

From (dd/mm/yy)	To (dd/mm/yy)
8/1/2017	8/31/2017

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 \_\_\_\_\_

8/21/2017  
Date (DD/MM/YY)

Check if the above is not applicable

8/30/2017  
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	8/13/2017	Pearson Airport	116	Home	Airport	Y
2	8/16/2017	Home from Airport	116	Airport	Home	Y
3						
4	FINANCE DEPARTMENT					
5	Prices, Extensions & Totals Checked:					
6	Cheque No. 21594					
7	GL Account No. 180-4308 #314					
	Approved By: _____					

1 trip  
1 trip

Total Kilometers 232  
Rate/km \$ 0.50  
Total Mileage \$ 116.00

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	8/6/2017	Flight to Ottawa--AMO	\$ 453.41	✓ 180-4314
2	8/13/2017	Taxi--Airport to Hotel	\$ 40.00	4308 ✓
3	8/13/2017	Meal	\$ 11.29	4312 ✓
4	8/15/2017	Meal	\$ 38.00	4312 ✓
5	8/16/2017	Taxi--Hotel to Airport	\$ 40.00	4308 ✓
6	8/16/2017	Meal	\$ 21.00	4312 ✓
7				

Totals \$ 603.70

Total \$ Amount Due \$ 719.70



# Booking Confirmation



Booking Reference: **L4ERTV**

Date of issue: 06 Aug, 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 Flex

Sunday  
13 Aug, 2017

12:10  
**Toronto**  
Pearson Intl. (YYZ), ON  
Terminal 1



13:11  
**Ottawa**  
Ottawa Intl. (YOW), ON



**1hr01**  
Economy W  
Operated by: Air Canada | E190 | Wi-Fi

## Return

Economy Tango

Wednesday  
16 Aug, 2017

12:00  
**Ottawa**  
Ottawa Intl. (YOW), ON



13:03  
**Toronto**  
Pearson Intl. (YYZ), ON  
Terminal 1



**1hr03**  
Economy S  
Operated by: Air Canada | E190 | Wi-Fi

## Passengers

Ms. **Susan L Fielding**

Ticket Number  
0142181414869

Seats  
AC450 27D  
AC451 27D



# Purchase summary

Credit/Debit Card \*\*\*\*\*8958

Amount paid: \$464.71

### Tax information

1adult

Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)

\$53.46

1adult

Air Transportation Charges

Base Fare	315.00
Surcharges	24.00

Taxes, fees and charges

Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	52.16
Air Travellers Security Charge	14.25
Airport Improvement Fee - Canada	48.00

Total airfare and taxes before options (per passenger) **\$453<sup>41</sup>**

Number of passengers

Total

X 1  
\$453<sup>41</sup> ✓

Seat selection

MS Susan L Fielding	
AC451: 27D - Standard Seat (Aisle)	10.00
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	1.30

Total with options and seat selection fee: **\$464<sup>71</sup>**

**GRAND TOTAL (Canadian dollars) \$464<sup>71</sup>**



## 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.

FINANCE DEPARTMENT	
Prices, Extensions & Totals Checked:	
Cheque No.	
GL Account No.	180-4314
Approved By:	

