

## Travel Expense Chart

<b>Employee Name</b>	Renee Barrette	
<b>Employee Title</b>	Director of Policy	
<b>Date of Travel</b>	January 19-21, 2015	
<b>Destination (s)</b>	Ottawa, Ontario	
<b>Purpose</b>	Attend National Policy Makers Dialogue	
<b>Related Costs:</b>		
<b>Airfare</b>	\$	517.82
<b>Accommodation</b>	\$	365.46
<b>Meals</b>	\$	-
<b>Other transportation (taxis)</b>	\$	148.27
<b>Hospitality</b>	\$	-
<b>Other expenses ( baggage fee)</b>	\$	-
<b>Total:</b>	\$	<b>1,031.55</b>

# Renee Barrette

**From:** Air Canada <confirmation@aircanada.ca>  
**Sent:** Thursday, January 15, 2015 4:16 PM  
**To:** Renee Barrette  
**Subject:** Air Canada - 19-Jan: Toronto - Ottawa (booking ref: MTA AVR) - seat selected

\*\*\*\*\* 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.

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### Booking Information

<p><b>Booking Reference:</b> <span style="border: 1px solid black; padding: 2px 10px;">MTAAVR</span></p> <p><b>Electronic Ticketing confirmed. This is your official itinerary/receipt.</b></p> <p><b>Main Contact:</b>          Ms Renee Marie Barrette          renee.barrette@ipc.on.ca          Home: [REDACTED]          Mobile: [REDACTED]          Work: 1-416-3263461</p>	<p><b>Customer Care</b>  <b>Air Canada</b>          1-888-247-2262  <b>Flight Arrivals and Departures</b>          1-888-422-7553</p>
<p><b>Online Services</b></p> <p><b>Manage</b> my booking online (view/change my booking; select seats*).</p> <p><b>Select Seats</b></p> <p><b>Maple Leaf Lounge   Meal Vouchers   On My Way</b></p> <p><b>Alert me</b> of flight status changes directly to my mobile phone or email.</p> <p><b>Flight Arrivals &amp; Departures</b> - check online if my flight is on time.</p> <p><b>Check-in online</b> and print my boarding pass.</p> <p style="text-align: right; font-size: small;">* Can my booking be changed online?</p>	

### Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
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AC458	<b>Toronto, Pearson Int'l (YYZ)</b> Mon 19-Jan 2015 16:10 - Terminal 1	<b>Ottawa, Ottawa Int'l (YOW)</b> Mon 19-Jan 2015 17:16	0	1hr06	<u>320</u>	<u>Flex</u> , V
AC455	<b>Ottawa, Ottawa Int'l (YOW)</b> Wed 21-Jan 2015 14:00	<b>Toronto, Pearson Int'l (YYZ)</b> Wed 21-Jan 2015 15:18 - Terminal 1	0	1hr18	<u>E90</u>	<u>Flex</u> , V

## Passenger Information

**1: Ms Renee Marie Barrette : Adult (16+), Ticket Number: 0142143639474**

Air Canada - **155610256** Meal Preference : **None**  
Aeroplan :   
Payment Card:  Special Needs: **None**  
Seat Selection: **AC458 27F , AC455 22F**

## Purchase Summary

### Fare Summary

Passenger Type	Adult
<b>Air Transportation Charges</b>	
Departing Flight - <u>Flex</u>	<b>186.00</b>
Return Flight - <u>Flex</u>	<b>186.00</b>
Surcharges	24.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	48.00
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	59.57
Air Travellers Security Charge (ATSC)	14.25
Total before options (per passenger)	<b>517.82</b>
Number of passengers	x 1
Total with options	<b>517.82</b>
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$517.82</b>

### Payment Information

**Credit/Debit Card xx** - Amount paid: **\$517.82**  
The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$517.82 (Airfare - per ticket)

Ticket number(s): 0142143639474

## enRoute City Guide

### Ottawa

Long tagged "the town that fun forgot," Canada's capital has made an art of defending itself against its reputation. While the postcard view - the Ottawa River, Parliament Hill, the politicians - tends to dominate the collective consciousness, that's only the beginning...

 [Read the complete guide](#)

## 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 Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
  - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
  - Tickets are **non-refundable** and **non-transferable**.
  - **Cancellations** can be made up to 45 minutes prior to departure.
  - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
  - Customers who **no-show** their flight will forfeit the fare paid.
- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Up to 24 hours after the purchase of a new ticket, Air Canada will cancel your ticket and provide a full refund without penalty.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles)

Please read important information and notices regarding Air Canada's general conditions of carriage.

## Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our Baggage Guide .

### Carry-on Baggage

On your Air Canada, Air Canada Express, or Air Canada rouge-operated flight, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15,5 x 21,5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). View more details.

### Checked Baggage

Please see below for details on the bags you plan to check in at the baggage counter.

<b>Departing Flight : Toronto (YYZ) To Ottawa (YOW) - Flex</b>		
<b>Return Flight : Ottawa (YOW) To Toronto (YYZ) - Flex</b>		
Regular Baggage Allowance	<b>1st bag: Complimentary</b>	<b>2nd bag: \$25.00 CAD</b>

+ taxes* per direction
Max. weight per bag: 23 kg (50 lb) Max. linear dimensions per bag: 158 cm (62 in)

\* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to 1st and 2nd bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to the 2nd bag fee. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to the 2nd bag fee. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

**Currency**

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel. Please note that checked baggage fees may be assessed a second time if your itinerary includes a stopover lasting more than 24 hours.

**Stopovers**

Customers may be reassessed checked baggage fees when itineraries include an enroute stopover in excess of 24 hours.

Note: If you **exceed your baggage allowance** (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View [Air Canada's additional checked baggage policy](#).
- View the [additional checked baggage policy of Air Canada's codeshare and interline partners](#).

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**Important Information**

Please review this itinerary/receipt and, should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

**Before You Go: A 'To-Do' List**

To ensure delivery to your inbox, please add confirmation@aircanada.ca to your address book's safe senders list.

This service email was sent to renee.barrette@ipc.on.ca because you purchased an Air Canada flight. It provides important flight information that must be communicated to you. This service email is not a promotional email.

Your privacy is important to us. To learn how Air Canada collects, uses, and protects the personal information you provide, please view our [Privacy Policy](#).

Please do not reply to this email, as this inbox is not monitored. If you have any questions please visit [aircanada.com](http://aircanada.com).

Air Canada, PO Box 64239, RPO Thorncliffe, Calgary Alberta, T2K-6J7

All passengers are advised to view the [Travel documentation](#) page for important information on identification required for travel.

[Check-in and boarding times](#)

 **Fly Carbon Neutral.** Offset your portion of this flight's CO<sub>2</sub> emissions.  
[Offset now](#) | [Learn more](#)

# Fairmont CHÂTEAU LAURIER

1 Rideau Street  
Ottawa, ON, Canada K1N 8S7  
T (613) 241-1414 F (613) 562-7030  
G.S.T. / H.S.T Registration #843511775

Room/Chambre : 0273  
Folio # : 678111  
Invoice # :  
Cashier/Cassier # : 629  
Page # : 1 of 1

Govt Cda  
Mrs Renee Barrette

Arrival/Arrivée : 01-19-15  
Departure/Départ : 01-21-15  
Fairmont President's Club

Canada

Date	Description	Additional Information/Supplémentaire	Charges	Credits
01-19-15	Room Charge		157.00	
01-19-15	Destination Marketing Fee		4.71	
01-19-15	Room HST (13%)		21.02	
01-20-15	Room Charge		157.00	
01-20-15	Destination Marketing Fee		4.71	
01-20-15	Room HST (13%)		21.02	
01-21-15	MasterCard			365.46
<b>Total</b>			<b>365.46</b>	<b>365.46</b>
<b>Balance Due/Solde</b>			<b>0.00</b>	

GST Summary / Sommaire		HST Summary / Sommaire	
Room/Chambre	0.00	Room/Chambre	42.04
F&B/Restauration	0.00	F&B/Restauration	0.00
Other/Autres	0.00	Other/Autres	0.00
<b>Total</b>	<b>0.00</b>	<b>Total</b>	<b>42.04</b>

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Merci d'avoir choisi les Hôtels Fairmont.  
Pour donner votre opinion sur votre séjour, veuillez contacter M. Claude Sauvé, Directeur général, à [Claude.Sauve@fairmont.com](mailto:Claude.Sauve@fairmont.com).  
Nous vous invitons également à partager les souvenirs de votre expérience sur notre forum - [www.everyonesanoriginal.com](http://www.everyonesanoriginal.com).

For information or reservations, visit us at [www.fairmont.com](http://www.fairmont.com) or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414  
Pour information et réservations visitez notre web au [www.fairmont.com](http://www.fairmont.com) ou téléphoner au Hôtels Fairmont de: États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)  
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année)  
J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) et de 2.00\$ le Samedi. (Dans les hôtels participants.)

**Thank you for choosing to stay with Fairmont Hotels & Resorts  
Merci d'avoir choisi les Hôtels Fairmont**

fairmont.com



### EXPRESS CHECKOUT

For your convenience, Fairmont Hotels & Resorts offers you express checkout privileges. For options such as telephone checkout, advance folio review and e-mail services, please consult your in-room Guest Services Directory. The express drop-off is located at the Front Desk. Please complete all information and return to the drop-off box or Front Desk.

Name (please print) \_\_\_\_\_

Room \_\_\_\_\_ Departure time \_\_\_\_\_

Checkout date \_\_\_\_\_

I authorize my entire account be processed through my credit card.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Visa                       MasterCard                       American Express  
 Diners Club               Discover Card                     Other

Card No. \_\_\_\_\_ Expiry Date (mm/yy) \_\_\_\_\_

Full name on card (please print) \_\_\_\_\_

Please send a copy of my account to the address below:  
 Please send a copy of my account to the E-mail address/Fax# below:

Name (please print) \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Country \_\_\_\_\_ Zip/Postal \_\_\_\_\_

E-mail address \_\_\_\_\_ Fax \_\_\_\_\_

(6222)



fairmont.com

**DÉPART EXPRESS**

Pour votre commodité, Hôtels Fairmont vous propose d'utiliser ses services de départ express. Pour régler votre note par téléphone, consultez votre note d'avance ou utilisez le service par courriel, consultez l'Annuaire du client qui se trouve dans votre chambre. Veuillez remplir ce formulaire et le déposer dans la boîte à cet effet située à la réception ou le remettre au comptoir de la réception.

Nom (en lettres mouées) \_\_\_\_\_

Chambre \_\_\_\_\_

Date de départ \_\_\_\_\_

Je consens à ce que le montant total de ma note soit porté à ma carte de crédit.

Signature \_\_\_\_\_

Visa                       MasterCard                       Diners Club  
 American Express               Autre

N° de la carte \_\_\_\_\_

Nom apparaissant sur la carte (en lettres mouées) \_\_\_\_\_

Faire parvenir une copie de la note à l'adresse ci-dessous.  
 Faire parvenir une copie de la note à l'adresse de courriel ou au numéro de télécopieur ci-dessous.

Nom (en lettres mouées) \_\_\_\_\_

Entreprise \_\_\_\_\_

Adresse \_\_\_\_\_

Ville \_\_\_\_\_

Pays \_\_\_\_\_

Adresse de courriel \_\_\_\_\_

Télécopieur \_\_\_\_\_

AIRFLIGHT SERVICES  
3300 STEELES W  
4164451999  
CONCORD ON

OTTAWA TAXI  
11 BENTLEY AVE  
NEPEAN ON K2E 6T7

CARD \*\*\*\*\*  
CARD TYPE MASTERCARD  
DATE 2015/01/21  
TIME 6055 16:00:08  
CLERK ID 414  
RECEIPT NUMBER  
085005786-001-235-003-0

TERM # 42290009  
RECORD # 002661  
HOST INVOICE # 1002096  
HOST SEQ # 1004381

PURCHASE  
AMOUNT \$58.00  
TIP \$7.00  
TOTAL **\$65.00**

CARD \*\*\*\*\*  
CREDIT/MASTERCARD D  
2015/01/19 17:58:56

Purchase  
AMOUNT \$32.41  
TIP \$4.86  
AIRTIME FEE \$1.50  
TOTAL \$38.77

MasterCard  
MasterCard  
A0000000041010  
AAF1BB18EF82667B  
0000008000-EB00  
90D3D98268996FE4

AUTH#:R01002 B:0001  
HTS: 20150119175943

**TRANSACTION**  
**APPROVED - 000**  
THANK YOU

**APPROVED**

AUTH# R00843 01-027  
THANK YOU

MasterCard  
AID: A0000000041010  
TC: 5E20B80E36A8E4BD  
TVR: 000008000  
TSI: EB00

CUSTOMER COPY

CARDHOLDER COPY  
IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

OTTAWA TAXI  
613 523 1234  
760  
1631 3237



\*\*\*PASSENGER COPY\*\*\*  
CUSTOMER SERVICE 1-800-493-2812  
WWW.BLUELINE.COM  
TAXI#B

MASTER CARD SALE

APPROVAL NUMBER

KB0474

TOTAL \$ 44.48

SEARCHED ACCOUNT: \$ 1.50  
TAXI FARE: \$ 5.81

FARE AMOUNT \$ 37.17

START: 12:16 END: 12:17

TRIP NUMBER: 6255  
PASSENGERS: 1

DRIVER ID: 00053117

VEHICLE ID: 00053117

PLATE NO: 324-363-430

BLUE LINE TAXI  
(613) 238 1111

RECEIVED PAYMENT

PAID 65 -

DATE 21. 1. 15 50 DRIVER

WITH THANKS AKC

BLUELINE RECEIPT FOR CAB FARE

Job # [ ]  
Amount 44.50 Date 21/01/15  
From \_\_\_\_\_  
To \_\_\_\_\_  
Cab No. 3001 Driver AS  
H.S.T. included in meter fare



Job # [ ]  
Amount \$38.77 Date Jan 19/15  
From AIRPORT  
To \_\_\_\_\_  
Cab No. 760 Driver MH  
H.S.T. included in meter fare



(F)

