



Expense Claims Forms

Date: March 11, 2014

EMPLOYEE#

NAME **Susan Peterson**

Position

DEPT **Board of Governors**

VP-0006

Mailing Address: 700 Sussex Drive, Penthouse One, Ottawa, Ontario K1N 1K4

Itinerary and Purpose of Travel: Travel expenses: 1) January 2014 BOG Meeting; 2) Mtg in Montreal with BOG candidate

Please leave the colored cells for Financial Services

Rcpt no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description	NET Amount	GST Amount	Total Amount
1	7/7/2014	Travel-BOG	3102	2100	890030	800				Return Air Canada Flight (BOG mtg)	1800.25 \$ 2,031.88		2,031.88
2	29/01/2014	Travel-BOG	3102	2100	890030	800				BlueLine taxi-to Ottawa airport from home (BOG)	\$ 46.00	150.230.135	\$ 46.00
3	31/01/2014	Travel-BOG	3102	2100	890030	800				Taxi from airport to home (BOG)	\$ 44.00		\$ 44.00
4	29/01/2014	Travel-BOG	3102	2100	890030	800				Taxi from airport to hotel (Calgary) (BOG)	\$ 46.00		\$ 46.00
5	29/01/2014	Accommodation	3105	2100	890030	800				Hotel Germain (BOG)	378.02 \$ 398.05	18.03	\$ 396.05
6	5/2/2014	Travel-BOG	3102	2100	890030	800				taxi from home to train station	\$ 12.00		\$ 12.00
7	5/2/2014	Travel-BOG	3102	2100	890030	800				parking (pick up at train station)	\$ 10.00		\$ 10.00
8	5/2/2014	Travel-BOG	3102	2100	890030	800				taxi - Montreal	\$ 10.00		\$ 10.00
9	5/2/2014	Travel-BOG	3102	2100	890030	800				train fare (Ottawa-Mtl, return)	58.00 \$ 65.54	7.54	\$ 65.54
10				2100									\$ -
11				2100									\$ -
12				2100									\$ -
13				2100									\$ -
14				2100									\$ -
15				2100									\$ -
16				2100									\$ -
17				2100									\$ -
18				2100									\$ -
19				2100									\$ -
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21				2100									\$ -
22				2100									\$ -
23				2100									\$ -
24				2100									\$ -
25				2100									\$ -
26				2100									\$ -
27				2100									\$ -
28				2100									\$ -
29				2100									\$ -
30				2100									\$ -
31				2100									\$ -
32				2100									\$ -
33				2100									\$ -
34				2100									\$ -
35				2100									\$ -
Total Expenses : A											2404.27 \$ 2,861.47		2,661.47

ENTERED MAR 13 2014

GL	Fund	Expense Type	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	2100	Travel						-	-	-
3102	2100	Travel-BOG						2,265.42	-	2,265.42
3105	2100	Accommodation						396.05	-	396.05
3106	2100	Meals						-	-	-
3610	2100	Hosting						-	-	-
3611	2100	Hosting-Alcohol						-	-	-
3107	2100	Incidentals						-	-	-
6132	2100	Travel Advance						-	-	-
Total								2,861.47	-	2,661.47

Travel Advance (positive)	B 6132-2100	\$	
	A-B	\$	2,661.47

March 11/14

Return to Requestor	Pauline Martin
Department	Executive Office
Cost Centre Code	890030
Prepared By	Pauline Martin

Date
MAR 13 2014
Date

ENTERED MAR 13 2014



The Staff Centre
Empowering productivity

Expense Claims Form

Date: March 11, 2014

7741-0000

NAME

Erwan Patryon

POSTNO

DEPT

Board of Operations

Meeting Address: 700 Dundas Street West, Suite 2000, Toronto, Ontario, M5G 1R4

Priority and Purpose of Travel: Travel Expenses - 1 January 2014 - 31 March 2014, 41 Page in Historical with BCKS operations

Expense Claims Summary for Financial Services

DATE	DESCRIPTION	AMOUNT	REMARKS	APPROVED
1/21/2014	Travel-BOG	2,000.00	Travel for 2014 BOG (BOG-trip)	2,000.00
2/24/2014	Travel-BOG	42.00	Travel - taxi to Ottawa airport from home (BOG)	42.00
3/10/2014	Travel-BOG	44.00	Taxi from airport to home (BOG)	44.00
3/20/2014	Travel-BOG	42.00	Taxi from airport to home (Calgary) (BOG)	42.00
3/24/2014	Accommodation	392.00	Hotel Sheraton (BOG)	392.00
3/25/2014	Travel-BOG	17.00	Taxi from home to hotel Sheraton	17.00
3/26/2014	Travel-BOG	12.00	Hotel Sheraton at Expo Centre	12.00
3/27/2014	Travel-BOG	10.00	Taxi - Sheraton	10.00
3/28/2014	Travel-BOG	85.54	Taxi from Sheraton to Expo Centre	85.54

Code	Amount	Description	Total
3101	2100	Travel	-
3102	2100	Travel-BOG	2,286.42
3103	2100	Accommodation	392.00
3104	2100	Meals	-
3105	2100	Posting	-
3106	2100	Posting-Travel	-
3107	2100	Incidentals	-
3108	2100	Travel Advance	-

Prepared by: Phyllis Martin
 Department: Financial Services
 Date: March 11, 2014

Approved by: Phyllis Martin
 Department: Financial Services
 Date: March 11, 2014

(1)

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC453	Ottawa, Ottawa Int'l (YOW) Wed 29-Jan 2014 13:00	Toronto, Pearson Int'l (YYZ) Wed 29-Jan 2014 14:18 - Terminal 1	0	7hr27	E90	Latitude, B	
AC125	Toronto, Pearson Int'l (YYZ) Wed 29-Jan 2014 16:00 - Terminal 1	Calgary (YYC) Wed 29-Jan 2014 18:27	0		320	Latitude, B	F
AC124	Calgary (YYC) Fri 31-Jan 2014 18:00	Ottawa, Ottawa Int'l (YOW) Fri 31-Jan 2014 23:59	0	3hr59	E90	Latitude, B	F

F: Food for purchase on board All Onboard Café purchases made on board Air Canada flights are payable only with Visa, MasterCard and American Express credit cards.

Passenger Information

1: Mrs Susan Daquino : Adult (16+), Ticket Number: 0142129431393

Air Canada - Aeroplan : [REDACTED] Meal Preference : **None**
 Payment Card: [REDACTED] Special Needs: **None**
 Seat Selection: AC453 **1A** , AC125 **1D** , AC124 **1A**

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - <u>Latitude</u>	843.00
Return Flight - <u>Latitude</u>	843.00
<u>Surcharges</u>	46.00
Taxes, Fees and Charges	
<u>Canada Airport Improvement Fee</u>	54.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	1.50
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	230.13
<u>Air Travellers Security Charge (ATSC)</u>	14.25
Total airfare and taxes before options (per passenger)	2031.88
Number of passengers	1
Grand Total - Canadian dollars	\$2031.88

Payment Information

[REDACTED] Amount paid: **\$2031.88**
 The following charges (tax inclusive) will appear on your credit or debit card statement:

2

3

BLUETLINE Job # _____
RECEIPT FOR CAB FARE

Amount 46.00 # 291/114 Date 29/1/14
 From 400 handsworth
 To Ottawa airport
 Cab No. 163 Driver [REDACTED]
 H.S.T. Included in meter fare

VISA MasterCard AMERICAN EXPRESS

RECEIPT / REÇU

Amount/Montant \$ 44.00 Date 31/2/14
 From/De: Em AIRPORT
 To/à: to 400 handsworth
 Taxi #: 712 Driver/Chauffeur: [REDACTED]
 Thank you / Merci

ASSOCIATED CAB ALTA LTD
 387 - 41 AVE NE (403) 299-1111
 INSIST ON THE PROFESSIONALS

DATE: 2014/01/29
 PICK-UP TIME: 19:13
 DROP-OFF TIME: 19:36
 TRIP ID: 0
 LOCATION: 073000-45024103707
 CAR NUMBER: [REDACTED]
 AUTH: PAY OK

4

FARE (\$): 42.00
 EXTRA (\$): 0.00
 SUBTIL (\$): 42.00

TIP (\$): 4.00

TOTAL (\$): 46.00

FOR ONLINE TAXI BOOKINGS VISIT
 OUR WEBSITE @ WWW.ASSOCIATEDCAB.CA
 Calgary airport
 to the Glenham
 CUSTOMER'S COPY hotel



HÔTEL LE GERMAIN
CALGARY



Ms SUSAN DAQUINO

CANADA

DATE: 01-30-14
TIME: 11:23
ROOM: 0311
ARRIVAL: 01-29-14
DEPARTURE: 01-30-14
CONF. NO.: 2634091
PAGE: 1 of 1

CUSTOM REF: XXXXXXXXXX

DATE	DESCRIPTION	REFERENCE	CHARGES	CREDITS
01-29-14	Room Charge		350.10	
01-29-14	DMF - Destination Marketing Fe		10.50	
01-29-14	Alberta Tourism Tax		14.42	
01-29-14	GST		18.03	
01-30-14	Breakfast Charge	Room# 0311 : CHECK# 5687	3.00	
01-30-14	XXXXXXXXXX			396.05
TOTAL			396.05	396.05
BALANCE			0.00 CAD	

DMF	10.50
GST: 848120796	18.03
ATT	14.42

Like you, we know it's the little things that mean a lot. So, if you enjoyed your stay with us, please visit www.tripadvisor.com and share your Germain experience.

899 Centre Street SW Calgary (Alberta) T2G 1B8
TEL 403.264.8990 FAX 403.264.8991 1.877.362.8990
www.germaincalgary.com reservations@germaincalgary.com

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TAXI PONTIAC
NEWMAN-LAFLEUR
514 363-5111
514 767-6666

TAXI PONTIAC VIP HEMLOCK
514 931-6666

05 02 14 \$ 10.00
DATE: Feb 5 / 14

DE/FROM: 2050 Mansfield,
A/TO: Intl. train station

N° Vignette / Cum No. N° permis de travail / Work permit No.

NIP: [Redacted]

Signature du conducteur [Redacted]

Signature du client / Customer's signature 4325000



REÇU - RECEIPT

05/02/2014 \$ 10.00
DATE j/d m/m a/y T.P.S. & I.V.Q. incluse
G.S.T. & P.S.T. included

VOYAGE DE/FROM: Cordoba
TRIP À/TO: 2050 Mansfield

No. Vignette Sticker No. No. Permis de travail Workpermit No.

TPS/GST: Montreal
TVQ/QST: [Redacted]

Signature du chauffeur Driver's signature

CHAMPLAIN TAXIS FAX: (514) 273-4445
ADMINISTRATION: (514) 273-3377

8

Parking at
Ottawa Train
METROPOLITAN
PARKING
VIA RAIL OTTAWA
RECEIPT/RECU C2
Station

ENTRY/ENTREE: 02/05/14 09:31
EXIT/SORTIE: 02/05/14 16:54
PARK-DUR: D:HH:MM
DUR-STAT: J:HH:MM 0:07:23
AMOUNT/MONTANT: CAD 12.00

7

PAYMENT/PAYEMENT:



REF. 49
HST Included
THANK YOU
TVH Inclue
MERCI ET A BIEN TÔT
TEL: 877-775-0013
HST/TVH 103653531

9

OR

OPTION 2 (Not recommended in Sleeper class)

- 1 article
Maximum
18 kg (40 lb.)
158 linear cm (62 linear in.) (length + width + height)

- 1 personal article
Maximum
11.5 kg (25 lb.)
43 x 15 x 33 cm (17 x 6 x 13 in.)

For this option, an article between 41 and 50 lb. (19 and 23 kg) is allowed on board, but is subject to a surcharge of \$20 (taxes included, per one-way trip) for excess weight. An article weighing more than 50 lb. is not allowed on board.

Checked baggage

No checked baggage.

*VIA Rail reserves the right to weigh, strictly enforce baggage allowances and collect excess baggage charges.

CONDITIONS OF CONTRACT

1. Your rail ticket is not transferable and is valid only for travel on the train(s) and date(s) shown. You **must** advise VIA Rail of any ticket cancellation prior to the scheduled departure of your train. You may exchange or refund your cancelled ticket up to one (1) year after purchase, **subject to the conditions of your fare plan.**
2. For operational reasons, VIA Rail reserves the right to restrict platform access five (5) minutes before your scheduled departure.
3. Your ticket receipt is required for all exchanges or refunds.
4. Times shown are not guaranteed. If necessary, VIA Rail may cancel a train or substitute alternate transportation without notice.
5. To ensure all passengers' safety, VIA Rail reserves the right to inspect all baggage.
6. You are responsible at all times for your carry-on baggage. VIA Rail assumes a limited liability for loss or damage to checked baggage. Ask VIA Rail personnel for more details.

Other conditions apply to your travel.

RECEIPT

FARE INFORMATION

SUSAN DAQUINO (Adult) \$65.54

FARE: \$58.00 G.S.T./H.S.T.: \$7.54 P.S.T.: \$0.00 TOTAL: \$65.54

TAX INFORMATION

Taxable fare: \$58.00
G.S.T./H.S.T. number: 105521785RT001

████████████████████ - AUTHORIZATION # 094354

TRANSACTION DATE: 01/16/2014

Subject: SUSAN DAQUINO : Your VIA itinerary and receipt for booking BRP543

Date: Thursday, 16 January, 2014 3:31:40 PM Eastern Standard Time

From: VIA Rail Canada

To: [REDACTED]

9

BOOKING CONFIRMATION - NOT VALID FOR TRAVEL

Thank you for choosing
VIA Rail Canada.

Agency: PERFORMANCE TRAVEL SOLUTIONS

BOOKING CONFIRMATION: **BRP543**
SUSAN DAQUINO

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.

ITINERARY # 1

TRAIN 32 | [info](#)

From: **OTTAWA** Wed. Feb 5, 2014 Departure: **09:55 AM**
To: **MONTREAL** Wed. Feb 5, 2014 Arrival: **11:48 AM**
Class: **Economy - Escape fare** Car : **3 Seat : 9B Aisle**
Remarks: Operated by: VIA Rail Canada.

ITINERARY # 2

TRAIN 57 | [info](#)

From: **MONTREAL** Wed. Feb 5, 2014 Departure: **15:00 PM**
To: **OTTAWA** Wed. Feb 5, 2014 Arrival: **16:49 PM**
Class: **Economy - Escape fare** Car : **3 Seat : 10C Aisle**
Remarks: Operated by: VIA Rail Canada.

BAGGAGE ENTITLEMENT*

Carry-on baggage

OPTION 1

- 2 articles
Maximum
11.5 kg (25 lb.) each
54.5 x 39.5 x 23 cm (21.5 x 15.5 x 9 in.)

- 1 personal article
Maximum
11.5 kg (25 lb.)
43 x 15 x 33 cm (17 x 6 x 13 in.)

For this option, articles of more than 11.5 kg (25 lb.) are not allowed on board.