

From (dd/mm/yy)	To (dd/mm/yy)
2/1/2018	2/28/2018

Name of Claimant: Surname, First Name
Fielding, Susan

I warrant that I have a valid driver's licence and vehicle insurance coverage.

Claimant's Signature \_\_\_\_\_

Date (DD/MM/YY)

Check if the above is not applicable

Approval \_\_\_\_\_

Date (DD/MM/YY)

Business Travel Detail						
Item No.	Date (dd/mm/yy)	Destination/Explanation	Daily Travel (km)	From (Location)	To (Location)	Includes return km (Yes/No)
1	2/6/2018	Saving Water	46	Home	135 Ferguson St. Guelph	Y
2						
3						
4						
5						
6						
7						

Total Kilometers 46  
Rate/km \$ 0.50  
Total Mileage \$ 23.00

Business Expense Detail (Attach all original and itemized invoices/receipts)				
Item No.	Date (dd/mm/yy)	Item Description	Total Expenses (including taxes)	General Ledger Account Code
1				
2				
3				
4				
5				
6				
7				

FINANCE DEPARTMENT	
Prices, Extensions & Totals Checked:	
Cheque No.	22324
GL Account No.	180-4308
Approved By:	

Totals \$ -  
Total \$ Amount Due \$ 23.00

From (dd/mm/yy)	To (dd/mm/yy)
Jan 1 / 18	Jan 31 / 18

Name of Claimant: Surname, First Name  
SUSAN FIELDING

I warrant that I have a valid driver's licence and vehicle insurance coverage.

Claimant's Signature

Feb 5 / 18  
Date (DD/MM/YY)

Feb 6, 2018  
Date (DD/MM/YY)

RECEIVED

FEB 14 2018

Approval

Township of Puslinch

Business Travel Detail						
Item No.	Date (dd/mm/yy)	Destination/Explanation	Daily Travel (km)	From (Location)	To (Location)	Includes return km (Yes/No)
1	21/01/18	Toronto	81km	Home	Sheraton	N
2	23/01/18	Puslinch	81km	Sheraton	Home	N
3						
4						
5						
6						
7						
8						

Total Kilometers 162  
Rate/km \$ 0.50  
Total Mileage \$ 81.00

BnB  
123 Queen Street, West  
Toronto, Ontario, M5H-2M9  
416-361-1000  
HST# 737124495  
"Follow us on Instagram  
@BnBSheratonToronto"  
902710087 Gary H.

CHK 4379

TBL 13/1

Business Expense Detail (Attach all original and itemized invoices/receipts)

Item No.	Date (dd/mm/yy)	Item Description
1	21/01/18	meal
2		
3		
4		
5		
6		
7		

FINANCE DEPARTMENT	
Prices, Extensions & Totals Checked:	
Cheque No.	22236
GL Account No.	180-4308, 4312
Approved By:	

1 Flatbread Pizza (Plain) 18.00  
1 Caesar Salad 18.00

Subtotal 36  
H.S.T. Tax 13% 4.68  
16:05 PM ~~\$7.02~~

Total Due ~~\$61.02~~  
\$ 40.68  
FOR ROOM CHARGES ONLY

Totals \$ 40.68

Total \$ Amount Due \$

121.68

Feb. 23/18

# Fairmont CHÂTEAU LAURIER

1 Rideau Street  
Ottawa, ON, Canada K1N 8S7  
T (613) 241-1414 F (613) 562-7030  
G.S.T. / H.S.T Registration #843511775

**Association of Municipalities of Ontario**  
**Susan Fielding**  
**7404 Wellington Rd 34**  
**Puslinch ON**  
**N0B 2J0 Canada**

Room/Chambre :  
Folio # :  
Invoice # :  
Cashier/Cassier # : 267  
Page # : 1 of 2

Group Name/Groupe Association of Municipalities of Ontario

Reference No.

Arrival/Arrivée : 08-19-18  
Departure/Départ : 08-22-18

Date	Description	Additional Information/Supplémentaire	Charges	Credits
8-19-18	Deposit Transferred at C/I	01-17-2018 Visa XXXXXXXXXXXX8601		948.39
8-19-18	Room Charge		269.00	
8-19-18	Municipal Accommodation Tax (		10.76	
8-19-18	Room HST (13%)		36.37	
8-20-18	Room Charge		269.00	
8-20-18	Municipal Accommodation Tax (		10.76	
8-20-18	Room HST (13%)		36.37	
8-21-18	Room Charge		269.00	
8-21-18	Municipal Accommodation Tax (		10.76	
8-21-18	Room HST (13%)		36.37	

Feb. 23/18

POLICE DEPARTMENT	
Room Extensions:	
Rooms Checked:	
Invoice No.	
Account No.	180-4313
Accepted By:	

For information or reservations, visit us at  
[www.fairmont.com](http://www.fairmont.com) or call Fairmont Hotels & Resorts from:  
United States or Canada 1 800 441 1414  
Pour information et réservations visitez notre web au  
[www.fairmont.com](http://www.fairmont.com) ou téléphoner au Hôtels Fairmont de:  
États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)  
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année.)  
J'ai accepté la livraison du Journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1,00\$ par jour (du Lundi au Vendredi) et de 2,00\$ le Samedi. (Dans les hôtels participants.)

**Thank you for choosing to stay with Fairmont Hotels & Resorts**  
**Merci d'avoir choisi les Hôtels Fairmont**

Sheraton Centre Toronto Hotel  
 123 Queen Street West  
 Toronto, ON M5H 2M9  
 Canada  
 Tel: (416) 361-1000 Fax: 416-947-4854



**Sheraton**

Susan Fielding  
 7458 FIELDING LANE SS 30  
 PUSLINCH, ON, N0B 2J0  
 Canada  
 AA17AA - ROMA 2018 Conference

Page Number : 1 Invoice Nbr : 733252  
 Guest Number : 6768271  
 Folio ID : B  
 Arrive Date : 21-JAN-18 16:20  
 Depart Date : 23-JAN-18 12:02  
 No. Of Guest : 2  
 Room Number : 3014  
 Club Account : SPG - A7894

Copy

Tax ID : 737124495  
 Sheraton Centre JAN-24-2018 11:59 JCOLOND

Date	Reference	Description	Charges (CAD)	Credits (CAD)
21-JAN-18	DEPOSIT	Deposit-VI-8601		-247.08
21-JAN-18	DEPOSIT	Deposit-VI-8601		-247.08
21-JAN-18	RT3014	Room Chrg Grp Association	213.00	
21-JAN-18	RT3014	Rooms HST	27.69	
21-JAN-18	RT3014	Destination Marketing Program	5.67	
21-JAN-18	RT3014	HST Dest Marketing Prgm	0.72	
22-JAN-18	RT3014	Room Chrg Grp Association	213.00	
22-JAN-18	RT3014	Rooms HST	27.69	
22-JAN-18	RT3014	Destination Marketing Program	5.67	
22-JAN-18	RT3014	HST Dest Marketing Prgm	0.72	
** Total			494.16	-494.16
*** Balance			0.00	

*pat Aug 17th 2163*

HST Summary

	Amount (CAD)
HST Room:	55.38
HST Food and Beverage	0.00
HST Telephone:	0.00
HST Other:	0.00
HST Total	55.38

*Feb. 23/18*

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Continued on the next page

FINANCE DEPARTMENT	
Prices, Extensions & Totals Checked:	
Cheque No.	
CL Account No.	180-4313
Approved By:	