

## Travel Expense Chart

<b>Employee Name</b>	Suzanne Brocklehurst	
<b>Employee Title</b>	Director of Early Resolution	
<b>Date of Travel</b>	Nov 6-8, 2024	
<b>Destination (s)</b>	Ottawa, Ontario	
<b>Purpose</b>	Attend the Canadian Bar Association - Privacy and Access Law Conference	
<b>Related Costs:</b>		
<b>Airfare</b>	\$	-
<b>Accommodation</b>	\$	633.60
<b>Meals</b>	\$	90.00
<b>Other transportation (taxi, mileage)</b>	\$	272.63
<b>Hospitality</b>	\$	-
<b>Other expenses (conference fee)</b>	\$	1,107.40
<b>Total:</b>	<b>\$</b>	<b>2,103.63</b>