

## Travel Expense Chart

<b>Employee Name</b>	Sherry Liang
Employee Title	Manager of Adjudication
Date of Travel:	October 29 – 31, 2014
Destination (s):	Ottawa
Purpose:	Attend and give presentation at CBA Access to Information and Privacy Symposium
<b>Related Costs:</b>	
Airfare	274.87
Accommodation	470.22
Meals	32.10
Other transportation (specify)	
Hospitality	
Other expenses ( specify)	Taxis – 126.43
Total:	903.62

UNION: local 613  
Somerset  
OTTAWA

OTTAWA AIRPORT TAXI  
613-523-1234  
TAXI DE L'AEROPORT D'OTTAWA

THU OCTOBER 30, 2014  
CHECK #278350-1  
TABLE #47  
CUSTOMERS # 1, 6

TERMINAL ID: 324-363-540  
VEHICLE ID: 4724  
DRIVER ID: 00056048

TRIP NUMBER: 0331  
PASSENGERS: 1

10/29/2014  
START: 22:18 END: 22:19

FARE AMOUNT: \$ 36.09

SURCHARGE AMOUNT: \$ 1.50  
TIP AMOUNT: \$ 5.41

TOTAL : \$ 43.00

INTERAC :

APPROVAL NUMBER : 221926

\*\*\*PASSENGER COPY\*\*\*

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

1 2 pc Bird \$14.00  
1 Collards \$5.00  
3 / 5 Cornbread \$2.40  
1 / 5 Buttermilk \$1.00  
SUB-TOTAL : \$32.40  
TAX : \$4.21  
TOTAL \$36.61

THANK YOU!  
Password: bootleg  
Time: 21:57 2 CUSTOMERS  
5 CHECKS

36.61  
- 10.00  
-----  
26.61  
+ 5.49 tip  
-----  
32.10

RECEIPT

Cab No. \_\_\_\_\_ H.S.T. \_\_\_\_\_  
From Airport  
To Home  
Date Oct. 31 Amount 24.00  
Signature \_\_\_\_\_

RECEIPT FOR CAB FARE

Date: Oct. 29 Amount: 22.43  
From: home  
To: airport

Cab No.: \_\_\_\_\_ Driver: \_\_\_\_\_

Note: Amount shown above includes G.S.T. Driver is an independent contractor, any G.S.T. Input Credit may be claimed at "NOTIONAL" or applied to DRIVER'S Registration Number, not Maple Leaf Tax.

Driver G.S.T. # (if applicable)

Serving Toronto for over 25 years.

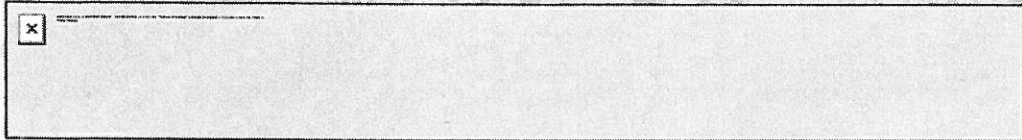


BLUELINE RECEIPT FOR CAB FARE  
Job # \_\_\_\_\_  
Amount \$37.00 Date 31/10/14  
From \_\_\_\_\_  
To \_\_\_\_\_  
Cab No. \_\_\_\_\_ Driver [Signature]  
H.S.T. Included in meter fare

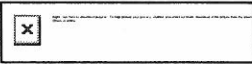
VISA MasterCard AMERICAN EXPRESS Interac

**Sherry Liang**

**From:** PorterAirlines@flyporter.com  
**Sent:** Monday, October 06, 2014 11:22 AM  
**To:** Sherry Liang  
**Subject:** Porter Airlines Itinerary - Toronto to Ottawa - Wed 29 Oct 2014





**Thank you for flying Porter**



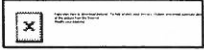
Booking status: **Confirmed** Confirmation number: **V6RW2Z** within 24 hours of departure

**WED 29 OCT 2014  
TORONTO, CA (YTZ) TO  
OTTAWA, CA (YOW)**


**PD275**  **8:55 PM** .  **9:51 PM** *Duration: 56 minutes*  
Toronto, CA (YTZ) Ottawa, CA (YOW)  
*Arrive at airport by 8:25 PM* *Seats not assigned*

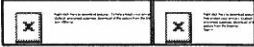
**FRI 31 OCT 2014  
OTTAWA, CA (YOW) TO  
TORONTO, CA (YTZ)**

**PD264**  **4:00 PM**  **5:00 PM** *Duration: 1hr 0min*  
Ottawa, CA (YOW) Toronto, CA (YTZ)  
*Arrive at airport by 3:00 PM* *Seats not assigned*




**PASSENGER**

Sherry  Liang



**BAGGAGE POLICY**

 **Checked baggage policy**

	1st bag	2nd bag	Weight fee per bag above 23kg
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<b>Toronto - Ottawa</b> Firm fare class	\$25 - \$28.25	\$35 - \$40.25	\$75 - \$86.25
<b>Ottawa - Toronto</b> Firm fare class	\$25 - \$28.25	\$35 - \$40.25	\$75 - \$86.25

[See full checked baggage rules](#)

**Carry-on baggage policy**

TWO items of carry-on baggage are permitted, free of charge, per passenger.

[See all carry-on baggage rules](#)

**SUMMARY OF PURCHASES**

**Flights**

Toronto - Ottawa (paid)

Ottawa - Toronto (paid)

**Checked bags**

Toronto - Ottawa                      Bags not added                       [Add a bag](#)

Ottawa - Toronto                      Bags not added                       [Add a bag](#)

**Seat selection**

Toronto - Ottawa                      Seats not assigned                       [Choose seats](#)

Ottawa - Toronto                      Seats not assigned                       [Choose seats](#)

**Enhance your travel experience**

**Hertz Car Rental**  
([See details](#))

**FARE INFORMATION**

Air transportation charges                      \$158.00

Taxes, fees and charges                      \$116.87

**Total Fare Price                      \$274.87**



**CHANGE FEES**

	Same day airport change per passenger	Advance change per passenger
<b>Toronto - Ottawa</b> Firm fare class	\$75	\$75 per direction + fare difference

<b>Ottawa - Toronto</b> Firm fare class	\$75	\$75 per direction + fare difference
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[See all fare rules, terms and conditions](#)

## DAY OF TRAVEL

### Identification requirements

All passengers travelling within Canada are required to present one piece of valid government issued identification

[See more information](#)

Please [click here](#) for departure airport information.

**We look forward to seeing you soon!**

**flyporter.com**



Rated top small airline in the world by  
 Conde Nast Traveler's Readers Choice  
 Awards



Porter Airlines is proud to be rated an  
 official 4 Star Airline by SKYTRAX

The Westin Ottawa  
11 Colonel By Drive  
Ottawa, ON K1N 9H4  
613-560-7000  
<http://www.thewestinottawa.com/>



Liang, Sherry                      Page Number      1                      Invoice Nbr      1000259152  
[REDACTED]                      Guest Number      978405              Arrive Date      10-29-2014 22:22  
[REDACTED]                      Folio ID              A                      Depart Date      10-31-2014 12:00  
[REDACTED]

Information Invoice

Tax Identification      811719848RT0001

Date	Reference	Description	Charges	Credits
10-29-2014	RT1520	Room	\$202.00	
10-29-2014	RT1520	Tax-HST Rooms	\$26.26	
10-29-2014	RT1520	Destination Marketing Program	\$6.06	
10-29-2014	RT1520	Dest Marketing Program HST	\$0.79	
10-30-2014	RT1520	Room	\$202.00	
10-30-2014	RT1520	Tax-HST Rooms	\$26.26	
10-30-2014	RT1520	Destination Marketing Program	\$6.06	
10-30-2014	RT1520	Dest Marketing Program HST	\$0.79	
10-31-2014	VI	Visa		\$-470.22
		** Total	\$470.22	\$-470.22
		** Balance	\$0.00	

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

Continued on the next page

The Westin Ottawa  
11 Colonel By Drive  
Ottawa, ON K1N 9H4  
613-560-7000  
<http://www.thewestinottawa.com/>



Liang, Sherry



Page Number 2  
Guest Number 978405  
Folio ID A



Invoice Nbr 1000259152  
Arrive Date 10-29-2014 22:22  
Depart Date 10-31-2014 12:00

Information Invoice

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0.00  
0.00  
0.00  
0.00  
0.00

Tell us about your stay. [www.westin.com/reviews](http://www.westin.com/reviews)

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