

Travel Expense Chart

Employee Name	Andrea Schwartz	
Employee Title	Team Leader, Mediation	
Date of Travel	May 14-16, 2017	
Destination (s)	Ottawa, ON	
Purpose	Presenting at FCO Conference	
Related Costs:		
Airfare	\$	452.71
Accommodation	\$	579.62
Meals	\$	20.21
Other transportation (taxi)	\$	81.97
Hospitality		
Other expenses (specify)		
Total:	\$	1,134.51



Ottawa

14 May 2017 - 16 May 2017 | Itinerary # 7261212813346

Important Information

- Remember to bring your itinerary and government-issued photo ID for airport check-in and security.

Toronto (YYZ) → Ottawa (YOW)
14 May 2017 - 16 May 2017 , 1 return ticket

CONFIRMED
Air Canada NCCAB5

Your reservation is booked and confirmed. There is no need to call us to reconfirm this reservation.

Price Summary

Traveller Information

ANDREA RUTH SCHWARTZ Adult	No frequent flyer details provided	Ticket # 0144938567450
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Traveller 1: Adult	C\$425.16
Flight	C\$314.00
Taxes & Fees	C\$111.16
Trip Cancellation Coverage	C\$27.55

Total: C\$452.71

All prices quoted in Canadian dollars.

* Seat assignments, special meals, frequent flyer point awards and special assistance requests should be confirmed directly with the airline.

14 May 2017 - Departure Nonstop Total travel time: 1 h 0 m

Toronto	Ottawa	1 h 0 m
YYZ 4:40pm	YOW 5:40pm	375 km
Terminal 1		
Air Canada 474		
Economy (V) Confirm seats with the airline *		

Additional Flight Services

- The airline may charge additional fees (Opens in a new window) for checked baggage or other optional services.

16 May 2017 - Return Nonstop Total travel time: 1 h 4 m

Ottawa	Toronto	1 h 4 m
YOW 8:45pm	YYZ 9:49pm	375 km
Terminal 1		
Air Canada 467		
Economy (L) Confirm seats with the airline *		

Airline Rules & Regulations

- We understand that sometimes plans change. We do not charge a cancel or change fee. When the airline charges such fees in accordance with its own policies, the cost will be passed on to you.
- **Tickets are non-refundable, non-transferable and name changes are not allowed.**
- Please read the complete penalty rules for changes and cancellations (Open in a new window) **applicable to this fare.**
- **View the complete terms and the condition of the** description of coverage.
- **Please read important information regarding** airline liability limitations (Opens in a new window) .
- **For residents of Québec, prices include a contribution to the Indemnity Fund of C\$1.00 per C\$1,000 of travel services purchased.**

Trip Cancellation Coverage

POLICY # EXPCA3000132038

14 May 2017 - 16 May 2017

If you need to make any changes to your insurance policy, please call 1-888-397-3342. If you have any questions or need to make an insurance claim, please contact Allianz Global Assistance at 1 866-556-4420 or 519-742-2332 (outside of North America). Please see policy details for conditions.

Price Summary

Trip Cancellation Coverage C\$27.55

Total: C\$27.55

All prices quoted in Canadian dollars.

Need help with your reservation?

- **Visit our Customer Support page.**
- **Alternatively, call us at 1-877-222-6492 or from outside of North America at 1-949-333-4946.**
- **For faster service, mention itinerary #7261212813346**

The Westin Ottawa
 11 Colonel By Drive
 Ottawa, ON K1N 9H4
 Canada
 Tel: 613-560-7000 Fax: 613-234-5396

WESTIN®

HOTELS & RESORTS

Andrea Schwartz
 2 BLOOR ST E
 TORONTO, ON, M4W 1A8
 Canada
 FE12AA - FCO Conference 2017 Att00-3IW1

Page Number : 1 Invoice Nbr : 320233
 Guest Number : 1290035
 Folio ID : A
 Arrive Date : 14-MAY-17 20:38
 Depart Date : 16-MAY-17 11:02
 No. Of Guest : 1
 Room Number : 1709
 Club Account : SPG - A3504

Tax Invoice

Tax ID : 811719848RT0001
 The Westin Ottawa MAY-16-2017 11:02 KENNA11

Date	Reference	Description	Charges (CAD)	Credits (CAD)
14-MAY-17	RT1709	Room	249.00	
14-MAY-17	RT1709	Tax-HST Rooms	32.37	
14-MAY-17	RT1709	Destination Marketing Program	7.47	
14-MAY-17	RT1709	Dest Marketing Program HST	0.97	
15-MAY-17	RT1709	Room	249.00	
15-MAY-17	RT1709	Tax-HST Rooms	32.37	
15-MAY-17	RT1709	Destination Marketing Program	7.47	
15-MAY-17	RT1709	Dest Marketing Program HST	0.97	
16-MAY-17	VI	Visa-1584		-579.62

Approve EMV Receipt for VI -  Verified
 TC:818880BF9302FC42 TVR:8080008000 AID:A0000000031010
 Application Label:VISA CREDIT

** Total 579.62 -579.62
 *** Balance 0.00

Continued on the next page

The Westin Ottawa
11 Colonel By Drive
Ottawa, ON K1N 9H4
Canada
Tel: 613-560-7000 Fax: 613-234-5396

WESTIN®

HOTELS & RESORTS

Andrea Schwartz
2 BLOOR ST E
TORONTO, ON, M4W 1A8
Canada
FE12AA - FCO Conference 2017 Att00-3IW1

Page Number	:	2	Invoice Nbr	:	320233
Guest Number	:	1290035			
Folio ID	:	A			
Arrive Date	:	14-MAY-17	20:38		
Depart Date	:	16-MAY-17	11:02		
No. Of Guest	:	1			
Room Number	:	1709			
Club Account	:	SPG - A3504			

Amount (CAD)

0.00
0.00
0.00
0.00
0.00

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

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BLUE LINE TAXI
(613) 238 - 1111

TERMINAL ID: 314-665-928
MERCHANT ID: 4326804A
VEHICLE ID: 1322
DRIVER ID: 00056005

TRIP NUMBER: 1364
PASSENGERS: 1

05/14/2017
START: 20:33 END: 20:34

FARE AMOUNT: \$ 35.77

TIP AMOUNT: \$ 5.37

TOTAL : \$ 41.14

VISA SALE: [REDACTED]

APPROVAL NUMBER: 006571

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB



CHEZ LUCIEN
137 MURRAY ST
OTTAWA, ON K1N 5M7

Merchant ID: 000000003296896
Term ID: 06585680
Clerk ID: 10
2587960013

Purchase

VISA CREDIT

XXXXXXXXXX [REDACTED]

AID: A0000000031010

Entry Method: Chip

Batch#: 000858

05/15/17

20:18:19

Ref#: 000069713891

Inv #: 012427 Appr Code: 011171

Amount: \$ 13.56

Tip: \$ 2.03

Total: \$ 15.59

Chez Lucien
137 Murray Street
Ottawa
K1N 5M7
(513) 241-3533

CHECK TABLE GUEST 05/15/17
37717 13 1 19:31

1 side mayo 0.00
1 Chez Lucien Burger 16.00
Item Discount: 25% - STAFF -4.00

FOOD TOTAL 12.00

SUB TOTAL 12.00

FoodHST 8% 0.96

FoodHST 5% 0.60

CHECK TOTAL 13.56

You have been served by Michelle

THANK YOU

Tax Number

Merci! Thank You!



Job # [REDACTED]

RECEIPT FOR CAB FARE

Amount: \$41.14 Date: May 14

From: [REDACTED]

To: Westin Hotel

Cab No. [REDACTED] Driver: [REDACTED]

H.S.T. Included in meter fare



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Laura Secord
Rideau Centre
50 Rideau Street, Unit 120
Ottawa, ON, K1N 9J7
613-230-2576

Terminal ID: LS220CC1
Trans #: 7401

Total: CAD\$4.62

PURCHASE
VISA CREDIT

Laura Secord
Rideau Centre
50 Rideau Street
613-230-2576
www.laurasecord.ca

QTY	ITEM	PRICE	TOTAL
1	1 I/C SINGLE SCOOP	\$3.69	\$3.69T
1	143 SUGAR CONE	\$0.40	\$0.40T

Sub Total		\$4.09
F-HST	5.00	\$0.20
P-HST	8.00	\$0.33
Total		\$4.62

Visa \$4.62
Acct# *****
Auth# 02746I

Sales Associate: 4549

Visit the
Laura Secord website
www.laurasecord.ca
GST/HST # 832913461
THANK YOU, COME AGAIN

Trx 7401 Str220 Reg01 5/15/17 20:49

BLUE LINE TAXI
(613) 238 - 1111

TERMINAL ID: 324-301-164
MERCHANT ID: 4324986A
VEHICLE ID: 1042
DRIVER ID: 00051638

TRIP NUMBER: 2593
PASSENGERS: 1

05/16/2017
START: 17:12
END: 17:13

FARE AMOUNT: \$ 35.50

TIP AMOUNT: \$ 5.33

TOTAL : \$ 40.83

VISA SALE : [REDACTED]

APPROVAL NUMBER : 00384I

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB



BLUELINE Job # [REDACTED]
RECEIPT FOR CAB FARE

Amount **\$40.83** Date **16, 5, 2017**

From _____

To _____

Cab No. **42** Driver

H.S.T. included in meter fare

