Travel Expense Chart

Employee Name	Sherry Liang		
Employee Title	Assistant Commissioner, Tribunal Services		
Date of Travel	20-Nov-15		
Destination (s)	Ottawa, ON		
Purpose	Meeting with the Office of the Information Commissioner		
	of Canada		
Related Costs:			
Airfare	\$ 292.95		
Accommodation			
Meals			
Other transportation (taxis)	\$ 123.20		
Hospitality	\$ -		
Other expenses (baggage fee)	\$ -		
Total:	\$ 416.15		



CONFIRMATION NUMBER:

porter flying refined

SOLD TO

SHERRY LIANG

2 BLOOR STREET EAST,

SUITE 1400 TORONTO, ON M4W 1A8 CANADA **BOOKING DATE**

THU 05 NOV 2015

FRI 20 NOV 2015

TORONTO (YTZ) TO OTTAWA (YOW)

PD 245

7:25 AM

8:21 AM

Porter Airlines

Toronto (YTZ)

Ottawa (YOW)

PASSENGER(S)

1. SHERRY LIANG

	TOTAL AMOUNT	\$ 147.04 CAD	
VISA ENDIN	G IN	\$ 147.04 CAD	
PAYMENTS			
TOTAL		\$ 147.04 CAD	
SUBTOTAL		\$ 147.04 CAD	
NAV and Surcharge	es	\$ 16.00 CAD	
Harmonized Sales	Harmonized Sales Tax		
Airport Improvemer	Airport Improvement Fee		
Air Traveller Securi	\$ 7.12 CAD		
FIRM FARE (1 x \$ 87.00)		\$ 87.00 CAD	
TORONTO (YTZ) - OTTAWA	(YOW)		
FARE/TICKET INFORMATION	NC N		

GST/HST Number: 841583271

QST Number: 1212573775



Subject:

FW: Air Canada - 20-Nov: Ottawa - Toronto (booking ref:

dir Canada - 20-Nov. Ottawa - Toronto (booking rei:

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From: Air Canada [mailto:confirmation@aircanada.ca]

Sent: Thursday, November 05, 2015 12:36 PM

To:

Subject: Air Canada - 20-Nov: Ottawa - Toronto (booking ref:

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. Scan this barcode to check in at any Air Canada check in kiosk.



)

Booking Information

Booking Reference:

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:

Ms Sherry Liang

Customer Care
Air Canada
1-888-247-2262
Flight Arrivals and
Departures
1-888-422-7533

Online Services

<u>Manage</u> my booking online (view/change my booking; select seats*). <u>Select Seats</u>

Maple Leaf Lounge | Meal Vouchers | On My Way

<u>Alert me</u> of flight status changes directly to my mobile phone or email. <u>Flight Arrivals & Departures</u> - check online if my flight is on time.

Check-in online and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

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Flight From To Stone Direction Aircraft Most
Type
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Contawa, Ottawa (Pearson Int'l November 1985)
ACAEO S Int'l (YOW) EARS (YYZ) EARS SEE AND A SEA FOR THE TOTAL TANGO, AS A SEA
70173 Fri 20-Nov 2015 A Fri 20-Nov 2015
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Passenger Information

1: Ms Sherry Liang : Adult (16:	
Air Canada -	Meal Preference : None

Aeroplan:

Payment Card:

XXXX-XXXX-XXXX

Special Needs:

None

Seat Selection:

None

Purchase Summary

Fare Summary	
Passenger Type	Adult
Air Transportation Charges	
Departing Flight - <u>Tango</u>	87.00
Surcharges	12.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	23.00
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	
Air Travellers Security Charge (ATSC)	7.12
Total before options (per passenger)	145.91
Number of passengers	x 1
Total with options	145.91
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$145.91

Payment Information

Credit/Debit Card xxxx-xxxx-xxxx- - Amount paid: \$145.91

The following amount (tax inclusive) will appear on your credit card or debit card statement:

Air Canada: \$145.91 (Air Transp. Charges - per ticket)

Ticket number(s):

Fare Rules

Departing Flight Ottawa (YOW) To Toronto (YYZ) - Tango

• Changes:

- Prior to day of departure Change fee per direction, per passenger, is \$75 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 subject to availability and are permitted only for same-day flights at a fee of \$100 CAD/USD per direction, per passenger.
- Same-day standby at the airport 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.
- o **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

	3)	RECEIPT F Date:	" or applied to DRIVER'S Driver G.S.Y. # (If applicable)	
	(4)	Amount \$ 38,95 c	DAR CAR FARE Date NOV - 2	CAPITAL DEPOSITOR OF THE PROPERTY OF THE PROPE
TEMPS TIME NOM NAME ADRESSE ADDRESS CHARGÉ À CHARGE TO VOYAGE DE TRIP FROM À TO NOTRE NO OUR NO Z Z Z Z Z Z Z Z Z Z Z Z Z	PAR Y	819 777-5231 819 777-1645 DATE 15/11/20	6	Union Pearson Express ADULT ONE-WAY ADULTE ALLERSIMPLE \$ 22.00 AÉROPORT PEARSON AIRPORT TO I A BLOOR 20 NOV 2015 17:25 Must take trip within 1 hour of issuance Doit faire le trajet au plus 1 heure après achat Not refundable, not transferable Non remboursable, non transférable Retain for inspection Conserver pour inspection U0404CCARD TN: 063185736322