

Travel Expense Chart

| | | |
|------------------------------------|-------------------------------|---------------|
| Employee Name | Trell Huether | |
| Employee Title | Senior Communications Advisor | |
| Date of Travel | May 3-4, 2016 | |
| Destination (s) | Kingston, ON | |
| Purpose | Reaching Out to Ontario Event | |
| Related Costs: | | |
| Via Rail Fare | \$ | 167.24 |
| Accommodation | \$ | 115.57 |
| Meals | \$ | 19.78 |
| Other transportation (taxi) | \$ | 26.00 |
| Hospitality | | |
| Other expenses (specify) | | |
| Total: | \$ | 328.59 |

From: VIA Rail Canada [mailto:service@viarail.ca]

Subject: VIA Rail Itinerary & Receipt | May 03, 2016 - Booking Ref: IUU304

ITINERARY / RECEIPT - NOT VALID FOR TRAVEL

Thank you for choosing
VIA Rail Canada .



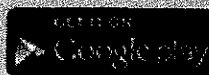
BOOKING CONFIRMATION: IUU304

IMPORTANT - AN E-BOARDING PASS HAS BEEN ISSUED FOR EACH SEGMENT OF THIS TRIP AND HAS BEEN SENT IN A SEPARATE E-MAIL. Please bring all e-boarding passes on your trip and review this confirmation carefully as it includes some important information about travelling with us.

Customers with special service requests

VIA suggests that all customers with special service requests arrive at VIA stations early for safe and timely access to the correct platform. Please validate VIA station hours as some stations open 30 minutes prior to scheduled train time.

**ALL THAT YOU LOVE ABOUT
VIA RAIL IN ONE APP**
Book, customize and stay up-to-date.



ITINERARY # 1

TRAIN 42 | [info](#)

From: **TORONTO UNION STATION** Tue. May 3, 2016

Departure: **12:20 PM**

To: **KINGSTON** Tue. May 3, 2016

Arrival: **14:25 PM**

Class: **Economy - Escape fare**



You can be notified of the VIA train status, service disruption or delay regarding a specific train by email or SMS (text message). [Sign up now for the Train-Alert Service.](#)

Remarks: Operated by: VIA Rail Canada.

ITINERARY # 2

TRAIN 47 | info

From: **KINGSTON** Wed. May 4, 2016

Departure: **14:50 PM**

To: **TORONTO UNION STATION** Wed. May 4, 2016

Arrival: **17:15 PM**

Class: **Economy - Escape fare**



You can be notified of the VIA train status, service disruption or delay regarding a specific train by email or SMS (text message). **Sign up now for the Train-Alert Service.**

Remarks: Operated by: VIA Rail Canada.

RECEIPT

FARE INFORMATION

Trell Huether (Adult) ----- \$167.24

FARE: \$148.00 G.S.T/H.S.T.: \$19.24 P.S.T.: \$0.00 TOTAL: \$167.24

TAX INFORMATION

Taxable fare: \$148.00
G.S.T/H.S.T. number: 105521785RT001

PAYMENT : - AUTHORIZATION # 038161

TRANSACTION DATE: 04/28/2016

| ITINERARY | FARE PLAN | REFUND/EXCHANGE CONDITIONS |
|----------------------------------|-----------|---|
| TORONTO UNION STATION / KINGSTON | ESCAPE | <u>Before Departure</u> : Non-refundable but exchangeable less a service charge of \$40.50 plus tax(es) and any applicable fare difference. <u>After Departure</u> : Non-exchangeable and non-refundable. |
| KINGSTON / TORONTO UNION STATION | ESCAPE | <u>Before Departure</u> : Non-refundable but exchangeable less a service charge of \$33.50 plus tax(es) and any applicable fare difference. <u>After Departure</u> : Non-exchangeable and non-refundable. |

BAGGAGE ALLOWANCE*

Carry-on baggage

One (1) personal article of up to 11.5 kg (25 lb.) / 43 x 15 x 33 cm (17 x 6 x 13 in.)

AND

One (1) large article of up to 18 kg (40 lb.) / 158 linear cm (62 linear in.)

OR

Two (2) small articles of up to 11.5 kg (25 lb.) / 54.5 x 39.5 x 23 cm (21.5 x 15.5 x 9 in.) each.

OVERWEIGHT CARRY-ON BAGGAGE:

Additional fee of \$20 tax incl. (per one-way trip) if baggage is 18.5-23 kg (41-50 lb.)

Carry-on baggage over 23 kg (50 lb.) is not permitted on board.

ADDITIONAL CARRY-ON ITEM(S) ALLOWED:

2

Four Points Hotel & Suites Kingston
285 King Street East
Kingston, ON K7L 3B1
Canada
Tel: 613-544-4434



Mr. Trell Huether
2 Bloor Street East
Suite 1400
Toronto, ON M4W 1A8
Canada

Page Number : 1 Invoice Nbr : 233559
Guest Number : 829604
Folio ID : A
Arrive Date : 03-MAY-16 14:42
Depart Date : 04-MAY-16 07:28
No. Of Guest : 1
Room Number : 413
Club Account :

Tax Invoice

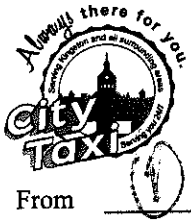
Tax ID :
Four Points Kingston 04-MAY-16 07:28 DW

| Date | Reference | Description | Charges (CAD) | Credits (CAD) |
|-----------|--------------------------------------|--------------|---------------|---------------|
| 03-MAY-16 | RT413 | Room Revenue | 115.57 | |
| 04-MAY-16 | MC | MasterCard | | -115.57 |
| | ***For Authorization Purpose Only*** | | | |
| | xxxxxx | | | |
| | Date | Code | Authorized | |
| | 03-MAY-16 | 04731S | 140 | |
| | | ** Total | 115.57 | -115.57 |
| | | *** Balance | 0.00 | |

As a Starwood Preferred Guest, you could have earned 206 Starpoints for this visit. Please provide your member number or enroll today.

Tell us about your stay. www.fourpoints.com/reviews

Continued on the next page



FARE RECEIPT

Car # 20

Date MAY, 3rd 16

Fare \$ 8.00

From _____

To 98 Division

Driver [Signature]
Receipt must be signed to be valid.

(4)

Olivea
39 Brock Street
Kingston
K7L 1R7
613-547-5483

CHECK 33813 TABLE 10 GUEST 5/6 05/04/16 12:20

1 Sicilian Tuna 15.00
1 Coke 2.50

FOOD TOTAL 15.00
BEVERAGE TOTAL 2.50

SUB TOTAL 17.50
HST 2.28

CHECK TOTAL 19.78

You have been served by Jenn

DUPLICATE #4

THANK YOU

Tax Number 820996353RT0001

**** LIVE JAZZ ****
Tuesday Evenings
6-9pm

33813



613-542-3333

613-542-TAXI

Time _____

Date 050516

Charge to:

Receipt (3)
MUST BE COMPLETED

From We

To Sheraton

Driver _____

Car No. 13

Amount 18

Authorized by _____

