

Travel Expense Chart

Employee Name	Victoria Sklavos
Employee Title	Information Officer
Date of Travel	May 3-4, 2016
Destination (s)	Kingston, ON
Purpose	Reaching Out to Ontario event
Related Costs:	
Airfare	\$ -
Accommodation	\$ 122.55
Meals	\$ 27.12
Other transportation (taxi)	\$ 47.00
Hospitality	\$ -
Other expenses (train)	\$ 183.06
Total:	\$ 379.73

From: Amy Mayor
Sent: Friday, April 29, 2016 10:32 AM
To: Cecilia Abuel
Subject: FW: VIA Rail Itinerary & Receipt | May 03, 2016 - Booking Ref: IUZ664

Hi Cecilia,

Here is the receipt for Victoria's train booking to ROTO.

Amy

From: VIA Rail Canada [mailto:service@viarail.ca]
Sent: Friday, April 29, 2016 10:30 AM
To: Amy Mayor <Amy.Mayor@ipc.on.ca>
Subject: VIA Rail Itinerary & Receipt | May 03, 2016 - Booking Ref: IUZ664

ITINERARY / RECEIPT - NOT VALID FOR TRAVEL

Thank you for choosing
VIA Rail Canada .



BOOKING CONFIRMATION: **IUZ664**

AMY MAYOR

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.

**ALL THAT YOU LOVE ABOUT
VIA RAIL IN ONE APP**
Book, customize and stay up-to-date.



ITINERARY # 1

TRAIN 52 | [info](#)

From: TORONTO UNION STATION Tue. May 3, 2016

Departure: 09:20 AM

To: KINGSTON Tue. May 3, 2016

Arrival: 11:35 AM

Class: Economy - Escape fare



You can be notified of the VIA train status, service disruption or delay regarding a specific train by email or SMS (text message). **Sign up now for the Train-Alert Service.**

Remarks: Operated by: VIA Rail Canada.

Route: Toronto-Ottawa-Montréal

ITINERARY # 2

TRAIN 47 | [info](#)

From: KINGSTON Wed. May 4, 2016

Departure: 14:50 PM

To: TORONTO UNION STATION Wed. May 4, 2016

Arrival: 17:15 PM

Class: **Economy - Escape fare**



You can be notified of the VIA train status, service disruption or delay regarding a specific train by email or SMS (text message). **Sign up now for the Train-Alert Service.**

Remarks: Operated by: VIA Rail Canada.

RECEIPT

FARE INFORMATION

Victoria Sklavos (Adult) ----- \$183.06

FARE: \$162.00 G.S.T/H.S.T.: \$21.06 P.S.T.: \$0.00 TOTAL: \$183.06

TAX INFORMATION

Taxable fare: \$162.00

G.S.T/H.S.T. number: 105521785RT001

PAYMENT 5528*****0152 - AUTHORIZATION # 037681

TRANSACTION DATE: 04/29/2016

ITINERARY	FARE PLAN	REFUND/EXCHANGE CONDITIONS
TORONTO UNION STATION / KINGSTON	ESCAPE	<u>Before Departure</u> : Non-refundable but exchangeable less a service charge of \$40.50 plus tax(es) and any applicable fare difference. <u>After Departure</u> : Non-exchangeable and non-refundable.
KINGSTON / TORONTO UNION STATION	ESCAPE	<u>Before Departure</u> : Non-refundable but exchangeable less a service charge of \$40.50 plus tax(es) and any applicable fare difference. <u>After Departure</u> : Non-exchangeable and non-refundable.

BAGGAGE ALLOWANCE*

Carry-on baggage

One (1) personal article of up to 11.5 kg (25 lb.) / 43 x 15 x 33 cm (17 x 6 x 13 in.)

AND

One (1) large article of up to 18 kg (40 lb.) / 158 linear cm (62 linear in.)

OR

Two (2) small articles of up to 11.5 kg (25 lb.) / 54.5 x 39.5 x 23 cm (21.5 x 15.5 x 9 in.) each.

OVERWEIGHT CARRY-ON BAGGAGE:

Additional fee of \$20 tax incl. (per one-way trip) if baggage is 18.5-23 kg (41-50 lb.)

Carry-on baggage over 23 kg (50 lb.) is not permitted on board.



Four Points Hotel & Suites Kingston
 285 King Street East
 Kingston, ON K7L 3B1
 Canada
 Tel: 613-544-4434



Ms. Victoria Sklavos
 2 Bloor Street East
 Suite 1400
 Toronto, ON M4W 1A8
 Canada

Page Number : 1 Invoice Nbr : 233548
 Guest Number : 829603
 Folio ID : A
 Arrive Date : 03-MAY-16 11:50
 Depart Date : 04-MAY-16 07:12
 No. Of Guest : 1
 Room Number : 513
 Club Account :

Tax Invoice

Tax ID :

Four Points Kingston 04-MAY-16 07:12 RC

Date	Reference	Description	Charges (CAD)	Credits (CAD)
03-MAY-16	RT513	Room Revenue	122.55	
03-MAY-16	DBT	Direct Debit Card		-173.37
04-MAY-16	Refund	Paid Out	50.82	
		** Total	173.37	-173.37
		*** Balance	0.00	

As a Starwood Preferred Guest, you could have earned 218 Starpoints for this visit. Please provide your member number or enroll today.

Tell us about your stay. www.fourpoints.com/reviews

Continued on the next page

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CHEZ PIGGY
68R PRINCESS ST.
KINGSTON, ONT.

TUE MAY 3, 2016
CHECK #1318368-1
TABLE #21
CUSTOMER # 8

1 SEAFOOD CHOWDER \$24.00
TAX : \$3.12
TOTAL \$27.12

VISIT OUR BAKERY - PAN CHANCHO
44 PRINCESS STREET 544-7790
Time: 20:57 1 CUSTOMER
9 CHECKS

PLEASE PAY YOUR SERVER.
GST # R100946524

YOU HAVE BEEN SERVED
BY : Jaclyn

2



613-542-3333

613-542-TAXI

Time 11:52 am

Date May 3 2016

Charge to:

3

MUST BE COMPLETED

From Kingston ~~14~~ ^{Station}

To Hotel 285 King Street East

Driver Kingston

Car No. Amount

14

17.00

Authorized by

WT



3

Receipt

4



AMEY'S GREENWOOD TAXI LTD.
795 Division St., 546-1111 Kingston, ON K7K 4C2

TO BE PAID BY	
DIV. ID ROUTE NO.	NO. OF PASS.
CLIENT REF. P.O. NO.	NOTE
FROM 4 Pts. Sheraton Hotel	
TO 28 Division St	
CAR NO. 9	DRIVER David J. Jeter

DATE	1	6	0	5	0	3
TIME	1	2	2	0		
	H	H	M	M	AM	PM
AMOUNT ON METER				7	00	
GRATUITY (IF ANY)						
TOTAL				7	00	



ACCT. NO. ~~XXXXXXXXXX~~

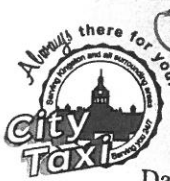
IMPORTANT: PLEASE PRINT INSIDE BLACK BOXES

David J. Jeter
CUSTOMER'S NAME / SIGNATURE



Receipt

4



5 613-542-3333

613-542-TAXI

Time _____

Date May 3/16

Charge to: _____

Empty box for charge to information

MUST BE COMPLETED

From 28 Division

To King St

Driver _____

Car No.

Amount

47

8.00

Authorized by _____

Empty box for authorized by information



5

Date May 4/16 No. of Pass 3

Driver D. Hickman Car No. 30

From 4 Points

To 28 Division Amount 15.00

Passengers Name _____

Drivers Signature [Signature] 6

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