

Travel Expense Chart

Employee Name	Frank DeVries	
Employee Title	Manager of Adjudication	
Date of Travel	20-Nov-15	
Destination (s)	Ottawa, ON	
Purpose	Review federal file system of Office of the Information Commissioner of Canada	
Related Costs:		
Airfare	\$	292.95
Accommodation	\$	-
Meals	\$	-
Other transportation (Train and taxis)	\$	21.75
Hospitality	\$	-
Other expenses (Conference fee)	\$	-
Total:	\$	314.70

**CONFIRMATION NUMBER:
B537TP**

porter
flying refined

①

SOLD TO FRANK DEVRIES

BOOKING DATE SAT 07 NOV 2015

FRI 20 NOV 2015 TORONTO (YTZ) TO OTTAWA (YOW)

PD 245 7:25 AM 8:21 AM B537TP
Porter Airlines Toronto (YTZ) Ottawa (YOW)

FRI 20 NOV 2015 OTTAWA (YOW) TO TORONTO (YTZ)

PD 264 4:00 PM 5:00 PM B537TP
Porter Airlines Ottawa (YOW) Toronto (YTZ)

PASSENGER(S)

1. FRANK DEVRIES

FARE/TICKET INFORMATION

TORONTO (YTZ) - OTTAWA (YOW)

FIRM FARE (1 x \$ 87.00)	\$ 87.00 CAD
Air Traveller Security Charge	\$ 7.12 CAD
Airport Improvement Fee	\$ 20.00 CAD
Harmonized Sales Tax	\$ 16.92 CAD
NAV and Surcharges	\$ 16.00 CAD
SUBTOTAL	\$ 147.04 CAD

OTTAWA (YOW) - TORONTO (YTZ)

FIRM FARE (1 x \$ 87.00)	\$ 87.00 CAD
Air Traveller Security Charge	\$ 7.12 CAD
Airport Improvement Fee	\$ 23.00 CAD
Harmonized Sales Tax	\$ 16.79 CAD

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NAV and Surcharges

\$ 12.00 CAD

SUBTOTAL

\$ 145.91 CAD

TOTAL

\$ 292.95 CAD

PAYMENTS

MASTERCARD

ENDING IN

\$ 292.95 CAD

TOTAL AMOUNT

\$ 292.95 CAD

GST/HST Number: 841583271

QST Number: 1212573775

(2)

RECEIPT FOR CAB FARE

Date: 20-11-15 Amount: 21.75

From: _____

To: _____

Cab No.: 543 Driver: [Signature]

Note: Amount shown above includes G.S.T. Driver is an independent contractor, any G.S.T. Input Credit may be claimed at "NOTIONAL" or applied to DRIVER'S Registration Number, not Maple Leaf Tax.

Driver G.S.T. # (if applicable)



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