

Travel Expense Chart

Employee Name	David Goodis	
Employee Title	Assistant Commissioner, Policy & Corporate Services	
Date of Travel	September 17- October 2, 2017	
Destination (s)	Manchester, UK	
Purpose	International Conference for Information Commissioners (September 20-21, 2017)	
Related Costs:		
Airfare	\$	1,160.15
Accommodation	\$	1,287.54
Meals	\$	98.46
Other transportation (train, taxis)	\$	217.44
Hospitality	\$	-
Other expenses (baggage fee)	\$	-
Total:	\$	2,763.59

XE Travel Expense Calculator

1. Enter the details of your Travel Expenses below

Your Name:

David Goodis

Your Company Name:

IPC/O

Your Home City:

Toronto

Your Home Currency:

CAD - Canadian Dollar

2. Enter foreign exchange fees

Credit Card:

2%

Debit Card:

5%

Use the Credit and Debit Card Charges Calculator to determine your fees

Foreign Cash:

5%

Traveller's Checks:

2%

Use the Foreign Exchange Charges Calculator to work out fees.

3. Enter receipt details

1.	2017-09-18	Train: Trainline (Manchester) - Receipt #4							x
	5.20	GBP - British Pound	▼	Credit Card	▼	@ 2%		Subtotal: \$ 8.75 CAD	

Subtotal formula includes foreign exchange fees (1 GBP = 1.6499084708995 CAD) + 2% = 1.68291 CAD

2.	2017-09-18	Taxi: Manchester Airport to Hotel - Receipt #5							x
	26.00	GBP - British Pound	▼	Cash	▼	@ 5%		Subtotal: \$ 45.04 CAD	

Subtotal formula includes foreign exchange fees (1 GBP = 1.6499084708995 CAD) + 5% = 1.73240 CAD

3.	2017-09-18	Taxi: Hotel to Conference - Receipt #6							x
	3.44	GBP - British Pound	▼	Credit Card	▼	@ 2%		Subtotal: \$ 5.79 CAD	

Subtotal formula includes foreign exchange fees (1 GBP = 1.6499084708995 CAD) + 2% = 1.68291 CAD

4.	2017-09-18	Hotel: Hilton Deansgate (1 night) - Receipt #7							x
	231.94	GBP - British Pound		Credit Card	▼	@ 2%		Subtotal: \$ 390.33 CAD	

Subtotal formula includes foreign exchange fees (1 GBP = 1.6499084708995 CAD) + 2% = 1.68291 CAD

5.	2017-09-19	Dinner: Byron - Receipt #8				x
	11.25	GBP - British Pound	Credit Card ▼	@ 2%		Subtotal: \$ 19.02 CAD
	Subtotal formula includes foreign exchange fees				(1 GBP = 1.6577920558156 CAD) + 2% = 1.69095 CAD	
6.	2017-09-19	Meal: Randall & Aubin - Receipt #9				x
	21.41	GBP - British Pound	Credit Card ▼	@ 2%		Subtotal: \$ 36.20 CAD
	Subtotal formula includes foreign exchange fees				(1 GBP = 1.6577920558156 CAD) + 2% = 1.69095 CAD	
7.	2017-09-19	Hotel: Hilton Deansgate (2 nights) - Receipt #10				x
	363.98	GBP - British Pound	Credit Card ▼	@ 2%		Subtotal: \$ 615.47 CAD
	Subtotal formula includes foreign exchange fees				(1 GBP = 1.6577920558156 CAD) + 2% = 1.69095 CAD	
8.	2017-09-21	Hotel: Hilton Deansgate (1 night) - Receipt #11				x
	165.00	GBP - British Pound	Credit Card ▼	@ 2%		Subtotal: \$ 281.74 CAD
	Subtotal formula includes foreign exchange fees				(1 GBP = 1.6740199105541 CAD) + 2% = 1.70750 CAD	
9.	2017-10-02	Taxi: Hotel to Edinburgh Airport - Receipt #12				x
	18.53	GBP - British Pound	Credit Card ▼	@ 2%		Subtotal: \$ 31.36 CAD
	Subtotal formula includes foreign exchange fees				(1 GBP = 1.6592896428562 CAD) + 2% = 1.69248 CAD	
10.	2017-10-02	Lunch: HMS Host Heathrow - Receipt #13				x
	9.90	GBP - British Pound	Cash ▼	@ 5%		Subtotal: \$ 17.25 CAD
	Subtotal formula includes foreign exchange fees				(1 GBP = 1.6592896428562 CAD) + 5% = 1.74225 CAD	

Add Row

Total: \$ 1450.95 CAD

1

RECEIVED PAYMENT

PAID 57.50
DATE 8/17/17 **054**
DRIVER
WITH THANKS [Signature]

AIRFLIGHT SERVICES
3300 STEELES W
4164451999
CONCORD ON

CARD *****
CARD TYPE
DATE 2017/09/17
TIME 5006 18:24:46
CLERK ID 593
RECEIPT NUMBER
C85027320-001-124-004-0

PURCHASE
AMOUNT \$50.00
TIP \$7.50
TOTAL
\$57.50

CREDIT
A0000000031010
E46879DADDDC44A1
8080008000-6800
EFB7BD8301B8EE6F
8080008000-7800

APPROVED
AUTH# 033461 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

2

LEE KITCHEN T1 INTLPOST
T.O. PEARSON INTL
AIRPT-T1
MISSISSAUGA ON
4167769765



LEE KITCHEN
TORONTO PEARSON INT'L AIRPORT

SALE

Server #: 009122
MID: 5886196
TID: 005 REF#: 00000070
Batch #: 067
09/17/17 19:32:49
APPR CODE: 074581

309122 Geisel

128/1

3760
SEP17'17 6:54PM

AMOUNT \$35.03
TIP \$5.26
TOTAL \$40.28

DINE IN

**** SEAT 1 ****

APPROVED

CREDIT
AID: A0000000031010
TVR: 80 80 00 80 00
TSL: 78 00

1 HK FRIED RICE 18.00
1 SD SHRMP SKWR 5.00
31.00 HST 5% 217101 1.55
31.00 HST 8% 217101 2.48
AMOUNT DUE \$35.03

BY ENTERING A VERIFIED PIN, CARDHOLDER AGREES
TO PAY ISSUER SUCH TOTAL IN ACCORDANCE WITH
ISSUERS AGREEMENT WITH CARDHOLDER
ACCORDANCE WITH ISSUER'S
AGREEMENT
WITH CARDHOLDER

SUBTOTAL 31.00
31.00 HST 5% 217101 1.55
31.00 HST 8% 217101 2.48
AMOUNT DUE \$35.03

THANK YOU/MERCI!

CUSTOMER COPY

WE WANT TO HEAR YOUR FEEDBACK!
PLEASE CONTACT 1-877-672-7467
OR CUSTOMERSERVICE@HMSSHOT.COM
TO SHARE YOUR EXPERIENCE.

NOUS VOULONS CONNAITRE
VOTRE OPINION!
CONTACTEZ LE 1-877-672-7467
OU CUSTOMERSERVICE@HMSSHOT.COM
POUR PARTAGER VOS COMMENTAIRES
HST # 137512901

Total claimed:
\$25.99

3



Booking Confirmation

Booking Reference:

Date of issue: Apr 04, 2017

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

✈ - Depart

Economy Tango

Sunday
17 Sep, 2017

20:45
Toronto
Pearson Intl. (YYZ), ON
Terminal 1



08:35 +1 day
Manchester
Manchester Intl. (MAN), GB
Terminal 2



AC1930

6hr50
Economy L
Operated by: Air Canada | 767-300ER
Meal

ⓘ AC1930 This flight is operated by Air Canada Rouge. You'll want to learn more about Air Canada Rouge's in-flight services and amenities, as these differ from those of Air Canada.

✈ - Return

Economy Tango

Monday
02 Oct, 2017

09:00
Edinburgh
(EDI), GB



10:35
London
Heathrow (LHR), GB
Terminal 5



BA1439

1hr35
Economy N
Operated by: British Airways | 319
Meal

Layover in London

1hr30

ⓘ BA1439: For important information regarding the conditions of carriage on British Airways, please visit britishairways.com.

Monday
02 Oct, 2017

12:05
London
Heathrow(LHR), GB
Terminal 2



14:45
Toronto
Pearson Intl. (YYZ), ON
Terminal 1



AC857

7hr40
Economy T
Operated by: Air Canada | 777-300ER
Meal

Total duration

10hr45

Passengers




👤 Mr. David Goodis

Travel Options
🍽 Regular meal

Seats
AC1930 15A
BA1439 -
AC857 39A

Purchase summary

Credit/Debit Card *****
 Amount paid: \$1180.15
Tax information
1adult
 Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)
 \$3.25

	1adult
 Air Transportation Charges	
Base Fare	376.48
Surcharges	29.52
Carrier Surcharge	370.00
 Taxes, Fees and Charges	
Air Passenger Duty - United Kingdom	125.51
Passenger Service Charge - U.K.	74.48
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	3.25
Air Travellers Security Charge	25.91
Airport Improvement Fee - Canada	25.00
Total airfare and taxes before options (per passenger)	\$1030¹⁵
Number of passengers	X 1
Total	\$1,030¹⁵
 Seat Selection	
MR David Goodis	
AC1930: 15A - PRSE (WINDOW)	100.00
AC857: 39A - PFST (WINDOW)	30.00
Total with options and seat selection fee:	\$1160¹⁵
GRAND TOTAL (Canadian dollars)	\$1160¹⁵

Check-in and boarding gate deadlines

Within Canada	To/From the U.S.	International ¹ (including Mexico and the Caribbean)
---------------	------------------	--

90 minutes	120 minutes	120 minutes
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Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45 minutes	60 minutes	60 minutes
----------------------	----------------------	----------------------

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15 minutes	15 minutes	15 minutes
----------------------	----------------------	----------------------

Boarding gate deadline

You must be present at the boarding gate before it closes.

- From Algiers (Algeria), Casablanca (Morocco) and Tel Aviv (Israel) - Recommended check-in time: 180 minutes. Check-in and baggage drop-off deadline: 60 minutes. Boarding gate deadline: 30 minutes.
- From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

4

Manchester Piccadilly

→ Wilmslow

Departing 18th Sep
Off-Peak Day Single
Standard Class

1 Passenger

Ticket price	5.10
Credit Card fee	0.10

Total **£5.20**

Account email:

\$ 8.75 CAD

Transaction ID: 2329169449

Transaction Date: 18 Sep 2017, 15:04

Payment Method: Credit

Card Number: **** * 6666 ****

Cost inclusive of VAT at 0%
NET number 791726106


trainline

1st Floor, 120 Holborn, London, EC1N 2TD

5

See how Jupiter's active management could drive your investments,
visit jupiteram.com or search **JUPITER ASSET MANAGEMENT**.

Market and exchange rate movements can cause the value of an investment
to fall as well as rise, and you may get back less than you originally invested.

Date: 18.09.12
Amount: £ 26.00
Signature: 

Manchester
Airport to
Hilton Deansgate

LICENSED TAXI RECEIPT



JUPITER
Asset Management

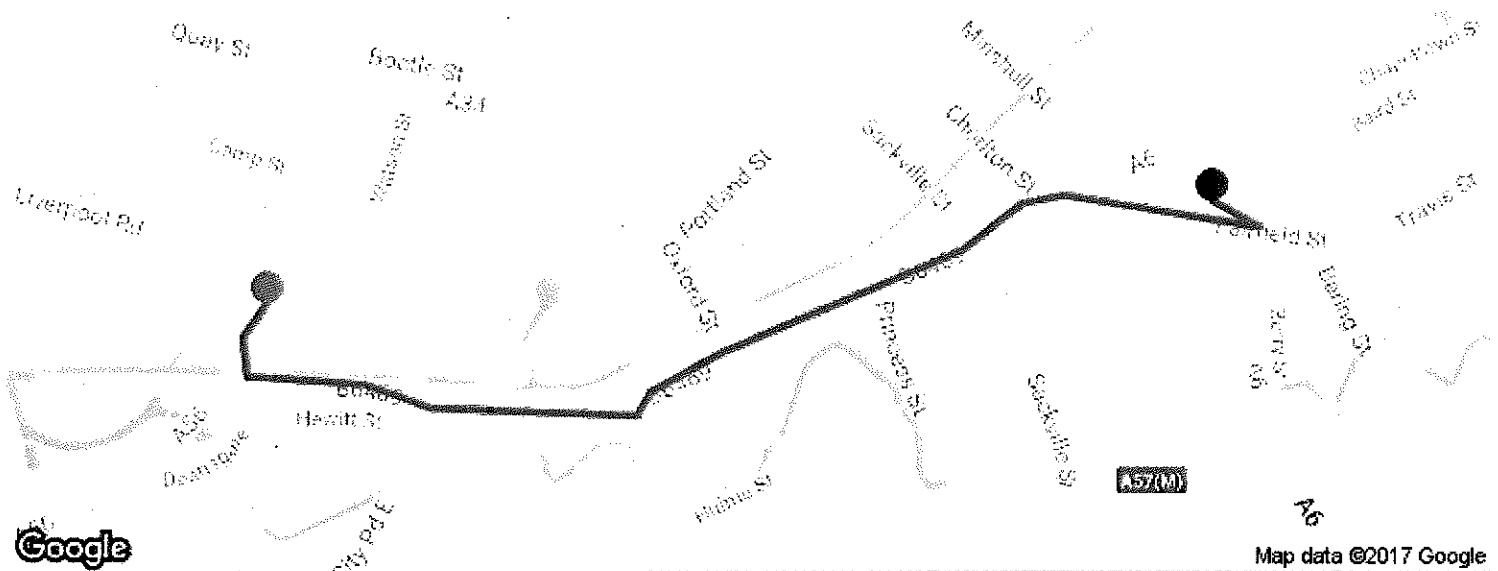
Jupiter Asset Management Limited, registered address: The Zig Zag Building, 70 Victoria Street,
London SW1E 6SQ is authorised and regulated by the Financial Conduct Authority.

\$45.04 CAD

6

David Goodis

From: Uber Receipts <uber.uk@uber.com>
Sent: Monday, September 18, 2017 10:03 AM
To: David Goodis
Subject: Your Monday afternoon trip with Uber



\$5.79 CAD

£3.44

Thanks for choosing Uber, David
September 18, 2017 | uberX

- 02:52pm | 301-303 Deansgate, Manchester M3, UK
- 03:00pm | 34 London Rd, Manchester M1 2PF, UK

Your Fare

Base Fare	1.00
Distance	1.58
Time	0.86
Subtotal	£3.44

CHARGED

£3.44

Personal ****

Issued on behalf of MD Trade

[Visit the trip page](#) for more information, including invoices (where available)



Invite your friends and family. Get a free ride worth up to \$15 when you refer a friend to try Uber.

Share code:

UBER



David Goodis

Room Number 1503 /Q1D
 Arrival Date 18/09/2017 13:06:00
 Departure Date 19/09/2017 09:46:00
 Adult/Child 2/0
 Room Rate 205.00 GBP
 Rate Plan LV5
 AL:
 Hhonors #
 VAT # 997 9665 17
 Folio No/Che
 Tax Date 19/09/2017

COPY OF VAT INVOICE:591199
 Confirmation Number:

HILTON MANCHESTER DEANSGATE 19/09/2017 09:47:00

DATE	DESCRIPTION	ID	REF NO	GUEST CHARGES	CREDIT	BALANCE
18/09/2017	BT OpenZone HSIA	LINTR	7214029	£12.99		
18/09/2017	PODIUM BREAKFAST UPSELL	JAREK	7214189	£13.95		
18/09/2017	GUEST ROOM	MAFI	7215215	£205.00		
19/09/2017		WDAVID3	7216149		-£231.94	
BALANCE						£0.00

TAX SUMMARY

Taxable Amount (excl VAT) £193.27
 Zero Rated Amount £0.00
 VAT AT 20% £38.67
 Non Taxable Amount £0.00
 Total Amount Payable £231.94

\$ 390.33 CAD

398.31 CAD was paid at the exchange rate of 1.7173

Cardholder has chosen to pay in CAD. This transaction is based on Reuters wholesale interbank exchange rate plus 3 percent international conversion margin. This is not an additional fee and replaces currency conversion charges normally applied. My choice is final. Transactions can also be conducted in GBP. The currency conversion service is provided by FEXCO

Guest Signature _____

Please debit my account by the amount indicated above.

8

BYRON

115 DEANSGATE
MANCHESTER, M3 2BQ
TEL: 0161 832 1222
VAT: 178 2206 04
SITE: BYR 545

CHK# 28 TBL# 35
Bianca # 6
19/09/2017 17:23:51 GUESTS 1

Eat In
1 Bean Patty Burger 8.00
1 Still Water 500ml 2.25
SUBTOTAL: 10.25
Master T#0000061 -----
TOTAL: £10.25

Last Serviced 19/09/2017 17:37:54

SERVICE NOT INCLUDED EXCEPT FOR TABLES
OF 8 OR MORE WHEN A DISCRETIONARY 10%
HAS BEEN ADDED TO YOUR BILL
THANK YOU

Tell us what you think at
www.dearbyron.co.uk
and be in with a chance
to win £200 in Byron Bills

*** CARDHOLDER COPY ***

Byron 545
Deansgate

CREDIT

SALE
ICC
Please debit my
account
Amount: £10.25
Gratuity: £1.00
TOTAL: £11.25

PIN VERIFIED

Please keep receipt
for your records
PTID: 29964497
MID: **23984
TID: ****0642
Date: 19/09/2017
Time: 17:44:31
Authcode: 03147I
AID: A0000000031010
APP Seq: 01

Thank you
for your
custom

\$19.02 CAD

9

Randall And Aubin
M3 3BN

Thank you
M:*****56214
TID:****3577 5862
Waiter ID:63 Table ID:0
HANDSET:1

CREDIT
AID: A0000000031010
CREDIT

PAN SEQ NO. 01
ICC.

SALE AMOUNT £26.21
TOTAL £26.21

PIN VERIFIED
Thank you

19/09/17 22:54
AUTH CODE:03569I
TXN 0767

CUSTOMER COPY
PLEASE RETAIN RECEIPT

Randall & Aubin
Manchester

www.randallandaubin.com
0161 711 1007

Opened by Gerda
Printed by Gerda

19-Sep-17 22:51

Table 70

1 Cover
Bill Number 93678

Large Mediterranean Garlic
Roasted Prawns £18.50

Subtotal £23.30
Discretionary Service @ 12.50% £2.91

Total £26.21

GBP £26.21

VAT: 672 6990 89

Please come again. A discretionary service charge of 12.5% has been added to your bill.

All gratuities are paid to the service & kitchen teams.

21.41 GBP = \$36.20 CAD

10

David Goodis

Room Number 1503 /Q1D
 Arrival Date 19/09/2017 09:47:00
 Departure Date 21/09/2017 13:33:00
 Adult/Child 2/0
 Room Rate 169.00 GBP
 Rate Plan C-AICO17
 AL:
 Hhonors #
 VAT # 997 9665 17
 Folio No/Che
 Tax Date 21/09/2017

COPY OF VAT INVOICE:591617
 Confirmation Number:

HILTON MANCHESTER DEANSGATE 21/09/2017 13:33:00

DATE	DESCRIPTION	ID	REF NO	GUEST CHARGES	CREDIT	BALANCE
19/09/2017	BT OpenZone HSIA	LINTR	7216366	£12.99		
19/09/2017	ROOM & BREAKFAST RATE	HUAB	7217071	£169.00		
		LINTR	7217916			
20/09/2017	BT OpenZone HSIA	LINTR	7218062	£12.99		
20/09/2017	ROOM & BREAKFAST RATE	HUAB	7218655	£169.00		
21/09/2017		ANOSHEE	7219392			-£385.48
		N				
BALANCE						£0.00

TAX SUMMARY

Taxable Amount (excl VAT) £318.74
 Zero Rated Amount £0.00
 VAT AT 20% £63.74
 Non Taxable Amount £3.00
 Total Amount Payable £385.48

363.98 GBP
 = 615.47 CAD

Guest Signature _____

Please debit my account by the amount indicated above.

David Goodis

Room Number 1503 /Q1D
 Arrival Date 21/09/2017 14:35:00
 Departure Date 22/09/2017
 Adult/Child 2/0
 Room Rate 165.00 GBP
 Rate Plan LV6
 AL:
 Hhonors #
 VAT # 997 9665 17
 Folio No/Che
 Tax Date 22/09/2017

VAT INVOICE:591791
 Confirmation Number:

HILTON MANCHESTER DEANS GATE 22/09/2017 12:23:10

DATE	DESCRIPTION	ID	REF NO	GUEST CHARGES	CREDIT	BALANCE
21/09/2017	GUEST ROOM	LLOYD	7220203	£165.00		
		SOLO	7220892			
22/09/2017		IRGO	7220969		-£245.00	
BALANCE						£0.00

TAX SUMMARY

Taxable Amount (excl VAT) £204.17
 Zero Rated Amount £0.00
 VAT AT 20% £40.83
 Non Taxable Amount £0.00
 Total Amount Payable £245.00

165.00 GBP
 = 281.74 CAD

Guest Signature _____

Please debit my account by the amount indicated above.

12

CENTRAL TAXIS
0131 229 2468
 Faster Greener Safer

CERTIFIED CARBON NEUTRAL company
 CarbonNeutral.com

DATE: 2/10/17 DRIVER No:
 FROM: BONHAM HOTEL
 TO: AIRPORT
 RECEIVED: £ 18.53 With Thanks
 SIGNED

365 days a year 24 hours a day
 Edinburgh's largest taxi company. In business since 1968.
Account facilities available subject to status
Call 0131 221 2236 for more information

18.53 GBP
= 31.36 CAD

** PASSENGER COPY **

Central Taxis
 0131 229 2468

 CREDIT
 452088*****
 SALE
 ICC
 Please debit my
 account

Fare: £17.65
 Admin: £0.88
TOTAL: £18.53

PIN VERIFIED

Please keep receipt
 for your records

PTID: 28485156
 MID: ****86303
 TID: ****2511
 Date: 02/10/2017
 Time: 07:10:00
 Authcode: 087483
 AID: A0000000031010
 App Seq: 01

POWERED BY VERIFONE

13



HMSHost Heathrow
Leon T2

440500431 Nikita

WS#: 19

 CHK 3638
 2 OCT'17 12:38 PM

Eat-In

12:38 B by: Nikita	
1 Box CHX	6.95
Pot Chilli	
1 Shake Clean Green	2.95
Cash GBP	£10.00
Cash GBP	-£0.10
Subtotal	£9.90
Payment	£9.90
Change Due	£0.10
1.65 VAT 20%	9.90
Net Total:	£8.25

9.90 GBP
= 17.25 CAD

----- Check Closed -----
2 OCT'17 12:38 PM

Thank You,
Please Visit Us Again

=====

HMSHost UK Limited
48 Warwick Street
London, W1B 5AW
VAT# 730962434

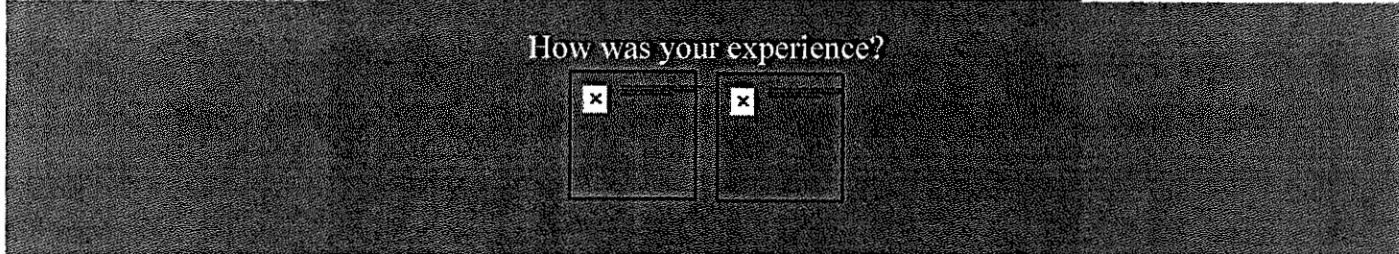
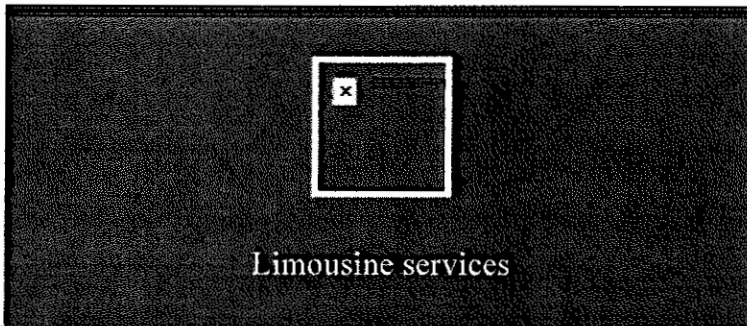
FEEDBACK & CHANCE TO WIN £250
www.leonrestaurants.co.uk/whatithink
 YOUR FEEDBACK IS APPRECIATED

Barbara Schuchert

From: David Goodis
Sent: Tuesday, October 3, 2017 3:11 PM
To: Barbara Schuchert
Subject: FW: Receipt from Limousine services

14

From: Limousine services via Square [mailto:receipts@messaging.squareup.com]
Sent: Monday, October 2, 2017 7:21 PM
To: David Goodis
Subject: Receipt from Limousine services



\$69.00

Custom Amount		\$60.00
Subtotal	Toronto-Pearson - 32 Anderson	\$60.00
Tip	Receipt	\$9.00
Total	Date: Oct 2 2017	\$69.00

Pick-up: Toronto Pearson
Drop Off: [REDACTED]
Amt. \$69.00
Driver: _____

Handwritten signature

(Swipe)

DAVID GOODIS

02/10/2017.

19:20

#EXHr

Auth code:

001131

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