

Travel Expense Chart

Employee Name	Andrea Corlett	
Employee Title	Director, Communications	
Date of Travel	May 10-11, 2018	
Destination (s)	Hamilton, ON	
Purpose	Attend Reaching Out to Ontario (ROTO)	
Related Costs:		
Airfare	\$	-
Accommodation	\$	149.64
Meals	\$	42.85
Other transportation (mileage, parking)	\$	83.12
Hospitality	\$	-
Other expenses	\$	-
Total:	\$	275.61

May 17, 2018

Re: Missing Itemized Receipt – Meal Expense – Receipt #2

Please accept this letter as my declaration that I was not provided with or have misplaced the original itemized receipt for the meal expense incurred on May 10, 2018 during my trip to Hamilton, Ontario for Reaching Out to Ontario (ROTO).

Attached to my expense claim is the credit card receipt for this meal (Receipt #2 – \$42.85).

I declare that the information provided in this letter is true and accurate, that the transaction did not include the purchase of alcohol, and I have not and will not use this receipt (if found) to claim reimbursement from any other source.

Sincerely,



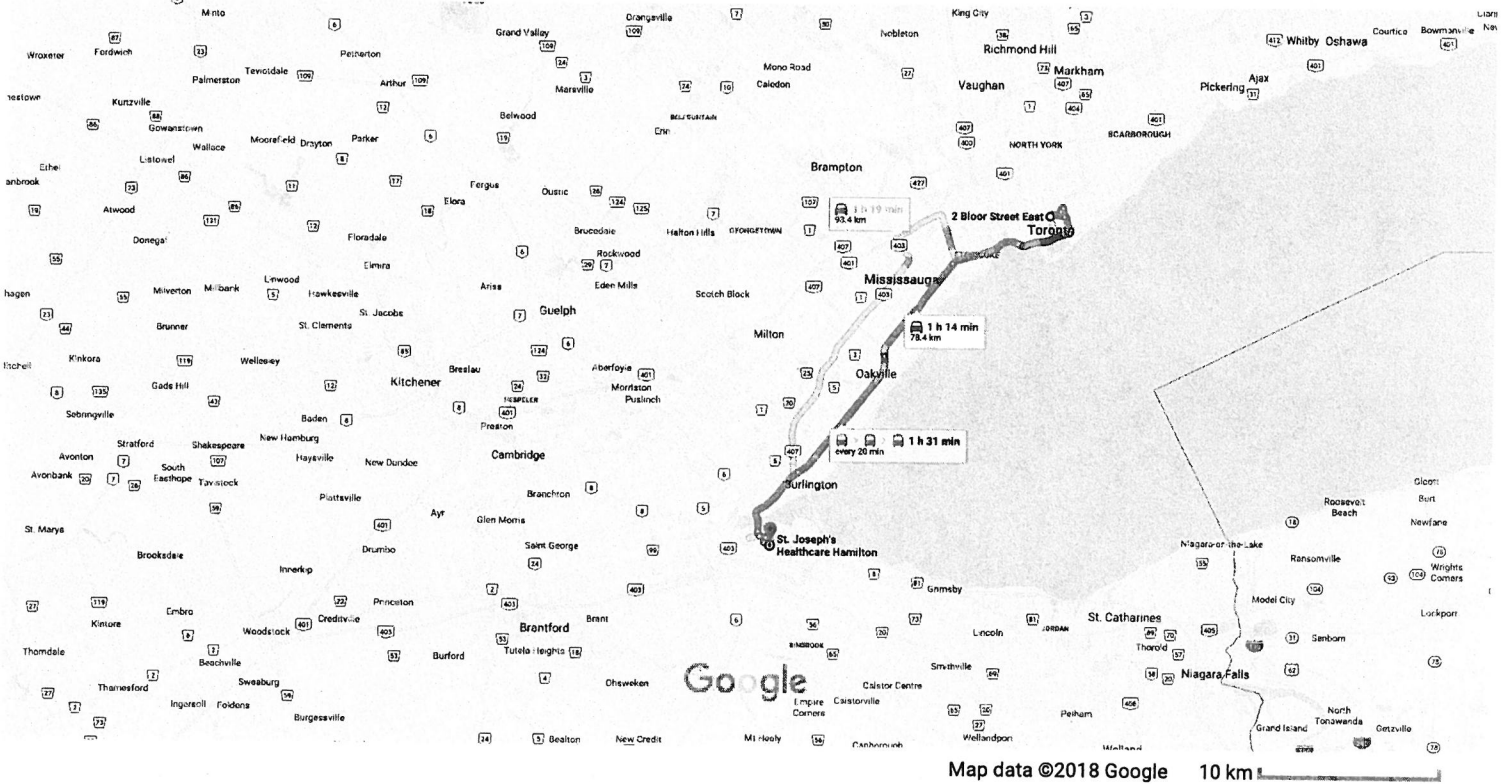
Andrea Corlett
Director of Communications

1

Google Maps

2 Bloor Street East, Toronto, ON to St. Joseph's Healthcare Hamilton

Drive 78.4 km, 1 h 14 min



2 Bloor St E

Toronto, ON M4W 3E2

Get on Don Valley Pkwy S from Rosedale Valley Rd and Bayview Ave

- ↑ 1. Head east on Bloor St E toward Park Rd 7 min (4.4 km)
- ↶ 2. Turn left onto Park Rd 200 m
- ↷ 3. Turn right onto Rosedale Valley Rd 350 m
- ↶ 4. Turn left onto Bayview Ave 2.0 km
- ⤴ 5. Use the right lane to take the Don Valley Parkway S ramp 1.0 km
- ↶ 6. Merge onto Don Valley Pkwy S 1.0 km

⚠ May be closed at certain times or days

Follow Gardiner Expy W, Queen Elizabeth Way and ON-403 W to Main St W/Hamilton Regional Rd 8 in Hamilton. Take the Main St exit from ON-403 W

- ⤴ 6. Merge onto Don Valley Pkwy S 43 min (71.2 km)

3.3 km

Mileage: 156.8 km @ .44 cents/km = \$68.99

2

2

NIQUE
123 JAMES ST N UNIT 101
HAMILTON ON

CARD *****
CARD TYPE
DATE 2018/05/10
TIME 5115 21:09:22
SERVR ID
CHECK # 52890
TABLE # 43
RECEIPT NUMBER
C82006166-001-001-058-0

PURCHASE
AMOUNT \$35.71
TIP \$7.14
TOTAL

\$42.85

CREDIT
A0000000031010
0532499D52B75F3C
8080008000-6800
9E3E26B62DE20BF9
8080008000-7800

APPROVED
AUTH# 076391 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS



3

05-11-18

Andrea Corlett	Folio No. :	Room No. :
Canada	A/R Number :	Arrival : 05-10-18
	Group Code :	Departure : 05-11-18
	Company : Work	Conf. No. : 67366220
	Membership No. :	Rate Code : IMCGV
	Invoice No. :	Page No. : 1 of 1

Date	Description	Charges	Credits
05-10-18	*Accommodation	129.00	
05-10-18	HST 13%	16.77	
05-10-18	D.M.P. SERVICE CHARGE	3.43	
05-10-18	D.M.P. HST	0.44	
05-10-18	Parking	12.50	
05-10-18	HST 13%	1.63	
05-11-18			163.77
	Total	163.77	163.77
	Balance	0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Accommodation: \$149.64

Parking: \$14.13