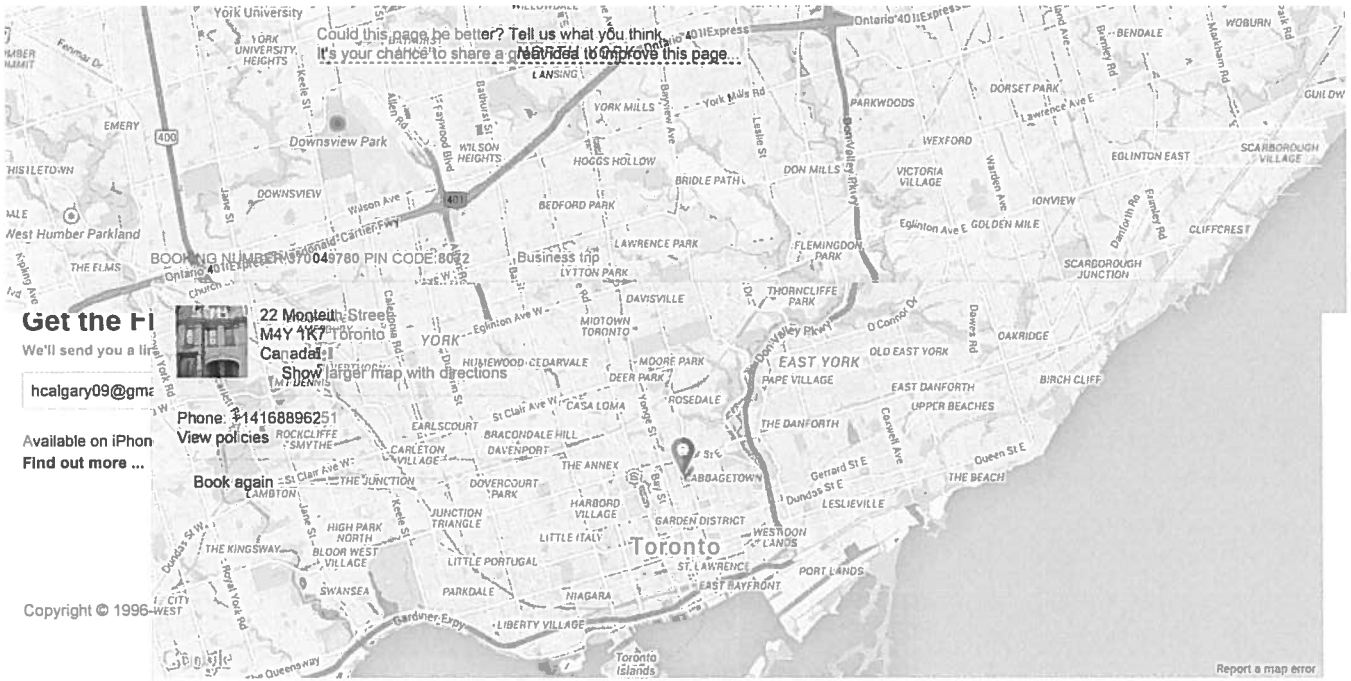
Reserve now and pay when you pick up your vehicle.

All displayed quotes include taxes and fees. Click on the arrows to see other options.

Pick-up from: Toronto (YYZ) Wed Mar 11 2015, 7:54 PM

Drop-off to: Toronto (YYZ) Thu Mar 12 2015, 7:24 PM

<p><b>Economy 4 Door, Automatic, AC</b></p>  <p>Enterprise</p> <p>Total price <b>\$69.98 CAD</b> (includes taxes and fees)</p>	<p><b>Compact 2 Door, Automatic, AC</b></p>  <p>National</p> <p>Total price <b>\$84.26 CAD</b> (includes taxes and fees)</p>	<p><b>Intermediate 5 Door, Automatic, AC</b></p>  <p>Alamo</p> <p>Total price <b>\$76.14 CAD</b> (includes taxes and fees)</p>	<p><b>Medium SUV 5 Door, Automatic, AC</b></p>  <p>Budget</p> <p>Total price <b>\$112.82 CAD</b> (includes taxes and fees)</p>
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CHECK-IN	CHECK-OUT	ROOMS	NIGHTS	TOTAL ROOM PRICE
<b>11</b> MARCH Wednesday from 15:00	<b>13</b> MARCH Friday until 12:00	<b>1</b>	<b>2</b>	<b>CAD 158</b> View price details
<a href="#">Change dates</a>				<a href="#">Edit credit card details</a> <a href="#">Cancel your booking</a>

It costs CAD 0 to cancel this booking until 23:59 (Toronto (Ontario) time), 3 March 2015



**Queen Room with Private Bathroom**  
for Harry Chandler [Edit](#)

Free WiFi  
Coffee/Tea maker • Shower • Bath • TV • Airconditioning

[Edit guest details](#)    [Change your room](#)

⌂ Loading ..

**Edit guest details**

Guest name: Harry Chandler

You can enter more than one name, separated with a comma.

Persons  Smoking Non-smoking only

**Request a meal**

The following options are already included in your room rate:  
• Breakfast

⌂ Loading ..

⌂ Loading ..

Add another room

Number of guests for additional room

**ITINERARY / RECEIPT - NOT VALID FOR TRAVEL**

Thank you for choosing  
VIA Rail Canada.



BOOKING CONFIRMATION: **EZX565**

**HARRY CHANDLER**

**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.

**ITINERARY # 1**

**TRAIN 66** | [info](#)

From: **TORONTO UNION STATION** Fri.  
Mar 13, 2015

Departure: **15:15 PM**

To: **MONTRÉAL** Fri. Mar 13, 2015

Arrival: **20:12 PM**

Class: **Economy - Escape fare**

Remarks: Operated by: VIA Rail Canada. **The full-service meal is not included in Business class between Cornwall-Montréal and Oshawa-Belleville.** Complimentary beverages and snacks will be offered.

**RECEIPT**

**FARE INFORMATION**

HARRY CHANDLER (Senior) \$65.54

REBECCA CHANDLER (Senior) \$65.54

**FARE:** \$116.00      **G.S.T/H.S.T.:** \$15.08      **P.S.T.:** \$0.00      **TOTAL:** \$131.08

**TAX INFORMATION**

Taxable fare: \$116.00  
G.S.T/H.S.T. number: 105521785RT001

**PAYMENT** [REDACTED] - **AUTHORIZATION # 033261**

**TRANSACTION DATE:** 02/06/2015

CHILI'S TEXAS GRILL  
 2000 Airport Road N.E.  
 2000 airport Road N.E.  
 Calgary, Alberta

Server: Jessie113                      03/11/2015  
 Table 105/1                              12:27 PM  
 Guests: 1                                 10146  
 Menu: Server

. We invite you to complete our  
 . GUEST EXPERIENCE SURVEY  
 . YOU COULD WIN \$1000  
 . A WINNER EVERY WEEK  
 . Visit [www.go-chilis.com](http://www.go-chilis.com)  
 . YOUR SURVEY CODE:4008  
 Please enter within the next 72 Hrs. No  
 purchase necessary. Must be 18 or older.  
 Void where prohibited. See website for  
 complete rules and sweepstakes details.

OLDTIMER	12.49
STELLA ARTOIS - LARGE	8.99
Complete Subtotal	21.48
<i>no davis</i>	
Subtotal	21.48
TAX	1.07
Total	22.55
Balance Due	\$ <del>22.55</del>

Thank You!  
 We Welcome Your Comments  
 Visit [chilis.ca](http://chilis.ca)  
 GEM Survey Code 4008  
 GST.# 821972338RT0001

CHILI'S  
 2000 AIRPORT RD NE  
 CALGARY, AB

Term ID: 05671844

**Purchase**

xxxxxxxxxxxx1679  
 VISA                                      Entry Method: C  
 Clerk ID: 6236

Amount: \$                              22.55  
 Tip: \$                                    3.38  
 Total: \$                                 25.93

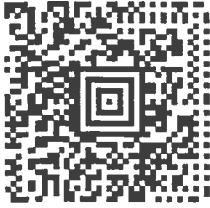
2015/03/11                              12:27:52  
 Seq #:                                    0010050480  
 Appr Code:                              02618I  
 Resp Code: 01/027

Visa Credit  
 A0000000031010  
 4F F0 E5 51 63 EF 7C 2E  
 00 00 00 00 00  
 F8 00  
 42 DC 50 B7 9E D7 D9 EC

**APPROVED**  
**Thank You**  
**Verified By Pin**

Merchant Copy  
 - IMPORTANT -  
 retain this copy for your records

Car No. #030      Date *Mar 11 15*  
 From \_\_\_\_\_  
 To \_\_\_\_\_  
 Amount Paid \$ *65*  
 Received with Thanks  
 Signature \_\_\_\_\_



ES NB

**BOARDING PASS**

Please present this document for boarding



PASSENGER : **Harry Chandler, Senior**  
 VIA PRÉFÉRENCE : 50\*\*\*70

Confirmation # : **EZX565**  
 FTR : 0602201519164

**TORONTO UNION STATION****» MONTRÉAL**

Date : **Fri. Mar 13, 2015**  
 Departure : **15:15 PM**

Date : **Fri. Mar 13, 2015**  
 Arrival : **20:12 PM**

Train #	Carrier	Class	Car	Seat
<b>66</b>	<b>VIA Rail Canada</b>	<b>Economy - Escape fare</b>	<b>5</b>	<b>10C Aisle</b>

**REFUND/EXCHANGE CONDITIONS**

Before Departure : Non-refundable but exchangeable less a service charge of \$29.00 plus tax(es) and any applicable fare difference.

After Departure : Non-exchangeable and non-refundable.

Excess baggage charges apply to carry-on articles exceeding 18 kg / 40 lb. For all details regarding your baggage allowance, please refer to your ITINERARY AND RECEIPT email.

**CONDITIONS OF CONTRACT**

For all details regarding the conditions of contract, please refer to your ITINERARY AND RECEIPT email.

**IMPORTANT INFORMATION**

Photo ID may be required on board the train. Failure to present a photo ID may result in having to purchase a new ticket at the regular fare on board the train.

**ITINERARY / RECEIPT - NOT VALID FOR TRAVEL**

Thank you for choosing  
**VIA Rail Canada.**



BOOKING CONFIRMATION: **EZZ229**

**HARRY CHANDLER**

**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.

**ITINERARY # 1**

**TRAIN 59** | [info](#)

From: **MONTRÉAL Sun. Mar 15, 2015**      Departure: **16:00 PM**

To: **OTTAWA Sun. Mar 15, 2015**      Arrival: **18:02 PM**

Class: **Economy - Escape fare**

Remarks: Operated by: VIA Rail Canada. **The full-service meal is not included in Business class between Cobourg-Toronto, Brockville-Ottawa, Cobourg-Kingston, Oshawa-Belleville and Port Hope-Toronto. Complimentary beverages and snacks will be offered. Route: Montréal-Ottawa-Toronto**

**RECEIPT**

**FARE INFORMATION**

HARRY CHANDLER (Senior) \$37.94

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**FARE: \$33.00      G.S.T/H.S.T.: \$1.65      P.S.T.: \$3.29      TOTAL: \$37.94**

**TAX INFORMATION**

Taxable fare: \$33.00  
 G.S.T/H.S.T. number: 105521785RT001  
 P.S.T. number: 1001106674

**PAYMENT** ██████████ **AUTHORIZATION # 023361**

TRANSACTION DATE: 02/06/2015

**ITINERARY      FARE PLAN      REFUND/EXCHANGE CONDITIONS**



Tix Location  
 Device ID  
 Device TSN  
 Sales Period ID  
 23967

UNION  
 5004C  
 884  
 60  
 579

**ADULT  
 DAY PASS  
 ADULTE**  
 LAISSEZ-PASSER JOURNALIER  
 Valid between / Valide entre:

**UNION  
 AND / ET  
 CLARKSON  
 03/12/2015  
 07:56:00**

**\$ 14.80**

NOT TRANSFERABLE, NOT REFUNDABLE  
 Valid only on the date shown.  
 Sold subject to Metrolinx By-Laws  
 Visit gotransit.com for Terms and Conditions  
 RETAIN FOR INSPECTION

INCESSIBLE, NON REMBOURSABLE  
 Valide uniquement à la date indiquée  
 Voir du aux termes des règlements de Metrolinx  
 Consultez gotransit.com  
 pour connaître les modalités  
 CONSERVER AUX FINS D'INSPECTION

**Official Receipt  
 Reçu Officiel**



MILL STREET BREW PUB  
 555 WELLINGTON ST  
 OTTAWA, ON K1R1C5  
 6135672337

**SALE**

Server #: 004006  
 MID: 5624685  
 TID: 018 REF#: 00000005  
 Batch #: 194  
 03/16/15 12:15:05  
 APPR CODE: 052231  
 VISA  
 \*\*\*\*\*1679 Chip  
 \*\*/\*\*

**AMOUNT \$65.54  
 TIP \$11.80  
 TOTAL \$77.34**

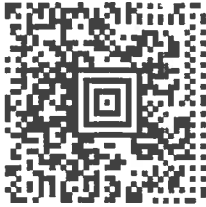
APPROVED

Visa Credit  
 AID: A0000000031010  
 TVR: 00 80 00 80 00  
 TSI FE 00

THANK YOU  
 PLEASE COME AGAIN

CUSTOMER COPY





ES NB

**BOARDING PASS**

Please present this document for boarding



PASSENGER : **Harry Chandler, Senior**  
 VIA PRÉFÉRENCE : 50\*\*\*70

Confirmation # : **EZZ229**  
 FTR : 0602201522607

**MONTREAL**

Date : **Sun. Mar 15, 2015**  
 Departure : **16:00 PM**

**» OTTAWA**

Date : **Sun. Mar 15, 2015**  
 Arrival : **18:02 PM**

Train #	Carrier	Class	Car	Seat
<b>59</b>	<b>VIA Rail Canada</b>	<b>Economy - Escape fare</b>	<b>4</b>	<b>16C Aisle</b>

**REFUND/EXCHANGE CONDITIONS**

Before Departure : Non-refundable but exchangeable less a service charge of \$20.00 plus tax(es) and any applicable fare difference.

After Departure : Non-exchangeable and non-refundable.

Excess baggage charges apply to carry-on articles exceeding 18 kg / 40 lb. For all details regarding your baggage allowance, please refer to your ITINERARY AND RECEIPT email.

**CONDITIONS OF CONTRACT**

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**IMPORTANT INFORMATION**

Photo ID may be required on board the train. Failure to present a photo ID may result in having to purchase a new ticket at the regular fare on board the train.

## Purchase Summary

<b>Fare Summary</b>	
Passenger Type	<b>Adult</b>
<b>Air Transportation Charges</b>	
Departing Flight - Tango	<b>209.00</b>
Surcharges	23.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	23.00
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	34.08
Air Travellers Security Charge (ATSC)	7.12
Total before options (per passenger)	<b>296.20</b>
Number of passengers	x 1
Total with options	<b>296.20</b>
<b>Grand Total - Canadian dollars</b>	<b>\$296.20</b>

## Payment Information

**Credit/Debit Card xxxx-xxxx-xxxx-1679** - Amount paid: **\$296.20**

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

Air Canada : \$296.20 (Airfare - per ticket)

Ticket number(s): 0142144572096

## Fare Rules

**Departing Flight** Ottawa (YOW) To Calgary (YYC) - **Tango**

- **Changes:**
  - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 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 \$150 CAD/USD per direction, per passenger.
  - **Same-day standby** is available **only** to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
  - Flights can only be used in sequence from the place of departure specified on the itinerary.

Mill Street Brew Pub  
613-567-2337 (BEER)  
555 Wellington St  
Ottawa, Ont, K1R1C5

Server: Suki  
81/1  
Guests: 2  
03/16/2015  
1:12 PM  
40002

*No Jain*

<del>Organic Lager Pint (2 @7.00)</del>	<del>14.00</del>
Elk Burger	17.00
\$ Gravy	1.50
\$5 Burger	5.00
\$ Swiss	1.00
\$ SUB K Caesar	2.25
\$5 Burger	5.00
\$ Sliced Cheddar	1.00
\$ Sub House	2.25
Coffee (2 @3.00)	6.00
Tea	3.00
Subtotal	58.00
Tax	7.54
Total	65.54

Balance Due \$ ~~65.54~~

*51.54*

Weekend Brunch & Caesar Bar  
Prime Rib Sundays!  
Instagram #MillStOttawa  
Facebook.com/msbpott  
@MillStBrewPubOT  
HST #804532679

**RECEIPT**  
**GST NO. R122556194**

CALGARY AIRPORT  
Economy Lot  
EXIT No. A16  
IN: 03/11/15 11:44  
OUT: 03/18/15 22:05  
DURATION: 7 10: 21  
PAID: \$ 63.95  
(GST INCLUDED)  
VISA  
450003XXXXXX1679  
REF. 16  
THANK YOU FOR  
YOUR VISIT

Calgary International Airport Parkade