



## Expense Report

July 1 - September 30, 2018

### Neil Brown

Vice President, Information Technology and CIO

#### 1) Travel

Travel Type	Description	Date	Amount	Notes
Meeting with Onx and Momentum Toronto, ON	airfare	July 23-26, 2018	\$ 845.41	
	hotel accommodation		729.81	
	meals (1 lunch and 1 dinner)		32.35	<i>receipts not req'd for per diems or allowances</i>
	meals (receipted - 2 breakfasts)		27.12	
	parking		60.00	
	taxi		41.96	
	mileage		35.35	<i>receipts not req'd for per diems or allowances</i>
	incidental allowance		22.05	<i>receipts not req'd for per diems or allowances</i>
Total Travel Expenses			\$ 1,794.05	

#### 2) Conferences

Conference Name	Description	Date	Amount	Notes
None			-	
			-	

#### 3) Professional Membership Fees

Expense Description	Date	Amount	Notes
None		-	
		-	

### Total Expenses for the period

\$ 1,794.05



# Booking Confirmation



Booking Reference: **NQG68I**

Date of issue: 17 Jul, 2018

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.

**Data Protection Notice:** Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.

## - Depart

### Economy - Standard

Monday  
23 Jul, 2018

09:30  
**Edmonton**  
Edmonton Intl. (YEG), AB



15:08  
**Toronto**  
Pearson Intl. (YYZ), ON  
Terminal 1

AC164

3hr38  
Economy Q  
Operated by: Air Canada | A321-200 |  
 Wi-Fi  
Air Canada Bistro

## - Return

### Economy - Standard

Thursday  
26 Jul, 2018

17:05  
**Toronto**  
Pearson Intl. (YYZ), ON  
Terminal 1



19:10  
**Edmonton**  
Edmonton Intl. (YEG), AB

AC171

4hr05  
Economy T  
Operated by: Air Canada | A321-200 |  
 Wi-Fi  
Air Canada Bistro

## Passengers

**Neil A Brown**

**Ticket Number**  
0142197722893

**Seats**

**AC164** 29B  
**AC171** 29D



## Purchase summary

### MasterCard

Amount paid: \$1658.27

### Tax information

GST/HST no. 10009-2287 RT0001  
\$76.27

GST/HST no. 10009-2287 RT0001  
\$6.50

2 adults

### Air Transportation Charges

Base Fare - Depart - Economy - Standard	588.00
Surcharges	46.00

### Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	33.91
Harmonized Sales Tax - Canada (GST/HST #10009-2287 RT0001)	3.25
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	55.00

Total airfare and taxes before options (per passenger)	<u>\$740<sup>41</sup></u> //
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### Total

### Seat selection

Neil A Brown	
AC164: 29B - Preferred Seat (Middle)	49.00 ✓
AC171: 29D - Preferred Seat (Aisle)	51.00 ✓

Goods and Services Tax - Canada no. 100092287 RT0001	<u>5.00</u>
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Total with options and seat selection fee:	<u>\$1658<sup>27</sup></u>
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GRAND TOTAL (Canadian dollars)

845.41  
paid by AGLC



## Check-in and boarding gate deadlines

Within Canada

**90**  
minutes

### 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<sup>1</sup>

### 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

### Boarding gate deadline

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

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

# CAMBRIDGE SUITES HOTEL

15 Richmond Street East  
 Toronto, Ontario, Canada M5C 1N2  
 (416) 368-1990 Fax: (416) 601-3751 Toll Free: 1 800 463-1990  
 www.cambridgesuitestoronto.com

Guest Name: Neil Brown

Room Number: 712

Folio Number:

Group Number:

No. of Guests: 1

Rate:

C/O Clerk: RAHUL

CN

CC No:

CL #:

Arrival: 07/23/18 Time: 04:24 PM Departure: 07/26/18 Time: 08:43 AM Status: HIST

Date	Ref #	Charge Type	Description	Charges	Credits
07/23/18	712	ROOM CHARGE		\$207.00	
07/23/18	712t	ROOM HST	ROOM HST	\$26.91	
07/23/18	712t	MAT TAX	MAT	\$8.28	
07/23/18	712t	MAT HST	MAT HST	\$1.08	
07/24/18	712	ROOM CHARGE		\$207.00	
07/24/18	712t	ROOM HST	ROOM HST	\$26.91	
07/24/18	712t	MAT TAX	MAT	\$8.28	
07/24/18	712t	MAT HST	MAT HST	\$1.08	
07/24/18	07249084931	MASTERCARD	*****		-\$729.81
07/25/18	712	ROOM CHARGE		\$207.00	
07/25/18	712t	ROOM HST	ROOM HST	\$26.91	
07/25/18	712t	MAT TAX	MAT	\$8.28	
07/25/18	712t	MAT HST	MAT HST	\$1.08	

Folio Balance:	\$0.00
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H.S.T. Reg. No.10086 7910 RT0002

AUTHORIZED BY: \_\_\_\_\_ CHECK-OUT BY: \_\_\_\_\_

Signature

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 association fails to pay for any part or the full amount of these charges.

\_\_\_\_\_

Thank You For Staying With Us

**From:** Cambridge Suites Toronto <askToronto@cambridgesuitestoronto.com>  
**Sent:** Friday, July 13, 2018 8:33 AM  
**To:**  
**Subject:** Cambridge Suites Toronto - Reservation No. - 1 Neil - Brown

# CAMBRIDGE SUITES TORONTO

[Location & Directions](#)   
 [Dining](#)   
 [Services & Amenities](#)   
 [Things to Do](#)   
 [Weather](#)

**Dear  
Neil Brown**

Thank you for your hotel reservation. If there is anything we can do to make your stay more enjoyable, **contact us** or call direct at 416.368.1990 or Toll-Free North America at 1.800.463.1990. We look forward to welcoming you to Cambridge Suites Toronto.

**Location**

15 Richmond Street East  
 Toronto, Ontario  
 Canada, M5C 1N2

**Your Itinerary**

Confirmation: R6F6A8.1  
 Room Type: Deluxe Suite King & Sofa Bed  
 Total Guests: 1 Adults  
 Arrival: Mon, Jul 23, 2018 \$207.00 CAD  
           Tue, Jul 24, 2018 \$207.00 CAD  
           Wed, Jul 25, 2018 \$207.00 CAD  
 Departure: Thu, Jul 26, 2018

**Experience Portico**

Portico's high-styled, contemporary décor sets the tone for cuisine that is both cosmopolitan and sumptuous.



Subtotal Room:	\$621.00 CAD
Taxes & Fees:	\$108.81 CAD
<b>Total Stay:</b>	<b>\$729.81 CAD</b>

You may cancel your reservation at no charge until 48 hours (2 days) prior to arrival up to 4PM EST, otherwise we will assess a fee of 1 night's room & tax; excludes prepayments that are non-refundable & non-transferrable when cancelled. Group reservations are subject to group cancel guidelines.

Non-smoking hotel: 4PM check-in, 11AM check-out.

Please be prepared upon arrival to provide a valid, personalized credit card (debit credit cards, prepaid credit cards and debit cards are not accepted), Government-issued ID & proof of eligibility for your rate (company ID or company email); a pre-authorization of your entire stay's room & taxes plus a daily incidental fee will be applied to your credit card.

After 11PM, only registered guests will be permitted access into the hotel with adherence to our no party policy.

Pets are not permitted; CRTASA ID or certification form required for service dogs.

Onsite indoor parking available at a nominal fee.

Please note that a change in the length or dates of your reservation may result in a rate change.

Reservations 416.368.1990 • 15 Richmond St. E. Toronto, Ontario, M5C 1N2 • 1.800.463.1990  
[askToronto@cambridgesuitestoronto.com](mailto:askToronto@cambridgesuitestoronto.com)

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Guest Name: Neil Brown

Room Number: 712

Folio Number:

Group Number:

No. of Guests: 1

Rate:

C/O Clerk: RAHUL

CC No:


CL #:

Arrival: 07/23/18 Time: 04:24 PM Departure: 07/26/18 Time: 08:43 AM Status: HIST

Date	Ref #	Charge Type	Description	Charges	Credits
07/25/18	542	PORTICO PAY CASH	Outlet Charge	\$16.95	Breakfast
07/26/18	619	PORTICO PAY CASH	Outlet Charge	\$10.17	Breakfast
07/26/18	07269084931	MASTERCARD	*****		-\$27.12

Folio Balance: \$0.00

Trip to Toronto July 23, 2018 to July 26, 2018 for meetings  
with Ont / Momentum.

  
Neil Brown

H.S.T. Reg. No. 10086 7910 RT0002

AUTHORIZED BY: \_\_\_\_\_ CHECK-OUT BY: \_\_\_\_\_

Signature

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 association fails to pay for any part or the full amount of these charges.

Thank You For Staying With Us

Page No. 1

0128F528 - 1/1

Edmonton Airports

Can-T5J 2T2 Edmonton  
Tax Code CA5%

Exit Lane 26/07/18 21:21  
Receipt 001116

Short-term parking tkt  
VP - No. 002164  
23/07/18 07:27  
26/07/18 21:21  
Period 4d0h0'

(Tax) \$60.00  
-----  
Total \$60.00

Payment Received  
MC \$60.00  
XXXXXXXXXXXX  
Merch:82005340013  
Auth:03552S  
Type: Swiped

Sub Total \$57.14  
Tax 5% \$2.86



UBER

CA\$41.96

Thanks for choosing Uber, Neil

July 26, 2018 | UberX

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📍 12:14pm | 17 Toronto St, Toronto, ON M5C 2E3, Canada

📍 12:43pm | N Star Rd, Mississauga, ON L4W 1S9, Canada

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You rode with Muhammad

27.51  
kilometers

00:29:35  
Trip time

UberX

Car

[Add a tip](#)





Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

┌  
Your Fare

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Trip Fare	CA\$30.38
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Subtotal	CA\$30.38
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Tolls, Surcharges, and Fees	CA\$6.75
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HST	CA\$4.83
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CHARGED

**CA\$41.96**

 Personal \*\*

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