

**Township of Puslinch
Expense Report
Updated March 1, 2017**

From (dd/mm/yy)	To (dd/mm/yy)
Jan 19/2020	Jan 29/2020

Name of Claimant: Surname, First Name
Bulmer, Matthew

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



Check if the above is not applicable



Approval

Feb 28/2020
Date (DD/MM/YY)

March 6, 2020
Date (DD/MM/YY)

RECEIVED

MAR 02 2020

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	Jan 29 2020	Alma Farm + Home Safety mtg	86. ✓	4535 Watson Rd, Puslinch	Alma	86 4308
2						
3						
4						
5						
6						
7						

Total Kilometers: 86.00
Rate/km: \$ 0.50
Total Mileage: \$ 43.00

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	Jan 19-21, 2020	Sheraton Hotel Room Conference	\$ 683.96 \$ 341.98	MM 4313V
2				
3				
4				
5			TOTAL: 384.98	

FINANCE DEPARTMENT	
Prices, Extensions & Totals Checked:	BC
Cheque No.	DD1593
GL Account No.	180-4308, 4313
Approved By:	

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6				
7				

Totals \$341.98 \$ ~~683.96~~

Total \$ Amount Due \$ ~~726.96~~

\$384.98

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



Matthew Bulmer
 AS1830 - ROMA AGM And Annual Conference

Page Number : 1 Invoice Nbr : 1209910
 Guest Number : 7434370
 Folio ID : A
 Arrive Date : 19-JAN-20 14:22
 Depart Date : 21-JAN-20 12:01
 No. Of Guest : 2
 Room Number : 857
 Marriott Bonvoy Number :

Information Invoice

Tax ID : 737124495
 Sheraton Centr YYZTC JAN-21-2020 04:00 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
19-JAN-20	DEPOSIT	Deposit-VI-4225		-341.98
19-JAN-20	RT857	Room Chrg - Grp - Association	291.00	
19-JAN-20	RT857	Room HST	37.83	
19-JAN-20	RT857	Municipal Tax	11.64	
19-JAN-20	RT857	HST Municipal Tax	1.51	
20-JAN-20	RT857	Room Chrg - Grp - Association	291.00	
20-JAN-20	RT857	Room HST	37.83	
20-JAN-20	RT857	Municipal Tax	11.64	
20-JAN-20	RT857	HST Municipal Tax	1.51	
JAN-21-2020	VI	Visa		-341.98

- Paid with Township credit card.

-341.98

Approve EMV Receipt for VI - 9969: PIN Verified
 TC:11B31C6DF1F17A3B TVR:8080008000
 Application Label:VISA CREDIT

**** Total 683.96 -683.96**
***** Balance 0.00**

78.68 HST

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Toronto, ON M5H 2M9
Canada
Tel: (416) 361-1000 Fax: 416-947-4854



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AS1830 - ROMAAGM And Annual Conference

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For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full. Please note that your guest room will be checked out at 12 noon.

HST Summary	Amount (CAD)
HST Room:	75.66
HST Food and Beverage	0.00
HST Telephone:	0.00
HST Other:	3.02
HST Total	78.68

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