

## Travel Expense Chart

Employee Name	Suzanne Brocklehurst	
Employee Title	Registrar	
Date of Travel	September 24-25, 2015	
Destination (s)	Sault Ste Marie, Ontario	
Purpose	Reaching Out to Ontario	
Related Costs:		
Airfare	\$	627.43
Accommodation	\$	117.16
Meals	\$	31.48
Other transportation (specify)	\$	44.00
Hospitality		
Other expenses ( specify)		
Total:	\$	820.07

**Suzanne Brocklehurst**

**From:** Air Canada <confirmation@aircanada.ca>  
**Sent:** Friday, September 11, 2015 3:15 PM  
**To:** Suzanne Brocklehurst  
**Subject:** Air Canada - 25-Sep: Sault Ste Marie - Toronto (booking ref: NGRMQE)

\*\*\*\*\* 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.

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



Access your personalized Air Canada travel information

**View your planner >**

### Booking Information

**Booking Reference:** NGRMQE

#### Customer Care

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

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

**Main Contact:**

Ms Suzanne Brocklehurst  
suzanne.brocklehurst@ipc.on.ca  
Mobile: [REDACTED]  
Home: [REDACTED]  
Work: 1-416-3268743

#### Online Services

**Manage** my booking online (view/change my booking; select seats\*).

**Select Seats**

**Maple Leaf Lounge | Meal Vouchers | On My Way**

**Alert me** of flight status changes directly to my mobile phone or email.

**Flight Arrivals & Departures** - check online if my flight is on time.

**Check-in online** and print my boarding pass.

\* Can my booking be changed online?

### Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC7794 <sup>1</sup>	Sault Ste Marie (YAM)	Toronto, Pearson Int'l (YYZ)	0	1hr25	DH1	Flex, Q	



#2

CONFIRMATION NUMBER:  
SY7CRD

porter  
flying refined

SOLD TO SUZANNE BROCKLEHURST [REDACTED] BOOKING DATE FRI 11 SEP 2015

THU 24 SEP 2015 TORONTO (YTZ) TO SAULT STE. MARIE (YAM)

PD 687 4:55 PM 6:15 PM SY7CRD  
Porter Airlines Toronto (YTZ) Sault Ste. Marie (YAM)

PASSENGER(S)

1. SUZANNE BROCKLEHURST

FARE/TICKET INFORMATION

TORONTO (YTZ) - SAULT STE. MARIE (YAM)

FIRM FARE (1 x \$ 158.00)	\$ 158.00 CAD
Air Traveller Security Charge	\$ 7.12 CAD
Airport Improvement Fee	\$ 20.00 CAD
Harmonized Sales Tax	\$ 26.15 CAD
NAV and Surcharges	\$ 16.00 CAD
<b>SUBTOTAL</b>	<b>\$ 227.27 CAD</b>
<b>TOTAL</b>	<b>\$ 227.27 CAD</b>

PAYMENTS

MASTERCARD	ENDING IN [REDACTED]	\$ 227.27 CAD
<b>TOTAL AMOUNT</b>		<b>\$ 227.27 CAD</b>

GST/HST Number: 841583271

QST Number: 1212573775



Best Regional Airline in North America  
by SKYTRAX



Top Small Airline in the World -  
Condé Nast Traveler Readers' Choice



Official 4 Star Airline®  
by SKYTRAX

flying refined

[Terms of use](#) [Privacy](#) [Terms & Conditions](#)

© 2015 Copyright Porter Airlines Inc.



Fairfield Inn & Suites by Marriott  
Hst# 123667354

633 Great Northern Road  
St Ste Marie, On P6b 5a1  
705.253.7378



#3

S. Brocklehurst

Room: 327  
Room Type: QNQN  
Number of Guests: 1  
Rate: \$101.00  
Clerk:

Arrive: 24Sep15

Time: 06:59PM

Depart: 25Sep15

Time:

Folio Number: 66771

Date

Description

Charges

Credits

24Sep15	Room Charge	101.00	
24Sep15	Room Tax	13.13	
24Sep15	Convention and Tourism Tax	2.68	
24Sep15	Sales Tax Other Room Tax	0.35	
25Sep15	Master Card		117.16
	Card #: MCXXXXXXXXXX [REDACTED]		
	Amount: 117.16 Auth: 07792S Signature on File		
	This card was electronically swiped on 24Sep15		
	<b>Balance:</b>	<b>0.00</b>	

As a Rewards Member, you could have earned points toward your free dream vacation today. Start earning points and elite status, plus enjoy exclusive member offers. Enroll today at the front desk.

As requested, a final copy of your bill will be emailed to you at: SUZANNE.BROCKLEHURST@IPC.ON.CA. See "Internet Privacy Statement" on Marriott.com.

#5

WATERFRONT LEGEND  
89 FOSTER DRIVE P6A5A6  
SAULT S MARIEON  
20049015  
GH2004901502

#4

Sault Sainte Marie  
MAREK HOSPITALITY  
CAFE  
SAULT AREA HOSPITAL  
EXCEPTIONAL HOSPITALITY  
EVERY DAY

Close Date: Sep 25, 2015 07:59:28  
Date: Sep 25, 2015 07:59:32  
Table: Cas-4283874  
TableTransId: 4283874  
TransId: 4283874  
Server: cafe reg #1

9 Naya Water 11.52  
Subtotal 11.52  
HST CAFE 1.50  
Total 13.02  
Master Card -13.02  
Balance 0.00

HST R893327197RT  
THANK YOU

\*\*\*\* PURCHASE \*\*\*\*

09-25-2015 13:48:46  
Acct # [REDACTED] C  
Exp Date 04/18 Card Type MC  
Name: SUZANNE BROCKLEHURST  
A0000000041010 MASTERCARD

Trace # 5245 Operator 36  
Inv. # 5351  
Auth # 05421S RRN 001372010  
TVR 0000008000 TSI E800  
TC 619F8DD638FBBD44

Purchase \$14.96  
Tip \$5.00  
Total \$19.96

( 00 ) APPROVED-THANK YOU  
(PIN VERIFIED)

Retain this copy for your records  
Merchant copy

D17-1

Kathy  
Water Front Legend (The River Cookhouse)

89 Foster Drive  
Sault Ste. Marie, ON P6A 5X6  
Tel: 705-256-6868

9/25/2015 12:30 OPER: Kathy  
1 @GRK CKN WRP 10.95 10.95  
1 house dressing on side 0.00 0.00  
1 coffee/tea 2.29 2.29

Count: 3

SubTotal \$13.24  
HST \$1.72  
Total After Tax \$14.96  
Balance Due \$14.96

150925123250873

==== Thank you =====



#6

ADULT  
ONE-WAY

ADULTE  
ALLER SIMPLE  
\$ 22.00

AÉROPORT  
PEARSON AIRPORT  
TO A  
BLOOR

25 SEP 2015  
17:30

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

U0403CCARD TN: 050180898197



CREDIT CARD RECEIPT

UP Express Pearson TVM  
MISSISSAUGA, ON

TYPE: PURCHASE  
ACCT: MASTER CARD  
AMOUNT: \$ 22.00 CAD  
CARD #: \*\*\*\*\*  
DATE/TIME: 2015/09/25 17:30:54  
REF #: 66292792 U0403 C  
AUTHOR. #: 01713S  
CAPITAL ONE  
A0000000041010  
0000008000 E800

VERIFIED BY PIN  
INVOICE #: 050180898197  
01/027  
APPROVED - THANK YOU

-- IMPORTANT --

Retain This Copy For Your Records  
\*\*\* CUSTOMER COPY \*\*\*



24 Hours a Day  
Sault Ste. Marie, ON

For Fast, Clean, Dependable Service

RECEIPT FOR CAB FARE

Amount \$ 22.00 Date Sept 25 / 15  
From S. A. H.  
To Down town  
Cab Number 17 Driver MORGAN