

## Travel Expense Chart

<b>Employee Name</b>	Manuela Di Re	
<b>Employee Title</b>	Director of Legal Services and General Counsel	
<b>Date of Travel</b>	June 4 and 5, 2015	
<b>Destination (s)</b>	Ottawa Hospital	
<b>Purpose</b>	Panel Discussion - Protecting Patient Privacy: Preventing Patient Harm	
<b>Related Costs:</b>		
	<b>Airfare</b>	473.75
	<b>Accommodation</b>	188.54
	<b>Meals</b>	6.98
	<b>Other transportation (taxi)</b>	70
	<b>Hospitality</b>	
	<b>Other expenses ( baggage fee)</b>	29.92
	<b>Total:</b>	769.19

# Manuela DiRe

**From:** Air Canada <confirmation@aircanada.ca>  
**Sent:** Thursday, May 21, 2015 3:04 PM  
**To:** Manuela DiRe  
**Subject:** Air Canada - 04-Jun: Toronto - Ottawa (booking ref: L5613A)

\*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*



## Itinerary/Receipt

**Your booking is confirmed.** Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

[Scan this barcode to check in at any Air Canada check in kiosk.](#)



Access your personalized Air Canada travel information

[View your planner >](#)

## Booking Information

**Booking Reference:**

### Customer Care

**Air Canada**  
1-888-247-2262  
**Flight Arrivals and Departures**  
1-888-422-7533

**Electronic Ticketing confirmed. This is your official itinerary/receipt.**

**Main Contact:**

Ms Manuela Dire  
manuela.dire@ipc.on.ca  
Mobile:  
Home:

**Online Services**

**Manage** my booking online (view/change my booking; select seats\*).

**Select Seats**

**Maple Leaf Lounge | Meal Vouchers | On My Way**

**Alert me** of flight status changes directly to my mobile phone or email.

**Flight Arrivals & Departures** - check online if my flight is on time.

**Check-in online** and print my boarding pass.

\* Can my booking be changed online?

## Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC458	Toronto, Pearson Int'l (YYZ) Thu 04-Jun 2015	Ottawa, Ottawa Int'l (YOW) Thu 04-Jun 2015 17:13	0	1hr03	320	Flex, G	

**BEST WESTERN PLUS Ottawa City Centre**

1274 CARLING AVENUE  
OTTAWA, ON K1Z7K8



(613) 728-1951

INFO@OTTAWABESTWESTERN.COM

WWW.OTTAWABESTWESTERN.COM

GST#859108185RT0001

C/O 06/05/2015 07:29 AM daniella

**Registered To:**

DI RE, MANUELA

(416) 326-8809

Room #	316-A
Conf #	849320007-01
Arrival	06/04/15
Departure	06/05/15
Room Type	Q-ONE QUEEN BED
Guests	1 / 0
Payment	Visa/Master
Acct	XXXX-XXXX-XXXX-

Posting Date	Oper	AcctGoc	Description	From	Reference	Amount
06/04/15	daniella	RC	ROOM CHRG REVENUE			\$161.99
06/04/15	daniella	9	HST			\$21.06
06/04/15	daniella	91	HMF			\$4.86
06/04/15	daniella	92	HST			\$0.63
06/05/15	daniella	VS	PAYMENT VISA			\$188.54

<b>Balance Due</b>	<b>\$0.00</b>
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EACH BEST WESTERN BRANDED HOTEL IS INDEPENDENTLY OWNED AND OPERATED

Signature \_\_\_\_\_

	16:10 - Terminal 1					
AC457	<b>Ottawa, Ottawa Int'l (YOW)</b> Fri 05-Jun 2015 15:00	<b>Toronto, Pearson Int'l (YYZ)</b> Fri 05-Jun 2015 16:07 - Terminal 1	0	1hr07	<u>319</u>	<u>Flex, W</u>

## Passenger Information

<b>1: Ms Manuela Dire : Adult (16+), Ticket Number: 0142148714237</b>			
Air Canada - Aeroplan :		Meal Preference :	<b>None</b>
Payment Card:	xxxx-xxxx-xxxx-	Special Needs:	<b>None</b>
Seat Selection:	<b>None</b>		

## Purchase Summary

Fare Summary	Adult
Passenger Type	
<b>Air Transportation Charges</b>	
Departing Flight - <u>Flex</u>	<b>160.00</b>
Return Flight - <u>Flex</u>	<b>173.00</b>
<u>Surcharges</u>	24.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	48.00
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	54.50
<u>Air Travellers Security Charge (ATSC)</u>	14.25
Total before options (per passenger)	<b>473.75</b>
Number of passengers	x 1
Total with options	<b>473.75</b>
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$473.75</b>

## Payment Information

**Credit/Debit Card** xxxx-xxxx-xxxx- Amount paid: **\$473.75**  
The following amount (tax inclusive) will appear on your credit card or debit card statement:

Air Canada: \$473.75 (Air Transp. Charges - per ticket)

Ticket number(s): 0142148714237

## Fare Rules

**Departing Flight** Toronto (YYZ) To Ottawa (YOW) - **Flex**  
**Return Flight** Ottawa (YOW) To Toronto (YYZ) - **Flex**

- **Changes:**

- Prior to day of departure - **Change fee** per direction, per passenger, is \$50 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 permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
- **Same-day standby** is available: on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto

Job # \_\_\_\_\_  
RECEIPT FOR CAB FARE

Amount: 35.20 Date: JUN 05 15

From: ALLEN RD

To: WEST WESTERN PUBS

Cab No. 2938

Driver

HST. Included in meter fare



**WEST-WAY TAXI RECEIPT** : TRIP ID: \_\_\_\_\_  
Amount/Montant: \$ 35.20 Date: June 5, 2015  
Account/Compte # \_\_\_\_\_ Ref #: \_\_\_\_\_  
Name/Nom: \_\_\_\_\_  
From/De: 1053 Carling Ave.  
To/A: AIRPORT  
THANK YOU / MERCI TAXI # 991 Name: DR

HMSHOST  
TIM HORTONS L2  
OTTAWA INTERNATIONAL AIRPORT

300931 Amran

CHK 7784

JUN05'15 11:57AM

GST 1

TO GO

1 SAND HAM SWISS M 4.19

ONL LETTUCE

ONL TOMATO

1 SM SMITHIE STRBAN 4.99

SUBTOTAL 6.18

6.18 HST 5% 2177101 0.31

6.18 HST 8% 2177101 0.49

AMOUNT PAID 6.98

CASH 20.00

CHANGE 13.02

--300931 Closed JUN05 11:58AM----

WE WANT TO HEAR YOUR FEEDBACK!  
PLEASE CONTACT 1-877-672-7467  
OR CUSTOMERSERVICE@HMSHOST.COM  
TO SHARE YOUR EXPERIENCE.

GST #137512901

Your order number is: **7784**