

From (dd/mm/yy)	To (dd/mm/yy)
27/01/19	29/01/19

Name of Claimant: Surname, First Name
Goyda, Jessica

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

Check if the above is not applicable

Claimant's Signature

15/02/19  
Date (DD/MM/YY)

20/02/19  
Date (DD/MM/YY)

Approval

Business Travel Detail						
Item No.	Date (dd/mm/yy)	Destination/Explanation	Daily Travel (km)	From (Location)	To (Location)	Includes return km (Yes/No)
1	27/01/19	To Sheraton Toronto ROMA	65km	Puslinch ✓	Toronto	No
2	29/01/19	From Sheraton ROMA to Home	65km	Toronto ✓	Puslinch	No
3						
4						
5						
6						
7						

4308

Total Kilometers 130  
Rate/km \$ 0.50  
Total Mileage \$ 65.00

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	27/01/19	Sheraton - Hotel stay for ROMA ✓	\$ 510.04	180-4313
2	27/01/19	Parking - ROMA ✓	\$ 67.00	180-4313
3				
4				
5				
6				
7				

FINANCE DEPARTMENT	
Pricas, Extensions & Totals Checked:	
Cheque No.	DD672
GL Account No.	180-4308, 4313
Approved By:	

Totals \$ 577.04

Total \$ Amount Due \$ 642.04

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



**Sheraton**

JESSICA GOYDA  
 7404 Wellington Rd 34  
 Puslinch, ON, N0B2J0  
 Canada  
 AS1108 - ROMA ASSOCIATION OF MUNICIPALIT

Page Number	:	2	Invoice Nbr	:	968673
Guest Number	:	7152806			
Folio ID	:	A			
Arrive Date	:	27-JAN-19	12:34		
Depart Date	:	29-JAN-19	07:06		
No. Of Guest	:	1			
Room Number	:	1945			
Club Account	:				

HST Summary	Amount (CAD)
HST Room:	56.42
HST Food and Beverage	0.00
HST Telephone:	0.00
HST Other:	2.26
HST Total	58.68

When you stay with us, we Go Beyond so you can too with thoughtful service, exceptional experiences and everything you seek when traveling. Book your next stay at [Sheraton.com](http://Sheraton.com)

Tell us about your stay. [www.sheraton.com/reviews](http://www.sheraton.com/reviews)

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room & Tax	Food & Bev	Parking	Telephone	Other	Total	Payment
01-27-2019	0.00	0.00	0.00	0.00	255.02	255.02	0.00
01-28-2019	0.00	0.00	0.00	0.00	255.02	255.02	-255.02
01-29-2019	0.00	0.00	0.00	0.00	0.00	0.00	-255.02
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>510.04</b>	<b>510.04</b>	<b>-510.04</b>

Bring the Sheraton sleep experience home with you. Visit [SheratonStore.com](http://SheratonStore.com).

WELCOME TO  
FOUR SEASONS CENTRE

PLEASE KEEP THIS TICKET  
WITH YOU

Entered/Arrivee:  
2019/01/27 12:21

Ticket/Billet#:35845292  
Dur/Duree:42:57:24  
Paid On/Paye Le:  
2019/01/29 07:18

Paid/Paye:\$ 67.00  
Original Fee:\$ 67.00  
HST:\$ 7.71

Change:\$ 0.00  
MASTERCARD  
SC:\$ 0.00

Merchant ID:  
\*\*\*\*\*6282  
MasterCard  
MASTERCARD  
Seq# 0012030020 H  
Purchase/Sale 19/01/29 07:18:30  
Auth# 071039

0000000041010  
TVA: 000000000

*Parking*

01 APPROVED - THANK YOU 027

--IMPORTANT--  
Retain this copy for your records

CUSTOMER COPY