

Expense Report Statement

Expense Report Name: FCM Mar/Apr 2016 - Mar29-Apr1-1

Traveller Name: *Stephen Simpson*
 TIN: XXXXXXXXXX
 Prepared By: *Jo Anne Platt*
 Policy Module: *M3D - Domestic - Overnight Stay*
 Trip Purpose: *Core Mandate - Meetings*
 Other Trip Purpose:
 Travel Request Name: *FCM Mar/Apr 2016 - Mar29-Apr1*
 Travel Start Date: *01/04/2016*
 Travel End Date: *01/04/2016*
 ER Approval Status: *Approved*
 Primary Location:
 Secondary Location:

 Online TAN: *AKU745241*
 Fiscal Year: *2015-2016*
 Travel Outside Default *N*
 Division:
 Vendor Code: XXXXXXXXXX
 Event:
 Comments:

Expense Report Summary

Expense Summary

Total allocated expenses :	4,059.93
(Minus) Total non-reimbursable expenses :	3,645.14
(Minus) Total personal expenses :	34.87
Total reimbursable expenses :	379.92
Total due traveller :	379.92

Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount

Expense Type	Date		Foreign Amount	Tax Amount	Amount
16) Commercial Accommodation	05/04/2016	P101 - 940 - 077 - S - 22 - E			365.46
Manual Prepaid					<u>365.46</u>
Indigo Hotels					
25) Transaction/Service Charges	25/03/2016	P101 - 940 - 077 - S - 22 - E			62.48
Hrg Aku745241 5.10					<u>62.48</u>
Needed to use HRG agent to book flights after delay in getting TA approved. See notes.					
Commercial Air (estimate direct from OBT)	24/03/2016	P101 - 940 - 077 - S - 22 - E			3,217.20
Air Can 0141613215224					<u>3,217.20</u>
Flight booked at last minute due to error in submitting TA. Approvers are aware.					
Total non-reimbursable expenses (CAD)					3,645.14

Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi	05/04/2016	P101 - 940 - 077 - S - 22 - E			13.39
Capital Taxi 2682 Taxi		- 899 - 000 - 9 - 60 - I		ON*HST 1.61	<u>15.00</u>
Ottawa Taxi					
11) Taxi	05/04/2016	P101 - 940 - 077 - S - 22 - E			33.65
Capital Taxi 2682 Taxi		- 899 - 000 - 9 - 60 - I		CA*G ... 1.35	<u>35.00</u>
Ottawa Taxi					

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi Capital Taxi 2682 Taxi Ottawa Taxi	29/03/2016	P101 - 940 - 077 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON*HST 4.19	34.95 <u>39.14</u>
11) Taxi Capital Taxi 2682 Taxi Ottawa Taxi	31/03/2016	P101 - 940 - 077 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON*HST 4.15	34.60 <u>38.75</u>
13) Other modes of transportation	05/04/2016	P101 - 940 - 077 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON*HST 5.63	46.87 <u>52.50</u>
<p>\$52.50 - Steve had to pay change fee himself due to problems on HRG's end. Please see attached email to Micheline explaining HRG issue, emails from HQ giving approval to change flight home and invoice from Air Canada for change fee.</p>					
2) Allowance: Meals, Incidentals & Private Accommodation	13/04/2016	P101 - 940 - 077 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON#H ... 15.96	122.74 <u>138.70</u>
	13/04/2016	P101 - 940 - 077 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON#H ... 5.97	45.93 <u>51.90</u>
20) Home Communication Hotel Indigo Ottawa	01/04/2016	99999 - 940 - 077 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON*HST 3.74	31.13 <u>* 34.87</u>
3) Allowance: Private Motor Vehicle	05/04/2016	P101 - 940 - 077 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA#G ... 0.43	8.50 <u>8.93</u>
Total reimbursable expenses (CAD)					379.92
* This is a personal expense and is NOT included in the total amount above.					

Tax Coding Summary

GST	Total Amount
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- 899 - 000 - 9 - 60 - I	1.78
HST	Total Amount
- 899 - 000 - 9 - 60 - I	37.51

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
P101 - 940 - 077 - S - 22 - E	3,985.77	4,025.06
99999 - 940 - 077 - S - 22 - E	31.13	34.87

Approval History

Date And Time	Approver	Approval Status	Comment
17/04/2016 21:24:21	Micheline Khouri	Approved	
13/04/2016 16:30:26	JEAN PIERRE BLAIS	Approved	
13/04/2016 11:50:56	Danielle May-Cuconato	Approved	
11/04/2016 10:04:00	Rachel Charron	Approval Required	April 11th, 2016 - Reviewed, Rachel. Rachel, voir les explications de Jo-Anne. Tout est vérifié et conforme. SAllard 2016.04.08
08/04/2016 11:21:20	suzanne allard	Approval Required	Rachel, voir les explications de Jo-Anne. Tout est vérifié et conforme. SAllard 2016.04.08

Date And Time	Approver	Approval Status	Comment
05/04/2016 15:00:14	Jo Anne Platt	Comments Submitted	<p>Apr5/16 1. I forgot to hit the submit button on the TA and trip had to be approved at last minute with Caroline as 'Recommender' and M. Blais for S34 (see note on TA). 2. HRG agent used to book flights because of last minute approval. 3. FCM ended very early and approval given to change to earlier return flights (approval emails attached). Serious problems with HRG (see attached email to Micheline) and Steve had to do flight change himself. Charge listed as out of pocket expense. 4. Steve forgot his cell at home and needed to talk with me about changing flight. He also needed to call [REDACTED] He used the phone in his hotel room to make both calls.</p>
05/04/2016 14:57:30	Jo Anne Platt	Comments Submitted	<p>Apr5/16 1. I forgot to hit the submit button on the TA and trip had to be approved at last minute with Caroline as 'Recommender' and M. Blais for S34. 2. HRG agent used to book flights because of last minute approval. 3. FCM ended very early and approval given to change to earlier return flights (approval emails attached). Serious problems with HRG (see attached email to Micheline) and Steve had to do flight change himself. Charge listed as out of pocket expense. 4. Steve forgot his cell at home and needed to talk with me about changing flight. He also needed to call [REDACTED] He used the phone in his hotel room to make both calls.</p>

Date And Time	Approver	Approval Status	Comment
05/04/2016 14:44:29	Jo Anne Platt	Comments Submitted	<p>Apr5/16 1. I forgot to hit the submit button on the TA and trip had to be approved at last minute with Caroline as 'Recommender' and M. Blais for S34 2. HRG agent used to book flights because of last minute approval. 3. FCM ended very early and approval given to change to earlier return flights. Serious problems with HRG (see attached email to Micheline) and Steve had to do flight change himself. Charge listed as out of pocket expense. 4. Steve forgot his cell at home and needed to talk with me about changing flight. He also needed to call [REDACTED] He used the phone in his hotel room to make both calls.</p>
05/04/2016 14:41:34	Jo Anne Platt	Comments Submitted	<p>Apr5/16 1. I forgot to hit the submit button on the TA and trip had to be approved at last minute with Caroline as Recommender and M. Blais for S34 2. HRG agent used to book flights because of last minute approval.</p>

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name *Stephen Simpson*

Submit Date *05/04/2016*

Signature

Submitted on behalf of the Traveller.

Delegate Name *Jo Anne Platt*

Submit Date *05/04/2016*

Signature

Recommender Name *Danielle May-Cuconato*

Recommended Date *13/04/2016*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name *JEAN PIERRE BLAIS*

Approval Date *13/04/2016*

Signature

Processor Name *Micheline Khouri*

Processed Date *18/04/2016*

Signature

Out of Pocket Expenses: Details

Out of Pocket Expense: 13/04/2016
 Amount: \$190.60 CAD
 FCM Mar/Apr 2016 - Meals & Incidentals

Expense Report Details
 #1345 05/04/2016
 FCM Mar/Apr 2016 - Mar29-Apr1-1
 Out of Pocket Expenses: Copy

- Expenses
- Coding
- Approval
- Summary

2) Allowance: Meals, Incidentals & Private Accommodation

Use this expense type to estimate or claim meal, incidental and private non-commercial accommodation allowances for up to 365 days. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. If you are staying at the same location for more than 30 consecutive calendar days, the allowance rates may be reduced by up to 50%. It is important to note that since the allowance rates can be selected flexibly it is advisable that you refer to Appendices C and D of the Travel Directive for more information. If your location changes during your trip, the allowance rate should be reset to 100% again.

Enter the date range of travel.

Start Date	End Date
29/03/2016	31/03/2016

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

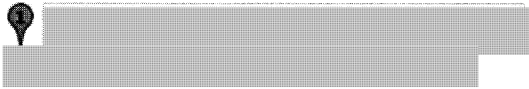
View by: < Month Year
March 2016 >

Date	Country/Location	Meal Rate	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
29/03/2016	Canada - Ontario	100% ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼
30/03/2016	Canada - Ontario	100% ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼
31/03/2016	Canada - Ontario	100% ▼	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼
Summary							
Country	Location	Meals	Incidentals	Private Accommodation			
Canada	Ontario	138.70	51.90	0.00			

Mileage Calculator

Route

From



To

5477-5611 Grant McConachie Way, Richmond, BC \\
5477-5611 Grant McConachie Way, Richmond, BC V7B, Canada

Return Journey

Avoid Tolls

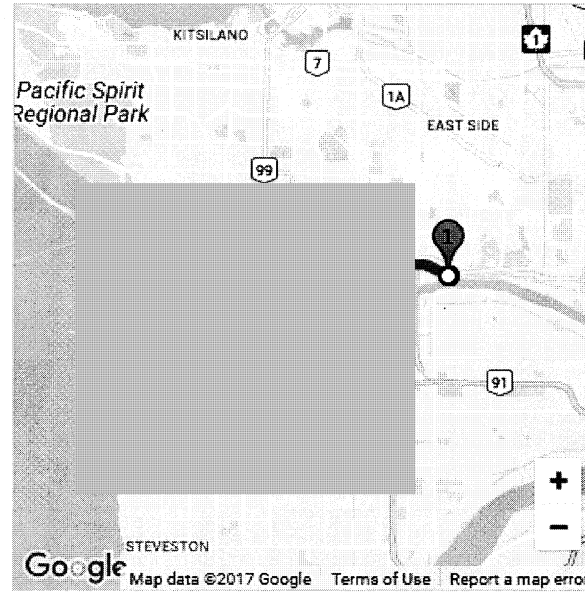
Avoid Highways

Distance 19 km

Non-Reimbursable 0 km

Reimbursable 19 km

Map



AIR CANADA

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.

Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: NTR6GA

Name: Mr Stephen Simpson

E-mail: STEPHEN.SIMPSON@CRTC.GC.CA

Form of payment: [REDACTED] 3217.20

Customer Care
Air Canada Reservations
 1-888-247-2262

Air Canada Flight Information
 1-888-422-7533

International Reservations

Alert me of flight changes

Flight notification

Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC163	Ottawa (YOW)	Vancouver (YVR)	321	Business (P)	Confirmed
	Thu 31-Mar 2016 07:30	Thu 31-Mar 2016 09:49 - TERMINAL M -MAIN			

Passenger Information

Passenger 1

Name: Mr Stephen Simpson **Ticket number:** 014 1613 215224

Frequent Flyer Pgm: Air Canada Aeroplan **Program number:** [REDACTED]

Purchase Summary

Passenger: 1 Ticket number 014 1613 215224**Date of issue**

24-Mar 2016

Fare Amount in Canadian dollars:

3,005.00

*(including navigational & other charges)***Taxes, Fees & Charges**



Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	151.96
Canada Airport Improvement Fee (SQ)	43.00
Combined Taxes *see fare calculation below (XT)	17.24

Total Fare in Canadian dollars: 3,217.20

Options

Change fee in Canadian dollars	50.00
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)	2.50

Ticket particularities:

GOC-ACJV

*Fare calculation:

29MAR YVR AC YOW Q20.00Q3.00 1556.00AC YVR Q20.00Q3.00 1403.0
0CAD3005.00END

Canadian tax registration numbers:

XG Canada Goods and Service Tax (GST) #10009-2287
RC Canada Harmonized Sales Tax (HST) #10009-2287
XQ Quebec Sales Tax (QST) #1000-043-172

Fare Rules Summary

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable.
- Seat selection charges are per passenger and apply to each individual one-way flight segment in your itinerary. Flight segments are identified by a change in flight number, with each new flight number representing a flight segment. Taxes are not included.
- Please note that you may be moved from your selected seat without notice in the event of an involuntary schedule or airport change (e.g. flight disruption, cancellation), to accommodate a passenger with a disability, or for any other reason that requires Air Canada to move you prior to departure or during the flight. If you are moved from your seat for one of these reasons, you may request a refund for your seat charges. We invite you to read additional terms and conditions related to seat selection

Please read important information and notices regarding Air Canada's general conditions of carriage.

Baggage Information

Please see below for details on the bags you plan on checking at the baggage counter.

Baggage Information for: Mr Stephen Simpson	
Air Canada baggage rules apply. For flight(s): AC163	1st bag: Complimentary 2nd bag: Complimentary
Max. weight per bag: 32 KG (70 lb)	Max. linear dimensions: 158 CM (62 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to bag fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to bag fees. All above tax amounts are based on the



maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Customers may be reassessed checked baggage fees when itineraries include an enroute stopover in excess of 24 hours.

Baggage Policy

Baggage Allowance for Altitude and Star Alliance Members

Baggage check-in must occur with Air Canada, Air Canada Express (flights operated by Jazz, Sky Regional, Air Georgian, Exploits Valley Air) or Air Canada rouge. Air Canada Altitude status level must be valid at time of check-in to qualify for waiver of charges related to baggage.

Frequent Flyer Status	Economy Class	Premium Economy	Business Class
Air Canada Altitude Super Elite 100k, Elite 75k, Elite 50k & Elite 35k	3 complimentary bags 32 kg (70 lb)	3 complimentary bags 32 kg (70 lb)	3 complimentary bags 32 kg (70 lb)
Air Canada Altitude Prestige 25k	2 complimentary bags 23 kg (50 lb)	2 complimentary bags 23 kg (50 lb)	2 complimentary bags 32 kg (70 lb)
Star Alliance Gold	3 complimentary bags 32 kg (70 lb)	3 complimentary bags 32 kg (70 lb)	3 complimentary bags 32 kg (70 lb)
Star Alliance Silver	1 complimentary bag 23 kg (50 lb)	2 complimentary bags 23 kg (50 lb)	2 complimentary bags 32 kg (70 lb)

Excess Baggage

If your baggage exceeds the free allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section. For specific terms and conditions of Air Canada codeshare and interline partners oversized and excess rules, visit the carrier's website.

View the [additional checked baggage policy of Air Canada's codeshare and interline partners](#).

View [Air Canada's additional checked baggage policy](#).

Embargos: Certain restrictions apply for travel to Mexico City (Mexico) as well as Kingston and Montego Bay (Jamaica). For details, please visit [Air Canada's additional checked baggage policy](#).

Currency of Fees

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Carry-On Baggage Allowance

Oversized carry-on bags are not permitted on our aircraft and may cause flight delays for all passengers. Please ensure your carry-on bags are within the maximum allowed size as indicated below; **they are required to fit in the double-size verification device** at check-in and boarding gates.

You may carry onboard items which fall within the two (2) piece carry-on allowance: one (1) carry-on bag or suitcase (wheels and handles included in the size) and one (1) personal article such as a briefcase, laptop computer, diaper bag, camera case, cartons or other similar item. Learn more about Air Canada's Carry-on Baggage restrictions.

	Maximum Size	Maximum Weight
1 standard article	23cm x 40cm x 55cm 9" x 15.5" x 21.5"	10 kg 22 lb
1 personal article	16cm x 33cm x 43cm 6" x 13" x 17"	10 kg 22 lb

It is recommended that documents and medication be packed in your carry-on baggage. All prescription medications must be properly labelled with the names of the patient, the medication and the issuing medical office or pharmacy.

For safety reasons, dangerous goods must not be packed in checked or carry-on baggage, except as specifically permitted. Dangerous goods * include, but are not limited to compressed gases (e.g. oxygen bottles or tear gas), corrosives, explosives (e.g. fireworks), flammable liquids and solids (e.g. paints and lighter fluid), radioactive materials (e.g. radio-pharmaceuticals), oxidizing materials, poisons, infectious substances and briefcases with installed alarm devices. For security reasons, other restrictions may apply. Please refer to the [Security Requirements and Dangerous Goods](#) page for more information.

There are special exceptions for small quantities (up to 70 ounces total) of medication and toiletry articles carried in your luggage and certain smoking materials carried on your person. United States federal law forbids the carriage of hazardous materials aboard the aircraft in your baggage or on your person. A violation can result in five years' imprisonment and penalties of \$250,000 or more.

*also referred as hazardous materials

Codeshare Flights and Other Airlines

Passengers with itineraries that include flights operated by other airlines or codeshare flights may be subject to the carry-on rules and fees of the other airline, which may be different from Air Canada's baggage policy.

For specific terms and conditions of Air Canada [codeshare and interline partners](#) carry-on rules, visit the carrier's website.

Important Information & Conditions

Please review this itinerary/receipt and should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

Before You Go: A 'To-Do' List

All passengers are advised to view the [Travel documentation](#) and US Secure Flight Program for important information on documents and identification required for travel.

Travel Insurance

Canadian Residents - RBC Travel Insurance Company offers Canadian travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip cancellation or other unforeseen circumstances. Residents of Canada can purchase travel insurance from RBC Travel Insurance Company via www.aircanada.com/insurance or by calling 1-866-530-6021. To make sure you get the best possible protection, purchase insurance prior to your departure.

U.S. Residents - CSA Travel Protection offers American travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip cancellation or other unforeseen circumstances. Residents of the United States can purchase travel insurance from CSA Travel Protection via www.aircanada.com/us/en/insurance or by calling 1-866-473-3315. To make sure you get the best possible protection, purchase insurance prior to your departure.

Comments, Compliments and Complaints

Would you like to comment on a past travel experience? Your comments, compliments and complaints will help us improve the services we offer. Send us an e-mail (aircanada.com/customerrelations) or write to us at: Air Canada - Customer Relations, PO Box 64239, RPO Thorncliffe, Calgary, AB, Canada T2K 6J7.

Schedules and Timetables

Time and aircraft type shown in timetables or elsewhere are approximate and not guaranteed, and form no part of the contract. Schedules are subject to change without notice and carrier assumes no responsibility for passenger making connections not included as part of the itinerary set out in the ticket. Carrier is not responsible for changes, errors or omissions either in timetables or other representations of schedules.

Check-in and Boarding Times

You can check in for your flight at any time within 24 hours of departure when you use our convenient Web check-in or Mobile check-in options, or within 12 hours at one of our self-service check-in kiosks located in most of the airports Air Canada serves.

You must obtain your boarding pass and check in any baggage by the check-in deadline shown below.

Additionally, you must be available for boarding at the boarding gate by the boarding gate deadline shown below. Failure to respect check-in and boarding gate deadlines may result in the reassignment of any pre-reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.

Travel	Recommended Check-in Time	Check-in Deadline	Boarding Gate Deadline
Within Canada	90 min.	45 min.	20 min.
To/From the US	120 min.	60 min.	20 min.
International (incl. Mexico & Caribbean)	120 min.	60 min.	30 min.
From Toronto City Airport, Ontario Canada	60 min.	20 min.	20 min.
From Tel Aviv, Israel	180 min.	75 min.	60 min.

NOTICE - SOLD SUBJECT TO CARRIER'S TARIFF

CONDITIONS OF CONTRACT AND OTHER IMPORTANT NOTICES

PASSENGERS ON A JOURNEY INVOLVING AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE ARE ADVISED THAT INTERNATIONAL TREATIES KNOWN AS THE MONTREAL CONVENTION, OR ITS PREDECESSOR, THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS (THE WARSAW CONVENTION SYSTEM), MAY APPLY TO THE ENTIRE JOURNEY, INCLUDING ANY PORTION THEREOF WITHIN A COUNTRY. FOR SUCH PASSENGERS, THE APPLICABLE TREATY, INCLUDING SPECIAL CONTRACTS OF CARRIAGE EMBODIED IN ANY APPLICABLE TARIFFS, GOVERNS AND MAY LIMIT THE LIABILITY OF THE CARRIER.

NOTICE of Liability Limitations

The Montreal Convention or the Warsaw Convention system may be applicable to your journey and these Conventions govern and may limit the liability of air carriers for death or bodily injury, for loss of or damage to baggage, and for delay.

Where the Montreal Convention applies, the limits of liability are as follows:

1. **There are no financial limits in respect of death or bodily injury.**
2. **In respect of destruction, loss of, or damage or delay to baggage, 1,131 Special Drawing Rights (approximately EUR 1,357; US \$1,663) per passenger in most cases.**
3. **For damage occasioned by delay to your journey, 4,694 Special Drawing Rights (approximately EUR 5,655; US \$6,786) per passenger in most cases.**

Where the Warsaw Convention system applies, the following limits of liability may apply:

1. 16,600 Special Drawing Rights (approximately EUR 20,000; US \$20,000) in respect of death or bodily injury if the Hague Protocol to the Convention applies, or 8,300 Special Drawing Rights (approximately EUR 10,000; US \$10,000) if only the Warsaw Convention applies. Many carriers have voluntarily waived these limits in their entirety, and US regulations require that, for journeys to, from or with an agreed stopping place in the US, the limit may not be less than US \$75,000.
2. 17 Special Drawing Rights (approximately EUR 20; US \$20) per kg for loss of or damage or delay to checked baggage, and 332 Special Drawing Rights (approximately EUR 400; US \$400) for unchecked baggage.
3. The carrier may also be liable for damage occasioned by delay.

Where neither the Montreal Convention nor the Warsaw Convention system applies: For travel wholly between points in Canada, the liability limit is \$1,500 CAD per passenger.

Further information may be obtained from the carrier as to the limits applicable to your journey. If your journey involves carriage by different carriers, you should contact each carrier for information on the applicable limits of liability.

Regardless of which Convention applies to your journey, you may benefit from a higher limit of liability for loss of, damage or delay to baggage by making at check-in a special declaration of the value of your baggage and paying any supplementary fee that may apply. Alternatively, if the value of your baggage exceeds the applicable limit of liability, you should fully insure it before you travel.

Time limit for action: Any action in court to claim damages must be brought within two years from the date of arrival of the aircraft, or from the date on which the aircraft ought to have arrived. Baggage claims: Written notice to the carrier must be made within 7 days of the receipt of checked baggage in the case of damage, and, in the case of delay, within 21 days from the date on which it was placed at the disposal of the passenger.

Notice of Contract Terms Incorporated by Reference

1. Your contract of carriage with the carrier that provides you with carriage by air, whether international, domestic or a domestic portion of an international journey is subject to this notice; to any notice or receipt of the carrier; and to the carrier's individual terms and conditions (Conditions), related rules, regulations and policies (Regulations) and any applicable tariffs.
2. If your carriage is by more than one carrier, different Conditions, Regulations and any applicable tariffs may apply for each carrier.
3. The Conditions, Regulations and any applicable tariffs of each carrier are, by this notice, incorporated by reference into and made part of your contract of carriage.
4. The Conditions may include, but are not restricted to:
 - Conditions and limits on the carrier's liability for the bodily injury or death of passengers.
 - Conditions and limits on the carrier's liability for the loss of, damage to or delay of goods and baggage, including fragile or perishable goods.
 - Rules for declaring a higher value for baggage and for paying any supplementary fee that may apply.
 - Application of the carrier's Conditions and limits of liability to the acts of the carrier's agents, servants and representatives, including any person providing either equipment or services to the carrier.
 - Claims restrictions, including time limits by which passengers must file claims or bring actions against the carrier.
 - Rules about reconfirmations or reservations; check in times; the use, duration and validity of air transportation services; and the carrier's right to refuse carriage.
 - Rights of the carrier and limits on the carrier's liability for delay or failure to perform a service, including schedule changes, substitution of alternative carriers or aircraft and re-routing, and, when required by applicable law, the obligation of the carrier to notify passengers of the identity of the operating carrier or substituted aircraft.
 - Rights of the carrier to refuse carriage to passengers who fail to comply with applicable laws or who fail to present all necessary travel documents.
5. You can obtain more information about your contract of carriage, and find out how to request a copy, at places where transportation on the carrier is sold. Many carriers also have this information on their websites. When required by applicable law, you have the right to inspect the full text of your contract of carriage at the carrier's airport and sales offices, and upon request, to receive a copy by mail or other delivery service from each carrier free of charge.
6. If a carrier sells air transportation services or checks baggage specifying carriage with another carrier, it does so only as agent for the other carrier.

GOVERNMENTS MAY REQUIRE YOUR CARRIER TO PROVIDE INFORMATION ON OR PERMIT ACCESS TO PASSENGER DATA.

OVERBOOKING NOTICE

Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for a payment of the airline's choosing. If there are not enough volunteers, the airline will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, persons denied boarding involuntarily are entitled to compensation. The complete rules for the payment of compensation and boarding priorities are available at airport ticket counters and boarding locations.

Platt, Jo-Anne

From: Cloutier, Caroline
Sent: March-30-2016 11:27 AM
To: Larivière, Lyne; Mallet, Diane; Cyr, Monique; Mullin, Andrea; Wickenheiser, Faye; Platt, Jo-Anne
Cc: Cloutier, Caroline; Charron, Rachel; Grossi, Cheryl
Subject: Change in Flight - FCM

Good afternoon ladies,

This is just a quick note that considering the short agenda of FCM and it already being finished, a change of flight for commissioners wanted to leave earlier is possible.

Please note that the Basic Telecom Services (BTS) briefing is tomorrow morning at 9 a.m. and may go until noon.

Merci,

Caroline Cloutier

Bureau du président | Chairman's Office

Agente administrative | Administrative Officer

Conseil de la radiodiffusion et des télécommunications canadiennes |

Canadian Radio-television and Telecommunications Commission

1, prom. du Portage, Édifice central, Les Terrasses de la Chaudière, Gatineau Qc J8X 4B1

caroline.cloutier@crtc.gc.ca

Téléphone | Telephone 819-997-3430

Télécopieur | Facsimile 819-953-1555

Gouvernement du Canada | Government of Canada

www.crtc.gc.ca

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Platt, Jo-Anne

From: Simpson, Stephen
Sent: March-30-2016 11:33 AM
To: Platt, Jo-Anne
Subject: Re: It is 11:15 here and we are done!

Yep and Danielle has spoken with Phil Charron so all is approved

Stephen Simpson

Commissioner | BC & Yukon Regions
Conseiller | Régions de CB et Yukon
Canadian Radio-television and Telecommunications Commission
Conseil de la radiodiffusion et des télécommunications canadiennes

stephen.simpson@crtc.gc.ca

Telephone | Téléphone [604-666-2914](tel:604-666-2914)

Facsimile | Télécopieur [604-666-8322](tel:604-666-8322)

Government of Canada | Gouvernement du Canada

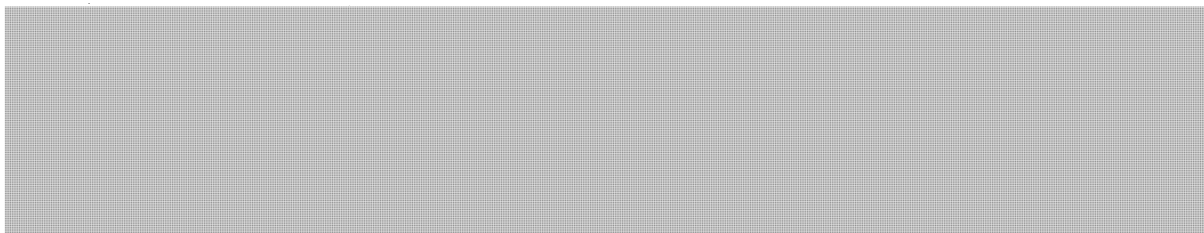
www.crtc.gc.ca

[Follow us on Twitter](#) | [Suivez-nous sur Twitter](#)

On Mar 30, 2016, at 2:29 PM, Platt, Jo-Anne <Jo-anne.Platt@crtc.gc.ca> wrote:

Hi Steve,

My apologies. For some reason I had it in my head that you were flying home Thursday since the FCM ended so quickly. I've got too many balls in the air right now with trying to work out budget amounts.



Any flight still available for today will have you arriving in Vancouver after 1am.

It's my understanding that you've spoken with Ms. May-Cuconato and she has given her approval for the change. I'm copying her on this email so she is aware that I'm desperately trying to make a change and I will also copy her on my email that says what the approximate change cost will be with the flight we're able to get you on.

Please call me asap so we can discuss other options.

Ta,

J.



STS SVP
 Shared Travel Services / Services de voyage partagés

HRG

E-Ticket Itinerary Receipt and Invoice

24 March 2016

THANK YOU FOR BOOKING WITH THE HOGG ROBINSON GROUP (HRG) GOVERNMENT OF CANADA TRAVEL SERVICES. THIS DOCUMENTATION CONFIRMS YOUR TRAVEL ARRANGEMENTS.

THE INFORMATION CONTAINED IN THIS DOCUMENT IS PROVIDED BY HRG NORTH AMERICA VIA TRAVELPORT AND OTHER THIRD-PARTY VENDORS. AS SUCH, SOME CONTENT IS AVAILABLE IN ENGLISH ONLY.

PLEASE REVIEW TO ENSURE THAT ALL INFORMATION IS CORRECT.

TRAVELLERS ARE RESPONSIBLE FOR VERIFYING THEIR TRAVEL DOCUMENTS UPON RECEIPT.

ACCEPTANCE OF YOUR ITINERARY CONSTITUTES AGREEMENT WITH ITS CONTENTS./p>

ANY DISCREPANCY MUST BE REPORTED TO HRG NORTH AMERICA PRIOR TO 8PM EST THE SAME BUSINESS DAY.

HRG WILL NOT INCREASE THE PRICE AFTER TICKET ISSUANCE.

📅 Itinerary details		# Account references	
Trip locator:	JJ1GLU	Traveller Category :	Public Servants
Traveller:	Mr STEPHEN SIMPSON	Travel Directive Module :	M3D - Domestic - Overnight stay
		THCEE Trip Category :	Core Mandate
		Trip Purpose :	Core Mandate - Meetings
		TAN :	AKU745241
		Fiscal Year :	2015-2016
		Rationale for not using virtual presence :	Personal attendance required

📅 Itinerary summary						
Traffic	Date	From-to/location	Supplier	Times	Class/room	Status
✈	29 Mar 2016	<u>YVR - YOW</u>	AC166	09:20-17:01	Business	Booked
✈	01 Apr 2016	<u>YOW - YVR</u>	AC189	17:55-20:14	Business	Booked

Frequent flyer cards:

📅 E-ticket 1	
Invoice number:	27448
Traveller name:	SIMPSON/STEPHENM
Ticket number:	0141613215224
Route:	Vancouver Intl Airport, Vancouver - Ottawa Intl Airport, Ottawa - Vancouver Intl Airport, Vancouver
Fare amount:	3005.00 CAD
Taxes:	14.25 CA / 151.96 XG / 45.99 XT
Ticket amount:	3217.20 CAD
Issuing agency:	67524192
Date of issue:	24 March 2016
Form of payment:	
Endorsements:	GOC-ACJV

**Air Canada**

Flight # AC166

Booking reference: NTR6GA
Status: Booked

Departing:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M
Date/time:	29 March 2016, 09:20
Arriving:	Ottawa Intl Airport, Ottawa, Canada (YOW)
Date/time:	29 March 2016, 17:01
Duration:	4h41m
Aircraft:	Airbus A321 Narrowbody Jet
Cabin class:	Business (Z)
Seat:	02D
Baggage allowance:	2PC

[Add to calendar](#)**Air Canada**

Flight # AC189

Booking reference: NTR6GA
Status: Booked

Departing:	Ottawa Intl Airport, Ottawa, Canada (YOW)
Date/time:	01 April 2016, 17:55
Arriving:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M
Date/time:	01 April 2016, 20:14
Duration:	5h19m
Aircraft:	Airbus A320-100/200 Narrowbody Jet
Cabin class:	Business (P)
Seat:	01D
Baggage allowance:	2PC

[Add to calendar](#)**Fare details**

Fare accepted:	3005.00 CAD
Taxes and fees:	14.25 CA / 43.00 SQ / 2.99 RC / 151.96 XG
Total amount:	3217.20 CAD
Fare routing:	YVR - YOW YOW - YVR

**Service Fees**

Fee 1 Base:	59.50 CAD
Fee 1 Taxes:	2.98 CAD GST
Fee 1 Total:	62.48 CAD

GST REGISTRATION NO. R136445095 QST REGISTRATION NO. TVQ M1015857826

GST is represented by tax code XG; HST is represented by tax code RC; QST is represented by tax code XQ.

FOR ASSISTANCE OR IN TRANSIT EMERGENCY SERVICE PLEASE CONTACT HRG ANYTIME AT 1-866-857-3578 WITHIN NORTH AMERICA OR FROM OUTSIDE CANADA / USA; CALL COLLECT AT 1-613-822-3873.

FOR CREDIT CARD SUPPORT DUE TO LOST OR STOLEN CARDS PLEASE USE PHONE NUMBER ABOVE; SELECT OPTION 4 IMPORTANT; THE NAME ON THE IDENTIFICATION MUST MATCH THE NAME ON THE RESERVATION; BOARDING PASS.

FOR FLIGHTS WITHIN CANADA ALL PASSENGERS MUST PRESENT ONE PIECE OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION THAT INCLUDES NAME / DATE OF BIRTH AND GENDER.

FOR FLIGHTS TO/FROM THE UNITED STATES ALL PASSENGERS ARE REQUIRED TO PRESENT A VALID PASSPORT.

CITIZENS OF COUNTRIES OTHER THAN CANADA AND THE UNITED STATES SHOULD CONTACT THEIR CONSULATE OR EMBASSY FOR BOARDING REQUIREMENTS OR CONSULT HRG GOVERNMENT TRAVEL SERVICE.

PROOF OF ONWARD OR RETURN TRAVEL MAY BE REQUIRED AT CHECK-IN.

PASSPORT AND VISA REQUIREMENTS:

PLEASE ENSURE PASSPORT IS VALID FOR 6 MONTHS BEYOND EXPECTED RETURN DATE.

ALL CHILDREN REGARDLESS OF AGE MUST HAVE THEIR OWN PASSPORT

CITIZENS OF COUNTRIES OTHER THAN CANADA AND THE UNITED STATES SHOULD CONTACT THE CONSULATE OR EMBASSY FOR PASSPORT AND VISA REQUIREMENTS OR CONSULT HRG GOVERNMENT TRAVEL SERVICE.

CHECK-IN:

* PLEASE ALLOW 2HRS FOR DOMESTIC (CANADA); TRANSBORDER (USA) CHECK-IN

* ALLOW 3HRS FOR ALL INTERNATIONAL CHECK-IN

THE AIRLINES RESERVE THE RIGHT TO DENY BOARDING IF MINIMUM CHECK-IN TIMES ARE NOT MET

FLIGHT TIMES ARE SUBJECT TO CHANGE; PLEASE RE-CONFIRM FLIGHT TIMES PRIOR TO DEPARTURE.

IF YOU ARE TRAVELLING TO AN INTERNATIONAL DESTINATION, PLEASE RECONFIRM YOUR RESERVATIONS 72 HOURS PRIOR TO DEPARTURE DIRECTLY WITH THE AIR CARRIER.

FOR FREE BAGGAGE ALLOWANCE AND/OR APPLICABLE FEES FOR CARRY-ON//CHECKED BAGGAGE RELATED TO YOUR FLIGHT - PLEASE VERIFY THE CARRIERS WEBSITE.

ACCOMMODATIONS:

PLEASE VERIFY THE RATE AT CHECK-IN AS LOCAL MARKET CONDITIONS MAY DICTATE A LOWER RATE.

THE SUPPLIERS PROVIDING SERVICES FOR YOUR RESERVATION MAY HAVE IMPOSED RESTRICTIONS CONCERNING THE ABILITY TO CHANGE OR MODIFY YOUR RESERVATION. THE DETAILS OF THESE RESTRICTIONS WERE PROVIDED EITHER TO YOU OR TO THE PERSON MAKING THE RESERVATION ON YOUR BEHALF. DURING THE ONLINE RESERVATION PROCESS THESE RESTRICTIONS WERE ACCEPTED PRIOR TO SUBMITTING YOUR RESERVATION FOR PURCHASE. SHOULD YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT AN HRG NORTH AMERICA TRAVEL COUNSELLOR.

NO-SHOWS:

NO-SHOWS ARE NOT PERMITTED AND RESULT IN THE FORFEIT OF THE FULL AMOUNT OF THE FARE AT DEPARTURE TIME; PLEASE NOTE THAT NO-SHOWS AT ORIGINAL POINT OF DEPARTURE WILL ALSO RESULT IN CANCELLATION OF THE REMAINDER OF THE FLIGHTS.

CHANGES OR CANCELLATIONS MUST BE MADE PRIOR TO SCHEDULED TRAVEL DATE AND; FLIGHT TIME TO PREVENT NO SHOWS AND AVOID FORFEIT OF VALUE OF TICKET.

PLEASE NOTE THAT FARES MAY BE SUBJECT TO CHANGE AND ARE GUARANTEED ONLY ONCE TICKETED.

Travel Industry regulations require the travel agency to advise the customer about the availability of optional trip cancellation insurance and optional out of province health insurance. Individuals may contact the travel insurance provider of their choice to obtain a personal quote. TICO NO. 1355825

HRG North America, 370 King St. W., Suite 700, Toronto ON M5V 1J9, 1-866-857-3578



6

04-04-16

CRTC	Folio No. :	159286	Room No. :	510
Canadian Radio-television and Telecommunications Commission	A/R Number :	100314	Arrival :	03-29-16
Ottawa ON K1A 0N2	Group Code :		Departure :	03-31-16
	Company :	CRTC	Conf. No. :	64663020
Simpson, Stephen	Membership No. :		Rate Code :	IMCGV
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits	
03-29-16	*Accommodation	157.00		
03-29-16	Ottawa DMF	4.71		
03-29-16	HST	21.02		
03-30-16	*Accommodation	157.00		
03-30-16	Ottawa DMF	4.71		
03-30-16	HST	21.02		
Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews . We look forward to welcoming you back soon.		Total	365.46	0.00
		Balance	365.46	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. 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 associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Hotel Indigo Ottawa
123 Metcalfe Street
Ottawa, ON K1P 5L9
Telephone: (613) 231-6555 Fax: (613) 231-7555



9

03-31-16

Mr Stephen Simpson	Folio No. :	Room No. : 510
858 Beatty St	A/R Number :	Arrival : 03-29-16
Suite 290	Group Code :	Departure : 03-31-16
Vancouver BC V6B 1C1	Company : CRTC	Conf. No. : 64663020
Canada	Membership No. : [REDACTED]	Rate Code : IMCGV
	Invoice No. :	Page No. : 1 of 1

Date	Description	Charges	Credits
03-30-16	Long Distance 15:41 Line# 7510 : Dialed# 604-666-8661 [00:12:00]	25.42	
03-30-16	Long Distance 16:56 Line# 7510 : Dialed# [REDACTED] [00:04:00]	9.45	
03-31-16	MasterCard		34.87
Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews . We look forward to welcoming you back soon.		Total	34.87
		Balance	0.00

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. 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 associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Hotel Indigo Ottawa
123 Metcalfe Street
Ottawa, ON K1P 5L9
Telephone: (613) 231-6555 Fax: (613) 231-7555

March FCM - Taxis - Cash

TAXI REGAL 819 777-5231
 CROWN 819 777-1645

Mar 30/16
HQ => Hotel Indigo
\$ 15

TEMPS TIME _____ AM _____ PM _____ DATE 30/03/16

NOM NAME _____

ADRESSE ADDRESS _____

CHARGÉ À CHARGE TO _____

VOYAGE DE TRIP FROM _____

A TO _____

A TO _____

NOTRE NO OUR NO 09 PAR _____ CHARGE \$ 15.00
CHAUFFEUR _____

RECEIPT

COQUITLAM TAXI (1977) LTD.

BELAIR TAXI LTD.

PORT COQUITLAM TAXI LTD.

DATE: March 21/16 \$ 35
INCLUDING G.S.T.

FROM: AV

TO: _____

DRIVER #: _____

TEL: 604-524-1111 3434

Mar 31/16
Vancouver Airport =>
home
\$ 35

Thank you for Riding with us.

Total \$ 50

March FCM - Taxis - Credit Card receipts

Mar 29/16
Ottawa airport
⇒ Hotel Indigo
\$ 39.14

CAPITAL TAXI
(613) 744 - 3333

Merchant ID: 4326184A
Driver ID: 52523
Record Num.: 0002

Sale

Application Label: MasterCard

XXXXXXXXXXXXXXXXXX

AID: [REDACTED]

MASTERCARD Entry Method: Chip

Amount: \$ 34.23
Tip: \$ 4.91

Total: CAD\$ 39.14

2016/03/29 17:54:01

Resp Code: 00
TVR: 0000000000
TSI: E800

Inv#: 001013 Appr Code: 175401
Apprvd: OnLine Batch#: 000374
TRN Ref #: MCOPE2JG00329

OTTAWA TAXI
11 BENTLEY AVE
NEPEAN ON K2E 6T7

TERM # 42266695
RECORD # 000748
HOST INVOICE # 1000151
HOST SEQ # 1006359

CARD ***** [REDACTED]
CREDIT/MASTERCARD D
2016/03/31 06:22:15

Purchase
AMOUNT \$32.25
TIP \$5.00
AIRTIME FEE \$1.50
TOTAL \$38.75

AUTH#: 062302 B: 0001
HTS: 20160331062301

TRANSACTION
APPROVED - 000
THANK YOU

MasterCard
AID: [REDACTED]
TC: 048743338F52D99F
TVR: 000000B000
TSI: E800

CUSTOMER COPY
WEST WAY TAXI
1 613 727 0101
810
1800

Mar 31/16
Hotel Indigo ⇒
Ottawa airport
\$ 38.75

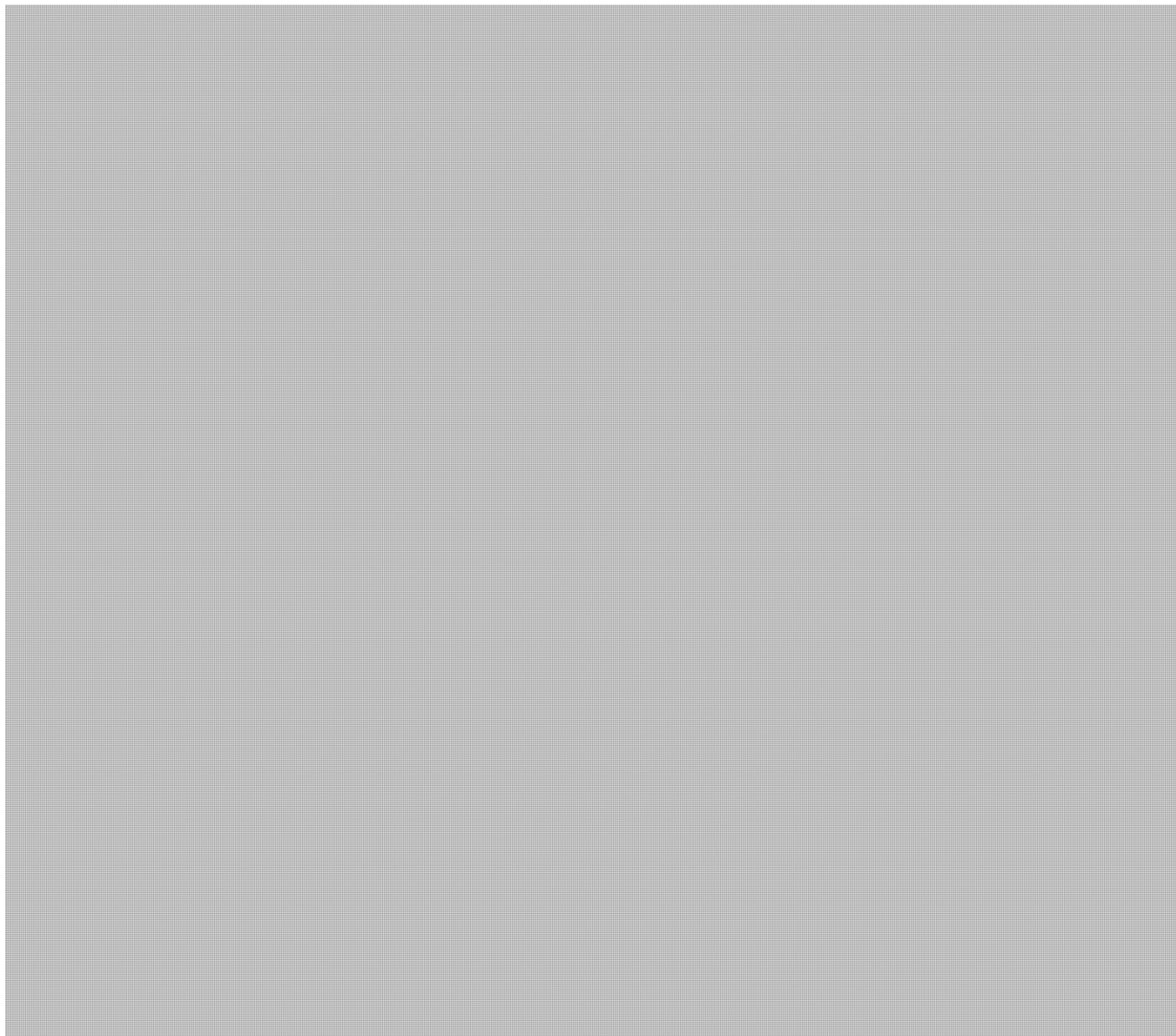
Total
\$ 77.89

Platt, Jo-Anne

From: Platt, Jo-Anne
Sent: March-31-2016 12:05 PM
To: Khouri, Micheline
Subject: Problems when trying to change flight after FCM ended early

Bonjour Micheline,

As mentioned earlier today, here is a rundown of my experience with HRG on Mar30 when I tried to change Steve's flight to an earlier one after FCM ran only one day instead of three.



I will be submitting the invoice from Air Canada to Steve as part of the out-of-pocket expenses on the travel claim for the trip.

Thanks,

Jo-Anne
604-666-8661

Expense Report Statement



Expense Report Name: IIC Conf Brussels - Oct8-13/17-1

Traveller Name: Stephen Simpson
TIN: [REDACTED]
Prepared By: Jo Anne Platt
Policy Module: M4 - International - Overnight Stay
Trip Purpose: Core Mandate - Conferences
Other Trip Purpose:
Travel Request Name: IIC Conf Brussels - Oct8-13/17
Travel Start Date: 08/10/2017
Travel End Date: 13/10/2017
ER Approval Status: Approved
Primary Location:
Secondary Location:

Online TAN: AKU720470
Fiscal Year: 2017-2018
Travel Outside Default: N
Division:
Vendor Code: [REDACTED]
Event:
Comments:

Expense Report Summary

Expense Summary

Total allocated expenses :	3,095.47
(Minus) Total non-reimbursable expenses :	715.94
Total reimbursable expenses :	2,379.53
Total due traveller :	2,379.53

Non-Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
17) Conference Fees	25/10/2017	0436 - 615 - 632 - S - 22 - E			715.94
Manual Prepaid			445.00 (GBP)		<u>715.94</u>

Expense Type	Date	Foreign Amount	Tax Amount	Amount
Conference fee £445 / Charge on BMO \$715.94 / exchange rate \$1.60885				
Total non-reimbursable expenses (CAD)				715.94

Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
16) Commercial Accommodation	25/10/2017	P101 - 615 - 632 - S - 22 - E			1,703.27
Other			1,143.06 (EUR)		<u>1,703.27</u>
2) Allowance: Meals, Incidentals & Private Accommodation	25/10/2017	P101 - 615 - 632 - S - 22 - E			383.91
			135.00 (EUR)		<u>383.91</u>
	25/10/2017	P101 - 615 - 632 - S - 22 - E			292.35
			135.00 (EUR)		<u>292.35</u>
Total reimbursable expenses (CAD)					2,379.53

Tax Coding Summary

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
P101 - 615 - 632 - S - 22 - E	2,379.53	2,379.53
0436 - 615 - 632 - S - 22 - E	715.94	715.94

Approval History

Date And Time	Approver	Approval Status	Comment
31/10/2017 06:56:39	Lori Ann Roque	Approved	
27/10/2017 15:25:25	Scott Hutton	Approved	
26/10/2017 07:48:36	Finance Recommender	Approved	2017-10-26 ER within TR approved amount. ER reviewed by Lori-Ann Roque.

Date And Time	Approver	Approval Status	Comment
25/10/2017 16:32:24	Jo Anne Platt	Selected Approver Changed	
25/10/2017 16:32:06	Jo Anne Platt	Comments Submitted	NOTES: 1. Steve was already hence there being no charges for flights.

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name *Stephen Simpson*

Submit Date *25/10/2017*

Signature

Submitted on behalf of the Traveller.

Delegate Name *Jo Anne Platt*

Submit Date *25/10/2017*

Signature

Recommender Name *Finance Recommender*

Recommended Date *26/10/2017*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name *Scott Hutton*

Approval Date *27/10/2017*

Signature

Processor Name *Lori Ann Roque*

Processed Date *31/10/2017*

Signature

Out of Pocket Expenses: Details

Expense Report Detail
 #2246 25/10/2017
 IIC Conf Brussels - Oct8-13/17-
 Out of Pocket Expenses: Cop

Out of Pocket Expense: 25/10/2017

Amount: \$676.26 CAD (Original Amount €453.85 EUR)

IIC Conf Brussels - Oct8-13/17 - Meals

Expenses	Coding	Approval	Summary
----------	--------	----------	---------

View by: < October 2017 >

Date	Country/Location	Meal Rate	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
08/10/2017	Belgium - Brussels	100% <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 100% <input type="checkbox"/>	<input type="checkbox"/> 100% <input type="checkbox"/>
09/10/2017	Belgium - Brussels	100% <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 100% <input type="checkbox"/>	<input type="checkbox"/> 100% <input type="checkbox"/>
10/10/2017	Belgium - Brussels	100% <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% <input type="checkbox"/>	<input type="checkbox"/> 100% <input type="checkbox"/>
11/10/2017	Belgium - Brussels	100% <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 100% <input type="checkbox"/>	<input type="checkbox"/> 100% <input type="checkbox"/>
12/10/2017	Belgium - Brussels	100% <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% <input type="checkbox"/>	<input type="checkbox"/> 100% <input type="checkbox"/>
13/10/2017	Belgium - Brussels	100% <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 100% <input type="checkbox"/>	<input type="checkbox"/> 100% <input type="checkbox"/>





Summary

Country	Location	Meals	Incidentals	Private Accommodation
Belgium	Brussels	383.91	292.35	0.00

Platt, Jo-Anne

From: Stephen Simpson <steve@[REDACTED].ca>
Sent: October-24-2017 9:35 AM
To: Platt, Jo-Anne
Subject: Brussels Bills from my Visa statment
Attachments: PastedGraphic-1.tiff

Here are the actual charges as put onto my Visa

<p>- Oct 13, 2017</p> <p>Posted Date Oct 16, 2017</p>	<p>The Hotel ELBA Leasehold</p> <p>Bruxelles BE</p> <p> The foreign exchange transaction amount was determined on the date when the transaction was posted to the account.</p> <p>[REDACTED]</p> <p>Print</p>	<p> 1,703.27</p> <p>EUR 1,121.20 converted at 1.51915</p>	<p>\$6,1</p>
<p>- Oct 13, 2017</p> <p>Posted Date Oct 16, 2017</p>	<p>The Hotel ELBA Leasehold</p> <p>Bruxelles BE</p> <p> The foreign exchange transaction amount was determined on the date when the transaction was posted to the account.</p> <p>[REDACTED]</p> <p>Print</p>	<p> 443.59</p> <p>EUR 292.00 converted at 1.51914</p>	<p>\$4,4</p>



Stephen Simpson
 [REDACTED]

The Hotel.

BRUSSELS

Mr Stephen Simpson
450 - 300 West Georgia Street
Vancouver BC V6B 6B4
Canada

Room No. : 1914
Arrival : 08-OCT-17
Departure : 13-OCT-17
Cashier : 17
Invoice Date : 13-OCT-17 11:08
Folio Number : 224812

COPY OF INVOICE

Page 1 of 1

Date	Description	Debit EUR	Credit EUR
08/10/17	Accommodation	210.00	
08/10/17	City Tax	4.24	
09/10/17	Accommodation	210.00	
09/10/17	City Tax	4.24	
10/10/17	Accommodation	210.00	
10/10/17	City Tax	4.24	
11/10/17	Accommodation	235.00	
11/10/17	City Tax	4.24	
12/10/17	Accommodation	235.00	
12/10/17	City Tax	4.24	
13/10/17	Visa Card ████████████████████		1,121.20
	11/17		
Total		1,121.20	1,121.20
Balance		0.00	
Tax Free		0.00	
Total excl. VAT		1,057.74	
VAT Detail	VAT	Net	Gross
TVA 6%	63.46	1,057.74	1,121.20
Total VAT	63.46		

I agree that my liability for this invoice is not waived and agree to be held personally liable in the event that the indicated person, association or company fails to pay for any part or the amount of these charges. This invoice also serves as receipt of payment for services rendered .

Merchant ID :
Transaction ID : 25041746

Approval Code : A658769
Approval Amount : 1121.2

Exchange Rate :
Currency Amount :

www.thehotel.be
Boulevard de Waterloo 38 - 1000 Bruxelles/Brussel - Belgium
T: +32 2 504 11 11 E: invoice@TheHotel.be
Siège Social/Maatschappelijke zetel: SPRL Elba Leasehold BVBA - Boulevard de Waterloo 38 - 1000 Bruxelles/Brussel - Belgium
TVA/BTW: BE 0889 633 520 - RPM/RPR Brussels - KBC Bank - IBAN: BE91731017314976 - BIC: KREDBEBB

Terms & Conditions on www.thehotel.be

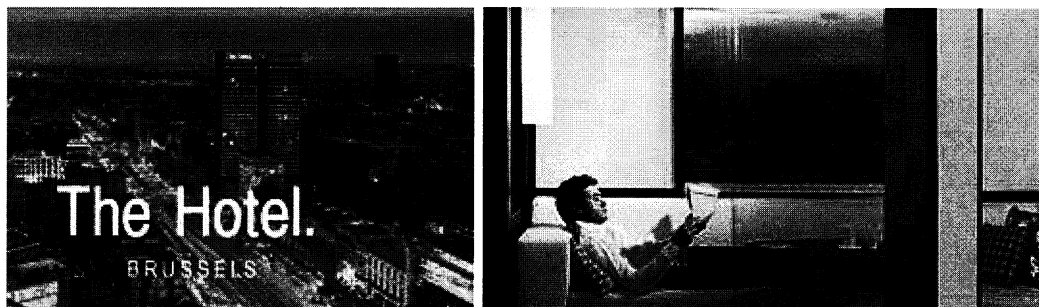
Platt, Jo-Anne

Subject: The Hotel Brussels Reservation Confirmation

From: Platt, Jo-Anne
Sent: August-17-2017 8:45 AM
To: Stephen Simpson [REDACTED]
Subject: FW: The Hotel Brussels Reservation Confirmation

As requested...

From: The Hotel Brussels Team [<mailto:groupcampaigns@pkghlrss.com>]
Sent: June-21-2017 1:36 PM
To: Simpson, Stephen <Stephen.simpson@crtc.gc.ca>
Subject: The Hotel Brussels Reservation Confirmation



Booking Confirmation

Dear Stephen,

Thanks for choosing The Hotel. Before you get on to your other plans for your stay in Brussels, here are the details of your booking:

Your reservation details:

Confirmation No.	32JZBL6B
Guest Name	Stephen Simpson
Arrival	Oct 8, 2017 - Check-in: After 03:00 PM
Departure	Oct 13, 2017 - Check-Out: Before 12:00 PM
Room Type	Superior Room

Occupancy 1
Room Rate (EUR)

Date2	Guest(s)	Status	Rate
Oct 8, 2017	1	Confirmed	210.00
Oct 9, 2017	1	Confirmed	210.00
Oct 10, 2017	1	Confirmed	210.00
Oct 11, 2017	1	Confirmed	210.00
Oct 12, 2017	1	Confirmed	210.00

Additional Guest	Rate
Second Guest	25.00
Third Guest	0.00
Fourth Guest	0.00
Fifth Guest	0.00

Total Charge (EUR) 1,050.00
Add-Ons

TERMS AND CONDITIONS

Terms & Conditions for The Hotel can be found on www.thehotel.be. If you need to make changes to your reservation, please click [here](#).

Cancellations policy as per contract. Any cancellations after this time are subjected to one night's room and tax. No-show or early departure will be charged full rate and for the entire length of stay.

Room Rates shown include 6.00% VAT Per Night and Exclude 4.24€ City Tax Per Night (subject to change). Total charges presented on the website will include VAT and exclude City Tax.

The Hotel Brussels
Boulevard de Waterloo 38, 1000 Brussels, BE
T: +32 2 504 11 11 - F: +32 2 504 21 11 - info@thehotel.be - www.thehotel.be



Expense Report Statement

Expense Report Name: June FCM - Jun19-21/17-1

Traveller Name: Stephen Simpson
TIN: XXXXXXXXXX
Prepared By: Jo Anne Platt
Policy Module: M3D - Domestic - Overnight Stay
Trip Purpose: Core Mandate - Meetings
Other Trip Purpose:
Travel Request Name: June FCM - Jun19-21/17
Travel Start Date: 19/06/2017
Travel End Date: 21/06/2017
ER Approval Status: Approved
Primary Location:
Secondary Location:

Online TAN: AKU778711
Fiscal Year: 2017-2018
Travel Outside Default N
Division:
Vendor Code: XXXXXXXXXX
Event:
Comments:

Expense Report Summary

Expense Summary

Total allocated expenses :	4,013.74
(Minus) Total non-reimbursable expenses :	4,013.74
Total due traveller :	0.00

Non-Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
25) Transaction/Service Charges	08/06/2017	P101 - 940 - 902 - S - 22 - E			23.10
Hrg Aku778711 5.01					23.10

Expense Type	Date		Foreign Amount	Tax Amount	Amount
Commercial Air (estimate direct from OBT)	07/06/2017	P101 - 940 - 902 - S - 22 - E			3,990.64
Air Can 0142178793701					<u>3,990.64</u>
Flight cancelled as FCM was cancelled					
Total non-reimbursable expenses (CAD)					4,013.74

Tax Coding Summary

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
P101 - 940 - 902 - S - 22 - E	4,013.74	4,013.74

Approval History

Date And Time	Approver	Approval Status	Comment
15/08/2017 08:02:23	Lori Ann Roque	Approved	
11/08/2017 08:45:15	Danielle May-Cuconato	Approved	
10/08/2017 12:56:10	Finance Recommender	Approved	2017-08-10 ER reviewed and recommended. Lori-Ann Roque
10/08/2017 11:50:44	Jo Anne Platt	Comments Submitted	NOTES - Aug10/17 1. June FCM cancelled 2. Flight cancelled and flight credit is to be issued
10/08/2017 11:49:28	Jo Anne Platt	Selected Approver Changed	

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name *Stephen Simpson*

Submit Date *10/08/2017*

Signature

Submitted on behalf of the Traveller.

Delegate Name *Jo Anne Platt*

Submit Date *10/08/2017*

Signature

Recommender Name *Finance Recommender*

Recommended Date *10/08/2017*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name *Danielle May-Cuconato*

Approval Date *11/08/2017*

Signature

Processor Name *Lori Ann Roque*

Processed Date *15/08/2017*

Signature



Expense Report Statement

Expense Report Name: July FCM - Jul5-6/17-1

Traveller Name: *Stephen Simpson*

TIN: [REDACTED]

Prepared By: *Jo Anne Platt*

Policy Module: *M3D - Domestic - Overnight Stay*

Trip Purpose: *Core Mandate - Meetings*

Other Trip Purpose:

Travel Request Name: *July FCM - Jul5-6/17*

Travel Start Date: *05/07/2017*

Travel End Date: *06/07/2017*

ER Approval Status: *Approved*

Primary Location:

Secondary Location:

Online TAN: *AKU794878*

Fiscal Year: *2017-2018*

Travel Outside Default *N*

Division:

Vendor Code: [REDACTED]

Event:

Comments:

Expense Report Summary

Expense Summary

Total allocated expenses :	3,012.09
(Minus) Total non-reimbursable expenses :	2,848.63
Total reimbursable expenses :	163.46
Total due traveller :	163.46

Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------

Expense Type	Date		Foreign Amount	Tax Amount	Amount
16) Commercial Accommodation	12/07/2017	P101 - 940 - 903 - S - 22 - E			203.68
Manual Prepaid					<u>203.68</u>
Other					
25) Transaction/Service Charges	23/06/2017	P101 - 940 - 903 - S - 22 - E			23.10
Hrg Aku794878 5.01					<u>23.10</u>
Commercial Air (estimate direct from OBT)	21/06/2017	P101 - 615 - 632 - S - 22 - E			2,621.85
Air Can 0142179422847					<u>2,621.85</u>
Preferred carrier and Commissioner Simpson has been given approval to book lower class business class flights.					
Total non-reimbursable expenses (CAD)					2,848.63

Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi	05/07/2017	P101 - 615 - 632 - S - 22 - E			29.66
The Best Way Taxi		- 899 - 000 - 9 - 60 - I		ON*HST 3.56	<u>33.22</u>
Taxi					
11) Taxi	06/07/2017	P101 - 615 - 632 - S - 22 - E			35.93
The Best Way Taxi		- 899 - 000 - 9 - 60 - I		ON*HST 4.31	<u>40.24</u>
Taxi					
2) Allowance: Meals, Incidentals & Private Accommodation	12/07/2017	P101 - 940 - 903 - S - 22 - E			30.33
		- 899 - 000 - 9 - 60 - I		QC#G ... 4.87	<u>35.20</u>

Expense Type	Date		Foreign Amount	Tax Amount	Amount
	12/07/2017	P101 - 940 - 903 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA#G ... 0.82	16.48 <u>17.30</u>
	12/07/2017	P101 - 940 - 903 - S - 22 - E - 899 - 000 - 9 - 60 - I		QC#G ... 2.39	14.91 <u>17.30</u>
3) Allowance: Private Motor Vehicle	12/07/2017	P101 - 940 - 903 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA#G ... 0.48	9.62 <u>10.10</u>
	12/07/2017	P101 - 940 - 903 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA#G ... 0.48	9.62 <u>10.10</u>
Total reimbursable expenses (CAD)					163.46

Tax Coding Summary

GST	Total Amount
- 899 - 000 - 9 - 60 - I	9.04
HST	Total Amount
- 899 - 000 - 9 - 60 - I	7.87

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
P101 - 940 - 903 - S - 22 - E	307.74	316.78
P101 - 615 - 632 - S - 22 - E	2,687.44	2,695.31

Approval History

Date And Time	Approver	Approval Status	Comment
13/07/2017 10:39:54	Lori Ann Roque	Approved	
13/07/2017 10:26:30	Danielle May-Cuconato	Approved	

Date And Time	Approver	Approval Status	Comment
13/07/2017 09:20:59	Finance Recommender	Approved	2017-07-13 ER within TR approved amount. ER reviewed and recommended by Lori-Ann Roque.
12/07/2017 15:14:26	Jo Anne Platt	Selected Approver Changed	

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name *Stephen Simpson*

Submit Date *12/07/2017*

Signature

Submitted on behalf of the Traveller.

Delegate Name *Jo Anne Platt*

Submit Date *12/07/2017*

Signature

Recommender Name *Finance Recommender*

Recommended Date *13/07/2017*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name *Danielle May-Cuconato*

Approval Date *13/07/2017*

Signature

Processor Name *Lori Ann Roque*

Processed Date *13/07/2017*

Signature

Out of Pocket Expenses: Details

Out of Pocket Expense: 12/07/2017
 Amount: \$69.80 CAD
 July FCM - Jul5-6/17 - meals&incidentals

Expense Report Details
 #2125 12/07/2017
 July FCM - Jul5-6/17-1
 Out of Pocket Expenses: Copy

Expenses Coding Approval Summary

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

View by: Month: July Year: 2017

Date	Country/Location	Meal Rate	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
05/07/2017	Canada - British Columbia	100% <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 100% <input type="checkbox"/>	<input type="checkbox"/> 100% <input type="checkbox"/>
06/07/2017	Canada - Quebec	100% <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 100% <input type="checkbox"/>	<input type="checkbox"/> 100% <input type="checkbox"/>

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	British Columbia	0.00	17.30	0.00
Canada	Quebec	35.20	17.30	0.00

Out of Pocket Expenses: Details

Out of Pocket Expense: 12/07/2017
 Amount: \$20.20 CAD
 July FCM - Jul5-6/17 - transportation

Expense Report Details
 #2125 12/07/2017
 July FCM - Jul5-6/17-1
 Out of Pocket Expenses: Copy

Expenses Coding Approval Summary

Start Date: 05/07/2017 End Date: 05/07/2017

Country: Canada State/Province: British Columbia Location: All locations Tax Status: Tax Paid Distance Type: Kilometres

Rationale for choice of Transport
 Less expensive for Steve's wife to drive him to airport than to take a taxi.

Calculated Mileage	10.10	20 km	
Estimated Mileage	0.00	0 km	
Total Allocated	10.10 CAD		

Out of Pocket Expenses: Details

Out of Pocket Expense: 12/07/2017
 Amount: \$20.20 CAD
 July FCM - Jul5-6/17 - transportation

Expense Report Details
 #2125 12/07/2017
 July FCM - Jul5-6/17-1
 Out of Pocket Expenses: Copy

- Expenses
- Coding
- Approval
- Summary

Start Date	End Date
06/07/2017	06/07/2017

Country	State/Province	Location	Tax Status	Distance Type
Canada	British Columbia	All locations	Tax Paid	Kilometres

Rationale for choice of Transport
 Less expensive than taxi for Steve's wife to pick him up at airport.

Calculated Mileage	10.10	20 km	
Estimated Mileage	0.00	0 km	
Total Allocated	10.10 CAD		

Mileage Calculator

From

 **5477-5611 Grant McConachie Way, Richmond, BC ^**
5477-5611 Grant McConachie Way, Richmond, BC V7B, Canada

To

Return Journey

Avoid Tolls

Avoid Highways

Distance

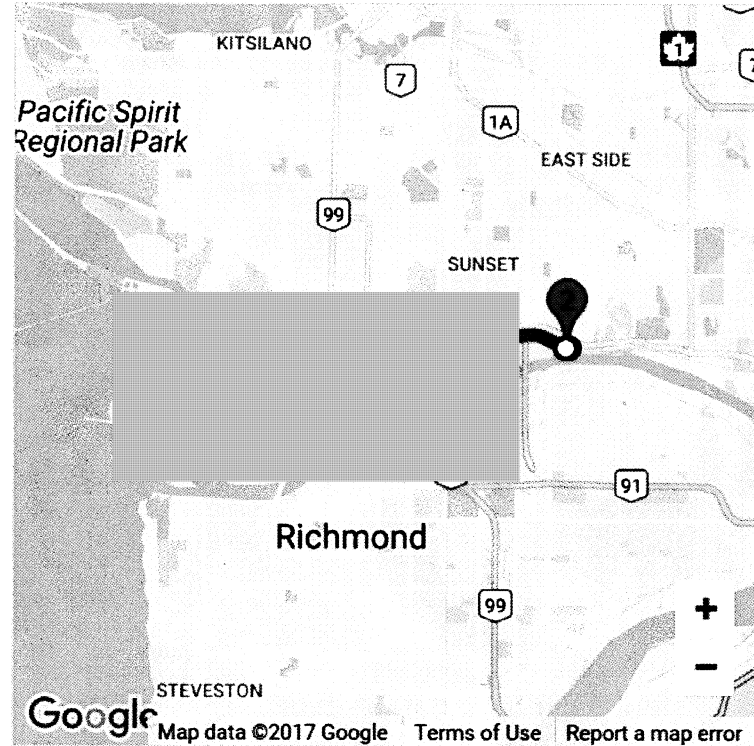
19 km

Non-Reimbursable

km

Reimbursable

19 km



Close



STS SVP
Shared Travel Services Services de voyage partagés



E-Ticket Itinerary Receipt and Invoice

22 June 2017

THANK YOU FOR BOOKING WITH THE HOGG ROBINSON GROUP (HRG) GOVERNMENT OF CANADA TRAVEL SERVICES. THIS DOCUMENTATION CONFIRMS YOUR TRAVEL ARRANGEMENTS.

THE INFORMATION CONTAINED IN THIS DOCUMENT IS PROVIDED BY HRG NORTH AMERICA VIA TRAVELPORT AND OTHER THIRD-PARTY VENDORS. AS SUCH, SOME CONTENT IS AVAILABLE IN ENGLISH ONLY.

PLEASE REVIEW TO ENSURE THAT ALL INFORMATION IS CORRECT.

TRAVELLERS ARE RESPONSIBLE FOR VERIFYING THEIR TRAVEL DOCUMENTS UPON RECEIPT.

ACCEPTANCE OF YOUR ITINERARY CONSTITUTES AGREEMENT WITH ITS CONTENTS./p>

ANY DISCREPANCY MUST BE REPORTED TO HRG NORTH AMERICA PRIOR TO 8PM EST THE SAME BUSINESS DAY.

HRG WILL NOT INCREASE THE PRICE AFTER TICKET ISSUANCE.

IMPORTANT INFORMATION
THE REQUEST FOR SEATS ON YOUR FLIGHT AC345 WAS UNSUCCESSFUL PLEASE CONTACT YOUR TRAVEL CENTRE TO BOOK YOUR SEATS.

Itinerary details		Account references	
Trip locator:	KGVCNS	Traveller Category :	Public Servants
Traveller:	Mr STEPHEN SIMPSON	Travel Directive Module :	M3D - Domestic - Overnight stay
		THCEE Trip Category :	Core Mandate
		Trip Purpose :	Core Mandate - Meetings
		TAN :	AKU794878
		Fiscal Year :	2017-2018
		Rationale for not using virtual presence :	Personal attendance required

Itinerary summary						
Traffic	Date	From-to/location	Supplier	Times	Class/room	Status
	05 Jul 2017	<u>YVR - YOW</u>	AC340	09:30-17:04	Business	Booked
	06 Jul 2017	<u>YOW - YVR</u>	AC345	17:55-20:06	Business	Booked

Frequent flyer cards:

	Air Canada	
	Flight # AC340	
		Status: Booked
Departing:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M	
Date/time:	05 July 2017, 09:30	
Arriving:	Ottawa Intl Airport, Ottawa, Canada (YOW)	
Date/time:	05 July 2017, 17:04	
Duration:	4h34m	
Aircraft:	Airbus A320-100/200 Narrowbody Jet	
Cabin class:	Business (P)	
		Add to calendar



Air Canada
Flight # AC345



Status: Booked

Departing: Ottawa Intl Airport, Ottawa, Canada (YOW)
Date/time: 06 July 2017, 17:55
Arriving: Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M
Date/time: 06 July 2017, 20:06
Duration: 5h11m
Aircraft: Airbus A320-100/200 Narrowbody Jet
Cabin class: Business (P)

[Add to calendar](#)



Fare details

Fare accepted: 2392.00 CAD
Taxes and fees: 123.61 XG / 2.99 RC / 0.00 XQ / 103.25 XT
Total amount: 2621.85 CAD
Fare routing: YVR - YOW
 YOW - YVR



Service Fees

Fee 1 Base: 22.00 CAD
Fee 1 Taxes: 1.10 CAD GST
Fee 1 Total: 23.10 CAD

GENERAL INFORMATION

 VENDOR TICKET NUMBER-2179422847

VENDOR NAME-AIR CANADA
 VENDOR LOCATOR-ACWHQE

GST REGISTRATION NO. R136445095 QST REGISTRATION NO. TVQ M1015857826

GST is represented by tax code XG; HST is represented by tax code RC; QST is represented by tax code XQ.

FOR ASSISTANCE OR IN TRANSIT EMERGENCY SERVICE PLEASE CONTACT HRG ANYTIME AT 1-866-857-3578 WITHIN NORTH AMERICA OR FROM OUTSIDE CANADA / USA; CALL COLLECT AT 1-613-822-3873.

FOR CREDIT CARD SUPPORT DUE TO LOST OR STOLEN CARDS PLEASE USE PHONE NUMBER ABOVE; SELECT OPTION 4 IMPORTANT; THE NAME ON THE IDENTIFICATION MUST MATCH THE NAME ON THE RESERVATION; BOARDING PASS.

FOR FLIGHTS WITHIN CANADA ALL PASSENGERS MUST PRESENT ONE PIECE OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION THAT INCLUDES NAME / DATE OF BIRTH AND GENDER.

FOR FLIGHTS TO/FROM THE UNITED STATES ALL PASSENGERS ARE REQUIRED TO PRESENT A VALID PASSPORT.

CITIZENS OF COUNTRIES OTHER THAN CANADA AND THE UNITED STATES SHOULD CONTACT THEIR CONSULATE OR EMBASSY FOR BOARDING REQUIREMENTS OR CONSULT HRG GOVERNMENT TRAVEL SERVICE.

PROOF OF ONWARD OR RETURN TRAVEL MAY BE REQUIRED AT CHECK-IN.

PASSPORT AND VISA REQUIREMENTS:

PLEASE ENSURE PASSPORT IS VALID FOR 6 MONTHS BEYOND EXPECTED RETURN DATE.

ALL CHILDREN REGARDLESS OF AGE MUST HAVE THEIR OWN PASSPORT

CITIZENS OF COUNTRIES OTHER THAN CANADA AND THE UNITED STATES SHOULD CONTACT THE CONSULATE OR EMBASSY FOR PASSPORT AND VISA REQUIREMENTS OR CONSULT HRG GOVERNMENT TRAVEL SERVICE.

CHECK-IN:

* PLEASE ALLOW 2HRS FOR DOMESTIC (CANADA); TRANSBORDER (USA) CHECK-IN

* ALLOW 3HRS FOR ALL INTERNATIONAL CHECK-IN

THE AIRLINES RESERVE THE RIGHT TO DENY BOARDING IF MINIMUM CHECK-IN TIMES ARE NOT MET

FLIGHT TIMES ARE SUBJECT TO CHANGE; PLEASE RE-CONFIRM FLIGHT TIMES PRIOR TO DEPARTURE.

IF YOU ARE TRAVELLING TO AN INTERNATIONAL DESTINATION, PLEASE RECONFIRM YOUR RESERVATIONS 72 HOURS PRIOR TO DEPARTURE DIRECTLY WITH THE AIR CARRIER.

FOR FREE BAGGAGE ALLOWANCE AND/OR APPLICABLE FEES FOR CARRY-ON//CHECKED BAGGAGE RELATED TO YOUR FLIGHT - PLEASE VERIFY THE CARRIERS WEBSITE.

ACCOMMODATIONS:

PLEASE VERIFY THE RATE AT CHECK-IN AS LOCAL MARKET CONDITIONS MAY DICTATE A LOWER RATE.

THE SUPPLIERS PROVIDING SERVICES FOR YOUR RESERVATION MAY HAVE IMPOSED RESTRICTIONS CONCERNING THE ABILITY TO CHANGE OR MODIFY YOUR RESERVATION. THE DETAILS OF THESE RESTRICTIONS WERE PROVIDED EITHER TO YOU OR TO THE PERSON MAKING THE RESERVATION ON YOUR BEHALF. DURING THE ONLINE RESERVATION PROCESS THESE RESTRICTIONS WERE ACCEPTED PRIOR TO SUBMITTING YOUR RESERVATION FOR PURCHASE. SHOULD YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT AN HRG NORTH AMERICA TRAVEL COUNSELLOR.

NO-SHOWS:

NO-SHOWS ARE NOT PERMITTED AND RESULT IN THE FORFEIT OF THE FULL AMOUNT OF THE FARE AT DEPARTURE TIME; PLEASE NOTE THAT NO-SHOWS AT ORIGINAL POINT OF DEPARTURE WILL ALSO RESULT IN CANCELLATION OF THE REMAINDER OF THE FLIGHTS.

CHANGES OR CANCELLATIONS MUST BE MADE PRIOR TO SCHEDULED TRAVEL DATE AND; FLIGHT TIME TO PREVENT NO SHOWS AND AVOID FORFEIT OF VALUE OF TICKET.

PLEASE NOTE THAT FARES MAY BE SUBJECT TO CHANGE AND ARE GUARANTEED ONLY ONCE TICKETED.

Travel Industry regulations require the travel agency to advise the customer about the availability of optional trip cancellation insurance and optional out of province health insurance. Individuals may contact the travel insurance provider of their choice to obtain a personal quote. TICO NO. 1355825

HRG North America, 370 King St. W., Suite 700, Toronto ON M5V 1J9, 1-866-857-3578

THE BEST WAY TAXI

OTTAWA, ON
TEL (613) 727-0131
TERM ID: C6517455 BATCH#: 221
EMPLOYEE ID: 3664 SHIFT#: 003

Airport to The Metcalfe

Jul5/17

\$33.22

Sale
INVT: 000000001 Chip
MCARD: SL001221001001001
Application Label: MasterCard
AID: [REDACTED]
TVR:00 00 00 80 00
TSI:EB 00
Amount: \$ 28.89
Tip: \$ 4.33

Total:CAD\$ 33.22

APPROVED 210011
001/00 21:00:11
05-Jul-17

CUSTOMER COPY
THE BEST WAY TAXI
TAXI 01012
3614-3664



TAXI
1394 GAULTOIS
OTTAWA, ON K1K 3G2
Merchant ID: 000000004524013
Term ID: 07527249
Clerk ID: 1
25267000016

HQ to airport

Jul6/17

\$40.24

Purchase

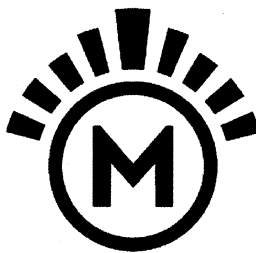
MasterCard

[REDACTED]
AID: [REDACTED]

Entry Method: Chip
Batch#: 000098
07/06/17 15:52:15

Ref#:000003519085
Inv #: 001386 Appr Code: 155249

Amount: \$ 33.53
Tip: \$ 6.71
Total: \$ 40.24



15

07-06-17

CRTC	Folio No. : 181172	Room No. : 402
Canadian Radio-television and Telecommunications Commission	A/R Number : 100314	Arrival : 07-05-17
Ottawa ON K1A 0N2	Group Code :	Departure : 07-06-17
Simpson, Stephen	Company : CRTC	Conf. No. : 75645SB00
	Membership No. :	Rate Code : IMCGV
	Invoice No. :	Page No. : 1 of 1

Date	Description	Charges	Credits
07-05-17	*Accommodation	175.00	
07-05-17	Ottawa DMF	5.25	
07-05-17	HST	23.43	
	Total	203.68	0.00
	Balance	203.68	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. 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 associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

The Metcalfe Hotel
 123 Metcalfe Street
 Ottawa, ON K1P 5L9
 Telephone: (613) 231-6555 Fax: (613) 231-7555

Expense Report Statement

Expense Report Name: BCAB - May15-20/17-1

Traveller Name: *Stephen Simpson*
 TIN: XXXXXXXXXX
 Prepared By: *Jo Anne Platt*
 Policy Module: *M3D - Domestic - Overnight Stay*
 Trip Purpose: *Core Mandate - Conferences*
 Other Trip Purpose:
 Travel Request Name: *BCAB - May15-20/17*
 Travel Start Date: *15/05/2017*
 Travel End Date: *20/05/2017*
 ER Approval Status: *Approved*
 Primary Location:
 Secondary Location:

Online TAN: *AKU761717*
 Fiscal Year: *2017-2018*
 Travel Outside Default Division: *N*
 Vendor Code: XXXXXXXXXX
 Event:
 Comments:

Expense Report Summary

Expense Summary

Total allocated expenses :	1,310.07
Total reimbursable expenses :	1,310.07
Total due traveller :	1,310.07

Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
16) Commercial Accommodation	31/05/2017	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA*G ... 25.03	625.77
Other					650.80

Expense Type	Date		Foreign Amount	Tax Amount	Amount
2) Allowance: Meals, Incidentals & Private Accommodation	31/05/2017	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA#G ... 9.10	182.00 <u>191.10</u>
	31/05/2017	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA#G ... 3.30	65.90 <u>69.20</u>
3) Allowance: Private Motor Vehicle	31/05/2017	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA#G ... 19.00	379.97 <u>398.97</u>
Total reimbursable expenses (CAD)					1,310.07

Tax Coding Summary

GST	Total Amount
- 899 - 000 - 9 - 60 - I	56.43

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
P101 - 615 - 632 - S - 22 - E	1,253.64	1,310.07

Approval History

Date And Time	Approver	Approval Status	Comment
02/06/2017 10:48:20	Lori Ann Roque	Approved	
02/06/2017 09:23:54	Danielle May-Cuconato	Approved	
01/06/2017 14:29:11	Finance Recommender	Approved	2017-06-01 Mileage corrected by travel arranger to reflect route from office to conference location/hotel and back. Hotel average nightly rate charged was within PWGSC city rate limit. ER within TR approved amount. ER reviewed and recommended by Lori-Ann Roque

Date And Time	Approver	Approval Status	Comment
31/05/2017 21:24:51	Jo Anne Platt	Comments Submitted	NOTES - May31 1. See attached email from Steve. Hotel overbooked so had to stay in more expensive room on last night of conference. He stayed an extra two few nights and paid for those out of his own pocket. 2. Grossly underestimated the mileage he would do for the trip. In the same email attached to hotel expense he said he covered 907km.
31/05/2017 17:57:54	Jo Anne Platt	Comments Submitted	NOTES - May31 1. See attached email from Steve. Hotel overbooked so had to stay in room on his last night that cost more than quoted. He stayed an extra few nights but has paid for those out of his own pocket. 2. Grossly underestimated the mileage he would do for the trip. In the same email he said he covered 907km. I tried to have the system show as close to that as possible.
31/05/2017 17:55:09	Jo Anne Platt	Selected Approver Changed	

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name *Stephen Simpson*

Submit Date *31/05/2017*

Signature

Submitted on behalf of the Traveller.

Delegate Name *Jo Anne Platt*

Submit Date *31/05/2017*

Signature

Recommender Name *Finance Recommender*

Recommended Date *01/06/2017*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name *Danielle May-Cuconato*

Approval Date *02/06/2017*

Signature

Processor Name *Lori Ann Roque*

Processed Date *02/06/2017*

Signature

Platt, Jo-Anne

From: Stephen Simpson [REDACTED]
Sent: May-28-2017 9:33 AM
To: Platt, Jo-Anne
Subject: BCAB expenses

Hi JA

Here is the hotel invoice for the watermark.

They had a big time overbooking problem and the room rate they gave you they could only provide for two nights even though I was booked to arrive Monday night and had the room for Monday Tuesday and Wednesday.

Anyhow they had to make me switch rooms on Wednesday night to a more expensive (and very very much ncer room). Yet they only charged me another 35 or so \$\$\$ for the remaining nights where the room rate for this unit was \$260 per night. I was crazy not to take it.

Anyway, just put in the the CRTC for three nights at the agreed upon rate and I will cover the difference for the balance of Wednesday and all of Thursday and Friday.

Also for mileage I racked up 904 km's [REDACTED]

Cjheck in with you Tuesday or Wednesday

cheers



Stephen Simpson
[REDACTED]

WATERMARK BEACH RESORT
15 PARK PLACE # 700
OSOYOOS, BC V0H 1V0

Merchant ID: 000000005430071
Term ID: 09449333
25434170015

PreAuth Complete

VISA

Guest Name: Stephen Simpson
290-858 Beatty Street
Vancouver, . CN

Room #: 12
Folio #: RWTR15A86 - 1
Group #: 2134
Guests: 2
Clerk:

Functions 2017

Arrive: 05/14/17 Time: 03:12 PM Depart: 05/20/17 Time: 09:09 AM Status: HIST

Date	Description	Reference	Comment	Charges	Credits
03/16/2017	DEP MASTERCARD	03168040	*****		-\$206.95
05/14/2017	DEP MASTERCARD	03168040	***** ants to p	\$206.95	
05/15/2017	PACKAGE	BCAB	Pkg: BC Association of Broadcasters	\$183.00	
05/15/2017	PACKAGE TAX	BCAB**	Tax: HOTEL TAX - Pkg: BCAB	\$14.80	
05/15/2017	PACKAGE TAX	BCAB**	Tax: GST ROOM - Pkg: BCAB	\$7.40	
05/15/2017	PACKAGE TAX	BCAB**	Tax: GST OTHER - Pkg: BCAB	\$1.75	
05/16/2017	PACKAGE	BCAB	Pkg: BC Association of Broadcasters	\$183.00	
05/16/2017	PACKAGE TAX	BCAB**	Tax: GST OTHER - Pkg: BCAB	\$1.75	
05/16/2017	PACKAGE TAX	BCAB**	Tax: HOTEL TAX - Pkg: BCAB	\$14.80	
05/16/2017	PACKAGE TAX	BCAB**	Tax: GST ROOM - Pkg: BCAB	\$7.40	
05/17/2017	ROOM CHARGE	12		\$206.00	
05/17/2017	GST ROOM	12t	GST ROOM	\$10.30	
05/17/2017	HOTEL TAX	12t	HOTEL TAX	\$20.60	
05/18/2017	ROOM CHARGE	12		\$206.00	
05/18/2017	GST ROOM	12t	GST ROOM	\$10.30	
05/18/2017	HOTEL TAX	12t	HOTEL TAX	\$20.60	
05/19/2017	ROOM CHARGE	12		\$206.00	
05/19/2017	GST ROOM	12t	GST ROOM	\$10.30	
05/19/2017	HOTEL TAX	12t	HOTEL TAX	\$20.60	
05/20/2017	PAY VISA	Ck Out 09:09			-\$1,124.60

Folio Balance: \$0.00

Signature: _____

GST 836062620RT0001

Out of Pocket Expenses: Details

Expense Report Details
#2049 31/05/2017
BCAB - May15-20/17-1
Out of Pocket Expenses: Copy

Out of Pocket Expense: 31/05/2017
Amount: \$398.97 CAD
BCAB - May15-20/17 - mileage


Expenses	Coding	Approval	Summary
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15/05/2017

20/05/2017

Country	State/Province	Location
Canada ▼	British Columbia ▼	All locations ▼

Tax Status	Distance Type	Rationale for choice of Transport
Tax Paid ▼	Kilometres ▼	Only option for transportation.

Calculated Mileage	398.97	806 km 
Estimated Mileage	0.00	0 km
Total Allocated	398.97 CAD	

Cancel

Mileage Calculator

Route

From

300 W Georgia St, Vancouver, BC V6B 6B1, Canada
300 W Georgia St, Vancouver, BC V6B 6B1, Canada

To

8147 Crowsnest Hwy, Osoyoos, BC V0H 1V0, Canada
8147 Crowsnest Hwy, Osoyoos, BC V0H 1V0, Canada

Return Journey

Avoid Tolls

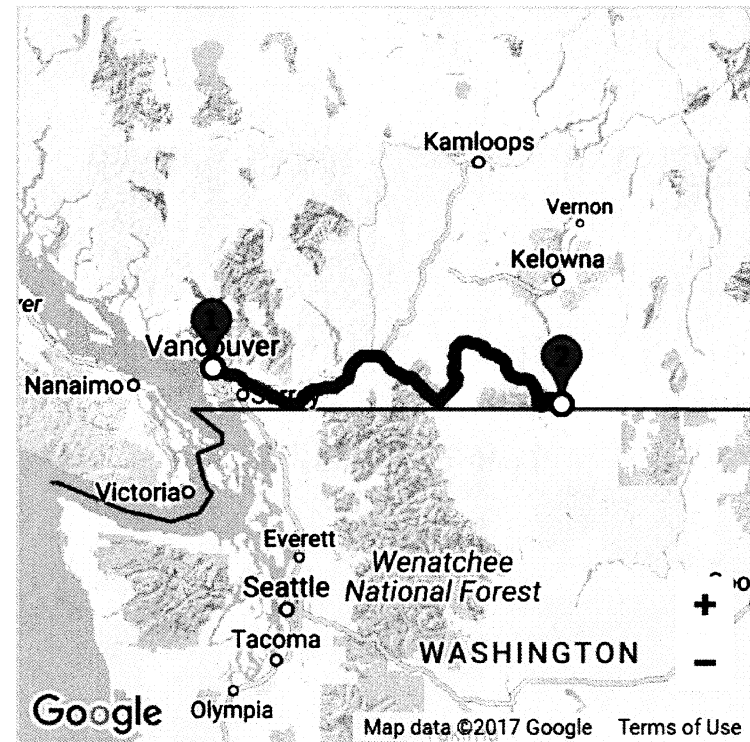
Avoid Highways

Distance **796 km**

Non-Reimbursable km

Reimbursable **796 km**

Map



Out of Pocket Expenses: Details

Expense Report Details
 #2049 31/05/2017
 BCAB - May15-20/17-1
 Out of Pocket Expenses: Copy

Out of Pocket Expense: 31/05/2017
 Amount: \$260.30 CAD
 BCAB - May15-20/17 - meals&incidentals

Expenses Coding Approval Summary

Date	Country/Location	Meal Rate	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
15/05/2017	Canada - British Columbia	100% ▼	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼
16/05/2017	Canada - British Columbia	100% ▼	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼
17/05/2017	Canada - British Columbia	100% ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼
18/05/2017	Canada - British Columbia	100% ▼	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	British Columbia	191.10	69.20	0.00

Cancel

Expense Report Statement

Expense Report Name: WAB 2017 - Jun6-9/17-1

Traveller Name: *Stephen Simpson*
 TIN: XXXXXXXXXX
 Prepared By: *Jo Anne Platt*
 Policy Module: *M3D - Domestic - Overnight Stay*
 Trip Purpose: *Core Mandate - Conferences*
 Other Trip Purpose:
 Travel Request Name: *WAB 2017 - Jun6-9/17*
 Travel Start Date: *06/06/2017*
 Travel End Date: *09/06/2017*
 ER Approval Status: *Approved*
 Primary Location:
 Secondary Location:

Online TAN: *AKU798012*
 Fiscal Year: *2016-2017*
 Travel Outside Default *N*
 Division:
 Vendor Code: XXXXXXXXXX
 Event:
 Comments:

Expense Report Summary

Expense Summary

Total allocated expenses :	2,615.31
(Minus) Total non-reimbursable expenses :	1,271.55
Total reimbursable expenses :	1,343.76
Total due traveller :	1,343.76

Non-Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
17) Conference Fees	19/06/2017	0436 - 615 - 632 - S - 22 - E			897.75
Manual Prepaid					<u>897.75</u>

Expense Type	Date		Foreign Amount	Tax Amount	Amount
25) Transaction/Service Charges Hrg Aku798012 5.01	21/03/2017	P101 - 615 - 632 - S - 22 - E			31.24
					<u>31.24</u>
Commercial Air (estimate direct from OBT) Air Can 0149567244713	20/03/2017	P101 - 615 - 632 - S - 22 - E			342.56
					<u>342.56</u>
Flight from Vancouver to Calgary return booked through OBT					
Total non-reimbursable expenses (CAD)					1,271.55

Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi Surdell Taxi 097	21/06/2017	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA*G ... 0.96	24.04
					<u>25.00</u>
Commissioner Simpson unable to locate case receipt for taxi trip airport to home on his return trip.					
11) Taxi Surdell Taxi 097	09/06/2017	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA*G ... 1.27	31.73
					<u>33.00</u>
16) Commercial Accommodation Fairmont Hotels And Resorts	19/06/2017	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA*G ... 35.96	899.08
					<u>935.04</u>
Reserved room type not available all three nights due to hotel error. Had to stay in higher rate room for last night.					
2) Allowance: Meals, Incidentals & Private Accommodation	21/06/2017	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA#G ... 5.54	110.81
					<u>116.35</u>

Expense Type	Date		Foreign Amount	Tax Amount	Amount
	21/06/2017	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA#G ... 2.47	49.43 <u>51.90</u>
	21/06/2017	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON#H ... 1.99	15.31 <u>17.30</u>
6) Bus Brewster Inc.	15/03/2017	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA*G ... 4.74	118.43 <u>123.17</u>
Return fare for charter bus to and from Calgary airport and Banff					
8) Misc transportation charges Air Can 0149567244713	20/03/2017	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA*G ... 1.62	40.38 <u>42.00</u>
Seat selection fee					
Total reimbursable expenses (CAD)					1,343.76

Tax Coding Summary

GST	Total Amount
- 899 - 000 - 9 - 60 - I	52.56
HST	Total Amount
- 899 - 000 - 9 - 60 - I	1.99

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
P101 - 615 - 632 - S - 22 - E	1,663.01	1,717.56
0436 - 615 - 632 - S - 22 - E	897.75	897.75

Approval History

Date And Time	Approver	Approval Status	Comment
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Date And Time	Approver	Approval Status	Comment
06/07/2017 13:04:53	Lori Ann Roque	Approved	
06/07/2017 12:41:29	Danielle May-Cuconato	Approved	
28/06/2017 13:02:45	Finance Recommender	Approved	2017-06-28 Taxi amount changed to \$25 with receipt and meals corrected. ER within TR approved amount. ER reviewed and recommended by Lori-Ann Roque. Please provide receipt for the taxi amount of \$33 and remove breakfast on June 6 as the departure time was at 13:50. For any question, don't hesitate to communicate with me. M. Khouri June 23, 2017
23/06/2017 13:55:25	Finance Recommender	Information Required	
23/06/2017 13:55:14	Finance Recommender	Approval Required	Please provide receipt for the taxi amount of \$33 and remove breakfast on June 6 as the departure time was at 13:50. For any question, don't hesitate to communicate with me. M. Khouri June 23, 2017
21/06/2017 16:00:43	Jo Anne Platt	Selected Approver Changed	
21/06/2017 16:00:09	Jo Anne Platt	Comments Submitted	NOTES 1. Steve paid \$30 cash for taxi from airport to home on his return trip from Banff. He has been unable to locate the receipt.

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name *Stephen Simpson*

Submit Date *21/06/2017*

Signature

Submitted on behalf of the Traveller.

Delegate Name *Jo Anne Platt*

Submit Date *21/06/2017*

Signature

Recommender Name *Finance Recommender*

Recommended Date *28/06/2017*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name *Danielle May-Cuconato*

Approval Date *06/07/2017*

Signature

Processor Name *Lori Ann Roque*

Processed Date *06/07/2017*

Signature

Out of Pocket Expenses: Details

Expense Report Details
 #2085 21/06/2017
 WAB 2017 - Jun6-9/17-1
 Out of Pocket Expenses: Copy

Out of Pocket Expense: 21/06/2017
 Amount: \$185.55 CAD
 WAB 2017 - Jun6-9/17 - food/incidentals

Expenses Coding Approval Summary

View by: Month: **June** Year: **2017**

Date	Country/Location	Meal Rate	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
06/06/2017	Canada - Alberta	100% <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 100% <input type="checkbox"/>	<input type="checkbox"/> 100% <input type="checkbox"/>
06/06/2017	Canada - Ontario	100% <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 100% <input type="checkbox"/>	<input type="checkbox"/> 100% <input type="checkbox"/>
07/06/2017	Canada - Alberta	100% <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 100% <input type="checkbox"/>	<input type="checkbox"/> 100% <input type="checkbox"/>
08/06/2017	Canada - Alberta	100% <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 100% <input type="checkbox"/>	<input type="checkbox"/> 100% <input type="checkbox"/>
09/06/2017	Canada - Alberta	100% <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 100% <input type="checkbox"/>	<input type="checkbox"/> 100% <input type="checkbox"/>

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Alberta	116.35	51.90	0.00
Canada	Ontario	0.00	17.30	0.00

Out of Pocket Expenses: Details

Expense Report Details
 #2085 21/06/2017
 WAB 2017 - Jun6-9/17-1
 Out of Pocket Expenses: Copy

Out of Pocket Expense: 21/06/2017
 Amount: \$25.00 CAD
 WAB 2017 - Jun6-9/17 - taxi cash

- Expenses
- Coding
- Approval
- Summary

Spend Wizard Options > 11) Taxi

Relates to taxi charges incurred.

Allocation

Expense Type	Amount	Sub Type
Taxi	25.00	Taxi based on receipts
Total Allocated	25.00	+ 0.00 Other Allocations = 25.00 Out of Pocket Expenses Total

Comments

Comments Commissioner Simpson unable to locate case receipt for taxi trip airport to home on his return trip. ⤴
⤵

Back



STS SVP
Shared Travel Services Services de voyage partagés



E-Ticket Itinerary Receipt and Invoice

20 March 2017

THANK YOU FOR BOOKING WITH THE HOGG ROBINSON GROUP (HRG) GOVERNMENT OF CANADA TRAVEL SERVICES. THIS DOCUMENTATION CONFIRMS YOUR TRAVEL ARRANGEMENTS.

THE INFORMATION CONTAINED IN THIS DOCUMENT IS PROVIDED BY HRG NORTH AMERICA VIA TRAVELPORT AND OTHER THIRD-PARTY VENDORS. AS SUCH, SOME CONTENT IS AVAILABLE IN ENGLISH ONLY.

PLEASE REVIEW TO ENSURE THAT ALL INFORMATION IS CORRECT.

TRAVELLERS ARE RESPONSIBLE FOR VERIFYING THEIR TRAVEL DOCUMENTS UPON RECEIPT.

ACCEPTANCE OF YOUR ITINERARY CONSTITUTES AGREEMENT WITH ITS CONTENTS./p>




ANY DISCREPANCY MUST BE REPORTED TO HRG NORTH AMERICA PRIOR TO 8PM EST THE SAME BUSINESS DAY.




HRG WILL NOT INCREASE THE PRICE AFTER TICKET ISSUANCE.


Itinerary details		Account references	
Trip locator:	LTT9S2	Traveller Category :	Public Servants
Traveller:	Mr STEPHEN SIMPSON	Travel Directive Module :	M3D - Domestic - Overnight stay
		THCEE Trip Category :	Core Mandate
		Trip Purpose :	Core Mandate - Conferences
		TAN :	AKU798012
		Fiscal Year :	2016-2017
		Rationale for not using virtual presence :	Personal attendance required

Itinerary summary						
Traffic	Date	From-to/location	Supplier	Times	Class/room	Status
✈	06 Jun 2017	YVR - YYC	AC216	13:50-16:14	Economy	Booked
✈	09 Jun 2017	YYC - YVR	AC223	17:00-17:26	Economy	Booked
Frequent flyer cards:						

E-ticket 1	
Invoice number:	36680
Traveller name:	SIMPSON/STEPHENM
Ticket number:	0149567244713
Route:	Vancouver Intl Airport, Vancouver - Calgary Intl Airport, Calgary - Vancouver Intl Airport, Vancouver
Fare amount:	262.00 CAD
Taxes:	14.25 CA / 16.31 XG / 50.00 SQ
Ticket amount:	342.56 CAD
Issuing agency:	67524192
Date of issue:	20 March 2017
Form of payment:	
Endorsements:	GOC-ACJV

	Air Canada Flight # AC216	 Booking reference: LVTRWI Status: Booked
Departing:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M	
Date/time:	06 June 2017, 13:50	
Arriving:	Calgary Intl Airport, Calgary, Canada (YYC)	
Date/time:	06 June 2017, 16:14	
Duration:	1h24m	
Aircraft:	Airbus A320-100/200 Narrowbody Jet	
Cabin class:	Economy (L)	
Baggage allowance:	0PC	 Add to calendar

	Air Canada Flight # AC223	 Booking reference: LVTRWI Status: Booked
Departing:	Calgary Intl Airport, Calgary, Canada (YYC)	
Date/time:	09 June 2017, 17:00	
Arriving:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M	
Date/time:	09 June 2017, 17:26	
Duration:	1h26m	
Aircraft:	Airbus A320-100/200 Narrowbody Jet	
Cabin class:	Economy (T)	
Baggage allowance:	0PC	 Add to calendar

	Fare details
Fare accepted:	262.00 CAD
Taxes and fees:	14.25 CA / 50.00 SQ / 16.31 XG
Total amount:	342.56 CAD
Fare routing:	YVR - YYC YYC - YVR

	Service Fees
Fee 1 Base:	29.75 CAD
Fee 1 Taxes:	1.49 CAD GST
Fee 1 Total:	31.24 CAD

GST REGISTRATION NO. R136445095 QST REGISTRATION NO. TVQ M1015857826

GST is represented by tax code XG; HST is represented by tax code RC; QST is represented by tax code XQ.

FOR ASSISTANCE OR IN TRANSIT EMERGENCY SERVICE PLEASE CONTACT HRG ANYTIME AT 1-866-857-3578 WITHIN NORTH AMERICA OR FROM OUTSIDE CANADA / USA; CALL COLLECT AT 1-613-822-3873.

FOR CREDIT CARD SUPPORT DUE TO LOST OR STOLEN CARDS PLEASE USE PHONE NUMBER ABOVE; SELECT OPTION 4 IMPORTANT; THE NAME ON THE IDENTIFICATION MUST MATCH THE NAME ON THE RESERVATION; BOARDING PASS.

FOR FLIGHTS WITHIN CANADA ALL PASSENGERS MUST PRESENT ONE PIECE OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION THAT INCLUDES NAME / DATE OF BIRTH AND GENDER.

FOR FLIGHTS TO/FROM THE UNITED STATES ALL PASSENGERS ARE REQUIRED TO PRESENT A VALID PASSPORT.

CITIZENS OF COUNTRIES OTHER THAN CANADA AND THE UNITED STATES SHOULD CONTACT THEIR CONSULATE OR EMBASSY FOR BOARDING REQUIREMENTS OR CONSULT HRG GOVERNMENT TRAVEL SERVICE.

PROOF OF ONWARD OR RETURN TRAVEL MAY BE REQUIRED AT CHECK-IN.

PASSPORT AND VISA REQUIREMENTS:

PLEASE ENSURE PASSPORT IS VALID FOR 6 MONTHS BEYOND EXPECTED RETURN DATE.

ALL CHILDREN REGARDLESS OF AGE MUST HAVE THEIR OWN PASSPORT

CITIZENS OF COUNTRIES OTHER THAN CANADA AND THE UNITED STATES SHOULD CONTACT THE CONSULATE OR EMBASSY FOR PASSPORT AND VISA REQUIREMENTS OR CONSULT HRG GOVERNMENT TRAVEL SERVICE.

CHECK-IN:

* PLEASE ALLOW 2HRS FOR DOMESTIC (CANADA); TRANSBORDER (USA) CHECK-IN

* ALLOW 3HRS FOR ALL INTERNATIONAL CHECK-IN

THE AIRLINES RESERVE THE RIGHT TO DENY BOARDING IF MINIMUM CHECK-IN TIMES ARE NOT MET

FLIGHT TIMES ARE SUBJECT TO CHANGE; PLEASE RE-CONFIRM FLIGHT TIMES PRIOR TO DEPARTURE.

IF YOU ARE TRAVELLING TO AN INTERNATIONAL DESTINATION, PLEASE RECONFIRM YOUR RESERVATIONS 72 HOURS PRIOR TO DEPARTURE DIRECTLY WITH THE AIR CARRIER.

FOR FREE BAGGAGE ALLOWANCE AND/OR APPLICABLE FEES FOR CARRY-ON//CHECKED BAGGAGE RELATED TO YOUR FLIGHT - PLEASE VERIFY THE CARRIERS WEBSITE.

ACCOMMODATIONS:

PLEASE VERIFY THE RATE AT CHECK-IN AS LOCAL MARKET CONDITIONS MAY DICTATE A LOWER RATE.

THE SUPPLIERS PROVIDING SERVICES FOR YOUR RESERVATION MAY HAVE IMPOSED RESTRICTIONS CONCERNING THE ABILITY TO CHANGE OR MODIFY YOUR RESERVATION. THE DETAILS OF THESE RESTRICTIONS WERE PROVIDED EITHER TO YOU OR TO THE PERSON MAKING THE RESERVATION ON YOUR BEHALF. DURING THE ONLINE RESERVATION PROCESS THESE RESTRICTIONS WERE ACCEPTED PRIOR TO SUBMITTING YOUR RESERVATION FOR PURCHASE. SHOULD YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT AN HRG NORTH AMERICA TRAVEL COUNSELLOR.

NO-SHOWS:

NO-SHOWS ARE NOT PERMITTED AND RESULT IN THE FORFEIT OF THE FULL AMOUNT OF THE FARE AT DEPARTURE TIME; PLEASE NOTE THAT NO-SHOWS AT ORIGINAL POINT OF DEPARTURE WILL ALSO RESULT IN CANCELLATION OF THE REMAINDER OF THE FLIGHTS.

CHANGES OR CANCELLATIONS MUST BE MADE PRIOR TO SCHEDULED TRAVEL DATE AND; FLIGHT TIME TO PREVENT NO SHOWS AND AVOID FORFEIT OF VALUE OF TICKET.

PLEASE NOTE THAT FARES MAY BE SUBJECT TO CHANGE AND ARE GUARANTEED ONLY ONCE TICKETED.

Travel Industry regulations require the travel agency to advise the customer about the availability of optional trip cancellation insurance and optional out of province health insurance. Individuals may contact the travel insurance provider of their choice to obtain a personal quote. TICO NO. 1355825

HRG North America, 370 King St. W., Suite 700, Toronto ON M5V 1J9, 1-866-857-3578

Confirmation

Reservation # 20667

Final Payment Due: \$123.17 CAD / Jun 06, 2017

PAGE 1 OF 3

Revision # 1
Issue Date March 14, 2017
Booked By Default Administrator

GUEST DETAILS

Steve Simpson Adult

CUSTOMER DETAILS

Steve, Simpson

Email: stephen.simpson@crtc.gc.ca

Travel Dates June 06, 2017 to June 09, 2017

DATE	PRODUCT		QTY	DURATION	AMOUNT	TOTAL
Jun 06, 2017	Calgary to Banff 5:15 PM (Airport Only)	Guest 1	1 X	1	\$58.65 CAD	\$58.65 CAD
Jun 09, 2017	Banff to Calgary 1:00 PM (Airport Only)	Guest 1	1 X	1	\$58.65 CAD	\$58.65 CAD

*** Please refer to your voucher for details about pick up time and location for our Airport Shuttles and Sightseeing tours ***

Brewster Travel Canada GST #: 121084248
GST is calculated at \$117.30 CAD @ 5%

TOTAL BEFORE TAX	\$138.00 CAD
Brewster Round Trip Return Discount (15%): 15.00 %	(\$20.70 CAD)
TAX AMOUNT	\$5.86 CAD
GUEST TOTAL	\$123.16 CAD
PAYMENT RECEIVED	(\$123.17 CAD)
BALANCE DUE	(\$0.01 CAD)

PO Box 1140, 100 Gopher Street, Banff, AB T1L 1J3
PHONE 1 866 606 6700 EMAIL explorerockies@brewster.ca
WEB www.brewster.ca


brewster
travel canada

000073

Terms & Conditions

Thank you for choosing Brewster Travel Canada. To ensure that you understand the conditions of your booking, please read the following terms & conditions completely. Should you have any additional questions, please call us at 1-866-606-6700.

Brewster Lodging

Check-In/Check-Out: Times as follows:
Check-In: 4:00pm / Check-Out: 11:00am.

Parking: Complimentary parking is available on a first-come/first-serve basis. Underground parking is available at Elk+Avenue for vehicles under 6'1. Our front desk agents will advise of available parking and alternative options upon check-in.

Guarantee Policy: Your booking has been guaranteed to the credit card provided. No charges were placed on this card at the time of booking. **A valid credit card is required at check-in.**

Taxes: Please note that the rates are subject to 5% Good and Services Tax, 4% Tourism Marketing Levy and 2% Tourism Improvement fee. Subject to change.

Quiet-Time Policy: For the comfort and enjoyment of all of our guests, quiet-time will be strictly enforced between 11:00pm to 7:00am.

Environmental Programs: Elk+Avenue Hotel and Mount Royal Hotel participate in EcoStay. Each night you stay with us, a contribution will be made to EcoStay Motherland Forest on your behalf. This is a local reforestation project providing a unique parkland of carbon sequestration, wildlife habitat, education and cultural heritage.

Pet Policy: Elk+Avenue Hotel is a pet-free property. Mount Royal hotel is a pet-friendly property. Please advise our reservations team in advance to ensure we have you allocated to one of our pet-friendly rooms. An additional charge of \$25 per day will apply.

Smoking Policy: Please note the hotels are non-smoking properties.

Modifying Your Reservation: A change in length or dates of your reservation may result in a rate change or additional fees.

Cancellation Policy: To cancel your reservation please notify us 48 hours prior to your arrival to avoid a cancellation charges being applied to your credit card. Cancellation penalties within 48 hours will result in a charge for one night room and taxes. Failure to show for your reservation will result in 100% cancellation charge applied. Exceptions may apply.

Brewster Banff Airport Express and Sightseeing Tours

Cancellation Policy: Changes or fully refundable cancellations can be made up to 90 minutes prior to the start of the tour. Please always call to confirm your trip the day before departure.

Seating: Seating is based on a first-come, first-serve basis. If you have a request based on special needs, please speak with your driver when you board the motor coach and we will do our best to accommodate your request.

Pet Policy: To maintain the comfort of all of our guests aboard, pets are not allowed.

Baggage Policy: Brewster guarantees the shipment of 2 pieces of luggage per guest. If there are more, we will move them as space allows. However, if there is no space, other arrangements may have to be made. Baggage liability is limited to \$100 for loss or damage per passenger. We do not recommend leaving any high value items in luggage stored beneath the coaches in the luggage bins. Sports equipment is subject to available luggage space and it must be transported in their proper protective bags. Brewster Travel Canada will not be responsible for any damaged equipment or luggage.

Child Policy: Children aged 8 and older may travel on our motor coach unaccompanied, provided that an "Unaccompanied Minor Agreement" has been completed and submitted to Brewster Travel Canada prior to travel. Any child under the age of 8 must be accompanied by someone 15 years of age or older.

Attractions

Cancellations: Changes can be made up to 90 minutes prior to the start of the tour. Purchased tickets are non-refundable

Validity Tickets are valid only for one admission

Explorer packages are valid for the 2017 season only.

Tickets are not for resale.

Tickets can be reissued only if a proof of purchase is presented.

All attractions require a tour time. To book a tour time for each of the attractions purchased please visit www.brewster.ca, call 1-866-606-6700 or visit an Explore Rockies Activity Centre.

Operating Dates and tour times may be subject to change without notice pending weather and conditions.

Tour times are subject to availability with the peak operating periods being between 11am and 4pm daily

Arrival Procedures

The arrival procedures are as follows:

Banff Gondola: Plan on arriving 10 minutes prior to your tour time. You will be able to join the boarding line at your tour time.

Banff Lake Cruise: Plan on arriving 30 minutes prior to your departure time. The tour departure line is located by the boat house. Please ensure you are in line 10 minutes before your departure.

Glacier Adventure and Skywalk: Plan on arriving 20 minutes prior to your departure time. The Tour departure line is located on the main floor of the Icefield center adjacent to the main ticket desk. Please ensure you are in line 10 minutes prior to your departure.

Maligne Lake Cruise: Plan on arriving 30 minutes prior to your departure time. The tour departure line is located by the boat dock. Please ensure you are in line 10 minutes prior to your departure.

If you miss your tour time, please check in at the Attractions desk to be re-booked for the next available tour time. Please note during peak periods tour availability may be limited.

Third Party Activities

Change and cancellation policies may vary, please contact us for full details.

Rates

All prices are displayed in the currency outlined on the Confirmation. All prices are subject to change without notice and are subject to international exchange rate fluctuations.

Credit Cards

Brewster accepts VISA, MasterCard and AMEX. Verbal authorization of the use of your credit card indicates your approval with our booking terms & conditions and confirms your reservation Brewster Travel Canada is not responsible for foreign transactions or bank fees incurred.

PO Box 1140, 100 Gopher Street, Banff, AB T1L 1J3
PHONE 1 866 606 6700 EMAIL explorerockies@brewster.ca
WEB www.brewster.ca



brewster
TRAVEL CANADA

Terms & Conditions

Thank you for choosing Brewster Travel Canada. To ensure that you understand the conditions of your booking, please read the following terms & conditions completely. Should you have any additional questions, please call us at 1-866-606-6700.

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Infants (children less than 5 years old) travelling with an adult and not occupying a seat may travel free of charge. For children 6 - 15 years, we provide reduced rates that are indicated with each booking. If you require a separate seat for your infant 5 and under, you must pay the regular child rate.

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THE Fairmont
BANFF SPRINGS

405 SPRAY AVENUE
P.O. BOX 960
BANFF, ALBERTA CANADA T1L 1J4
T 403 762 2211 F 403 762 5755
G.S.T. Registration # 84968 1721 RT000

Room : 1402
Folio # : 1309391
Cashier # : 351811
Page # : 1 of 2

Group Name : Western Association of Broadcasters

Western Association of Broadcasters
Mr Stephen Simpson
290-858 Beatty Street
Vancouver BC V6B 1C1
Canada

Arrival : 06-06-17
Departure : 06-09-17

Fairmont President's Club

INFORMATION INVOICE

Date	Description	Additional Information	Charges	Credits
06-06-17	Bow Valley Grill	Line# 1402 : CHECK# 0063878	95.60	
06-06-17	Ramsay Lounge	Line# 1402 : CHECK# 0224711	27.10	
06-06-17	Package Charge		281.00	
06-06-17	Tourism Improvement Fee (2%)		5.38	
06-06-17	Alberta Tourism Levy (4%)		10.98	
06-06-17	Room GST (5%)		13.72	
06-06-17	Package GST (5%)		0.60	
06-07-17	Bow Valley Grill	Line# 1402 : CHECK# 0063100	23.90	
06-07-17	Rundle Lounge	Line# 1402 : CHECK# 0193216	28.10	
06-07-17	Package Charge		281.00	
06-07-17	Tourism Improvement Fee (2%)		5.38	
06-07-17	Alberta Tourism Levy (4%)		10.98	
06-07-17	Room GST (5%)		13.72	
06-07-17	Package GST (5%)		0.60	
06-08-17	Rundle Lounge	Line# 1402 : CHECK# 0193417	89.70	
06-08-17	Package Charge		281.00	
06-08-17	Tourism Improvement Fee (2%)		5.38	
06-08-17	Alberta Tourism Levy (4%)		10.98	
06-08-17	Room GST (5%)		13.72	
06-08-17	Package GST (5%)		0.60	
06-09-17	American Express	XXXXXXXXXXXX1000 XX/XX		1,199.44

For information or reservations, visit us at 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 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 Global 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

THE *Fairmont*
BANFF SPRINGS

405 SPRAY AVENUE
 P.O. BOX 960
 BANFF, ALBERTA CANADA T1L 1J4
 T 403 762 2211 F 403 762 5755
 G.S.T. Registration # 84968 1721 RT000

Western Association of Broadcasters
Mr Stephen Simpson
290-858 Beatty Street
Vancouver BC V6B 1C1
Canada

INFORMATION INVOICE

Room : 1402
 Folio # : 1309391
 Cashier # : 351811
 Page # : 2 of 2

Group Name : Western Association of Broadcasters

Arrival : 06-06-17
 Departure : 06-09-17

Fairmont President's Club

Date	Description	Additional Information	Charges	Credits
		Total	1,199.44	1,199.44
		Balance Due		0.00
<u>GST Summary</u>				
	Room		41.16	
	F&B		10.40	
	Other		1.80	
	Total		53.36	

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay please contact David Roberts, General Manager, at David.Robertsgm@fairmont.com.
 We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

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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 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 Global 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.)

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 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

2017 Conference Schedule

It's shaping up to be a great 2017 Conference! Our Conference sessions and activities will ensure you have great take-home value and ample time for networking with industry friends and key suppliers. Please continue to check back for the latest updates for our Conference!

Wednesday
June 7, 2017

- 1:30 pm **Golf Classic Sponsored by SDS**
- 6:30 pm Welcome Reception
- 7:30 pm Dinner and Prize Presentation

Thursday
June 8, 2017

- 7:15 am - 9:00 am Breakfast
- 8:00 am - 8:30 am WAB Annual General Meeting – members only
Updates from Numeris, Canadian Broadcast Standards Council and CAB CEO Radio Council
- 8:45 am - 8:50 am **Robin Hildeband:** Opening Remarks
- 8:50 am - 10:00 am **Gordon Borrell:** A Peek At The Future: What Happens to Broadcast Media in a Very Digital Marketplace
- 10:00 am - 10:15 am **Stephen Simpson:** CRTC Report
- 10:15 am - 10:45 am Networking Break
- 10:45 am - 12:00 pm **Amanda Lang:** Managing Change in a Complex World
Keynote Speaker Sponsored by nLogic
- -
- 12:15 pm - 1:15 pm Lunch
- 1:15 pm - 2:30 pm **Tom Webster:** Behind The Numbers - The Next Media Disruption
- 2:30 pm - 3:00 pm **Networking Break:** Sponsored by Marketron
- 3:00 pm - 3:15 pm **Catherine MacLeod:** The Power of Television
- 3:15 pm - 3:30 pm **Sarah Garvie:** Telling Radio's Story
- 3:30 pm - 4:45 pm **Erica Farber:** Let's Make Radio Great Again
- -
- 6:30 pm - 7:15 pm President's Reception
- 7:15 pm - 10:00 pm President's Dinner and Gold Medal Awards Gala
Sponsored by FACTOR

Entertainment: Nuela Charles
MC: Gord Gillies, Global News Calgary

All sessions and meals take place at the Fairmont Banff Springs Hotel except for the Welcome Reception and Dinner on June 7, 2017 which will take place at the Fairmont Banff Springs Golf Course along with the WAB Golf Classic

SURDELL TAXI 097
12975 84TH AVE V3W1B3
SURREY BC
20358291

Airport → home
June 9/17

1111 PURCHASE 1111
06-09-2017 18:18:34
Acct # [redacted] C
Exp Date ' / ' Card Type MC
Name: STEPHEN B SIMPSON
[redacted] MasterCard

\$ 33




Trace # 020006 Operator 297
FB2035829101
Inv. # 11814
Auth # 211834 RRN 001092006

Purchase \$28.00
Tip \$5.00
Total \$33.00

(00) APPROVED-THANK YOU

Retain this copy for your records
Customer copy

VANCOUVER-TAXI
AIRPORT • TOUR • DELIVERY

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 Google play
 Download from Windows Store

CAB No. 62

DATE: _____

AMOUNT \$ 25 GST # 105485080

DRIVER'S NAME (Print) [redacted]

Home → airport
June 6/17
\$ 25

\$ 58

Platt, Jo-Anne

From: Cloutier, Caroline
Sent: February-09-2017 11:16 AM
To: Vanessa Ong
Cc: Platt, Jo-Anne; Cloutier, Caroline
Subject: RE: Letter to CRTC Chairman Blais - WAB
Attachments: WAB Letter to CRTC 2017.pdf

Good afternoon Ms. Ong,

On behalf of the Chairman, I would like to thank you for your invitation to give the CRTC report at WAB 2017 on June 8th.

Unfortunately, Mr. Blais will not be able to attend this year. However, Mr. Stephen Simpson – Commissioner for the region of Vancouver will attend and speak on behalf of the CRTC.

You may contact Mr. Simpson's administrative assistant, Jo-Anne Platt, at (604) 666-8661 or by email at jo-anne.platt@crtc.gc.ca to confirm details.



I wish you much success with your event.

Best regards,

Caroline Cloutier

Bureau du président | Chairman's Office
 Agente administrative | Administrative Officer
 Conseil de la radiodiffusion et des télécommunications canadiennes |
 Canadian Radio-television and Telecommunications Commission
 1, prom. du Portage, Édifice central, Les Terrasses de la Chaudière, Gatineau Qc J8X 4B1
caroline.cloutier@crtc.gc.ca
 Téléphone | Telephone 819-997-3430
 Télécopieur | Facsimile 819-953-1555
 Gouvernement du Canada | Government of Canada
www.crtc.gc.ca

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From: Vanessa Ong [<mailto:info@wab.ca>]
Sent: January-21-2017 10:22 PM
To: Cloutier, Caroline <caroline.cloutier@crtc.gc.ca>; Johnston, Cherie <Cherie.Johnston@crtc.gc.ca>
Subject: Re: Letter to CRTC Chairman Blais - WAB

Good Evening Caroline,

I just wanted to follow-up on our invitation for Chairman Blais to give the CRTC Report at our next Western Association of Broadcasters Conference on June 8th, as well as to hold a CRTC Meet & Greet once again.

We are hoping to confirm the CRTC Report to our Conference Schedule.

Regards,
Vanessa Ong
Western Association of Broadcasters

On 2016-09-02 7:30 AM, Cloutier, Caroline wrote:

Good morning Vanessa,

Thank you for your invitation letter for the CRTC to attend the WAB Conference in 2017.
At this time, it is a little too early to respond to your request.

We should be able to speak again in the New Year.

Also, just for your information, the Chairman term only ends on June 17, 2017.

All the best,

Caroline Cloutier

Bureau du président | Chairman's Office
Agente administrative | Administrative Officer
Conseil de la radiodiffusion et des télécommunications canadiennes |
Canadian Radio-television and Telecommunications Commission
1, prom. du Portage, Édifice central, Les Terrasses de la Chaudière, Gatineau Qc J8X 4B1
caroline.cloutier@crtc.gc.ca
Téléphone | Telephone 819-997-3430
Télécopieur | Facsimile 819-953-1555
Gouvernement du Canada | Government of Canada
www.crtc.gc.ca

Apprenez-en davantage à propos de votre CRTC

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From: Vanessa Ong [mailto:info@wab.ca]
Sent: August-31-16 3:41 PM
To: Cloutier, Caroline <caroline.cloutier@crtc.gc.ca>; Johnston, Cherie <Cherie.Johnston@crtc.gc.ca>
Subject: Letter to CRTC Chairman Blais - WAB

Good Afternoon,

Please see the attached letter for Chairman Blais office.

Regards,

Vanessa Ong
Western Association of Broadcasters
507-918-16th Avenue NW
Calgary, AB T2M 0K3
Phone: (877) 814-2719 Fax: (877) 814-2749
Email: info@wab.ca Web: www.wab.ca

Mark your calendars – WAB 2017 will be June 7 – 8, 2017 at the Fairmont Banff Springs!

Platt, Jo-Anne

From: Air Canada <confirmation@aircanada.ca>
Sent: March-20-2017 9:54 AM
To: Simpson, Stephen
Subject: Air Canada - MR STEPHEN SIMPSON - 06-Jun/YVR-YYC (booking ref LVTRWI) - Seat selection confirmation

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****


AIR CANADA 

Seat selection confirmation

Your Seat Selection is confirmed

Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes). Thank you for choosing Air Canada and we look forward to welcoming you on board.

Booking Date: **Mar 20, 2017** Passengers **MR STEPHEN SIMPSON**

 **Please note that Air Canada reserves the right to move any passenger from an emergency exit row seat at any time prior to boarding or during the flight. The Preferred seat charge will be refunded in this case.**

- **If you decide to change your flight** through your original booking source, please make sure to advise [Air Canada Reservations](#) so that we can transfer your travel option(s) to your new flight (subject to availability).
- **If you decide to cancel your flight** please make sure to advise [Air Canada Reservations](#) first so that we can refund any Preferred seat or retain the value of your paid advance seat selection.
- **If you are reassigned to another seat**, we ask that you contact [Customer Relations](#) to request any seat selection refund. To request a refund prior to travel, please contact [Air Canada Reservations](#)

Booking Information



Booking Reference	LVTRWI	Customer Care
Electronic Ticketing confirmed. This is your official itinerary/receipt. Main Contact STEPHEN SIMPSON stephen.simpson@crtc.gc.ca		Air Canada 1-888-247-2262*
Online Services Select Seats Manage My Booking (change, cancel, upgrade). Alert me of flight status changes directly to my mobile phone or email. Flight Arrivals & Departures check online if my flight is on time. Check-in online and print my boarding pass.		Flight Arrivals and Departures 1-888-422-7533 *For use from phones in Canada, the continental USA, Hawaii and Alaska.
* Can my booking be changed online?		

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type
--------	------	----	-------	----------	----------	-----------

 AC216	Vancouver Intl (YVR) Tue 06-Jun 2017 13:50 - M	Calgary (YYC) Tue 06-Jun 2017 16:14	0	1hr24	<u>320</u>	<u>Tango</u> L
 AC223	Calgary (YYC) Fri 09-Jun 2017 17:00	Vancouver Intl (YVR) Fri 09-Jun 2017 17:26 - M	0	1hr26	<u>320</u>	<u>Tango</u> T

Passenger Information


1: MR STEPHEN SIMPSON : Adult (18+), Ticket Number: 0149567244713			
Frequent Flyer Pgm :		Meal Preference :	None
Payment Card :		Special Needs :	None
Seat Selection :	AC 216 (YVR-YYC) - 12D (Preferred)		
	AC 223 (YYC-YVR) - 12D (Preferred)		

Additional Charges

Purchase Summary

Passenger Type	Adult
Departing Flight - <u>Tango</u>	
★ Preferred Seat - Aisle (Segment 1)	20.00
Returning Flight - <u>Tango</u>	
★ Preferred Seat - Aisle (Segment 2)	20.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	2.00
Total additional charges and taxes (per passenger)	42.00
Number Of Passengers	1
Grand Total - Canadian Dollar (CAD)	\$42.00

Payment Information

The following charges (tax inclusive) will appear on your MasterCard card  statement:

- Air Canada: **\$42.00** (Preferred Seat - Aisle - per Adult)

Expense Report Statement

Expense Report Name: May FCM - May2-4/16-1

Traveller Name: *Stephen Simpson*
TIN: XXXXXXXXXX
Prepared By: *Jo Anne Platt*
Policy Module: *M3D - Domestic - Overnight Stay*
Trip Purpose: *Core Mandate - Meetings*
Other Trip Purpose:
Travel Request Name: *May FCM - May2-4/16*
Travel Start Date: *11/05/2016*
Travel End Date: *11/05/2016*
ER Approval Status: *Approved*
Primary Location:
Secondary Location:

Online TAN: *AKU724602*
Fiscal Year: *2016-2017*
Travel Outside Default *N*
Division:
Vendor Code: XXXXXXXXXX
Event:
Comments:

Expense Report Summary

Expense Summary

Total allocated expenses :	1,991.35
(Minus) Total non-reimbursable expenses :	1,562.65
Total reimbursable expenses :	428.70
Total due traveller :	428.70

Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount

Expense Type	Date		Foreign Amount	Tax Amount	Amount
16) Commercial Accommodation	16/05/2016	P101 - 940 - 131 - S - 22 - E			548.19
Manual Prepaid					<u>548.19</u>
Indigo Hotels					
25) Transaction/Service Charges	26/04/2016	P101 - 940 - 131 - S - 22 - E			52.50
Hrg Aku724602 5.15					<u>52.50</u>
Commercial Air (estimate direct from OBT)	25/04/2016	P101 - 940 - 131 - S - 22 - E			961.96
Air Can 0141613497923					<u>961.96</u>
Flight invoice much higher than actual amount charged because flight credit from previous FCM used.					
Total non-reimbursable expenses (CAD)					1,562.65

Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi	16/05/2016	P101 - 940 - 131 - S - 22 - E			44.64
Vancouver Taxi		- 899 - 000 - 9 - 60 - I		ON*HST 5.36	<u>50.00</u>
Capital Taxi 2499 Taxi					
The Best Way Taxi					
Only viable option for travel between hotel and HQ					
11) Taxi	02/05/2016	P101 - 940 - 131 - S - 22 - E			26.73
Vancouver Taxi		- 899 - 000 - 9 - 60 - I		CA*G ... 1.07	<u>27.80</u>
Capital Taxi 2499 Taxi					
The Best Way Taxi					

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi	02/05/2016	P101 - 940 - 131 - S - 22 - E			34.78
Vancouver Taxi		- 899 - 000 - 9 - 60 - I		ON*HST 4.17	<u>38.95</u>
Capital Taxi 2499 Taxi					
The Best Way Taxi					
11) Taxi	05/05/2016	P101 - 940 - 131 - S - 22 - E			36.29
Vancouver Taxi		- 899 - 000 - 9 - 60 - I		ON*HST 4.36	<u>40.65</u>
Capital Taxi 2499 Taxi					
The Best Way Taxi					
2) Allowance: Meals, Incidentals & Private Accommodation	16/05/2016	P101 - 940 - 131 - S - 22 - E			194.16
		- 899 - 000 - 9 - 60 - I		ON#H ... 25.24	<u>219.40</u>
	16/05/2016	P101 - 940 - 131 - S - 22 - E			45.93
		- 899 - 000 - 9 - 60 - I		ON#H ... 5.97	<u>51.90</u>
Total reimbursable expenses (CAD)					428.70

Tax Coding Summary

GST	Total Amount
- 899 - 000 - 9 - 60 - I	1.07
HST	Total Amount
- 899 - 000 - 9 - 60 - I	45.10

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
P101 - 940 - 131 - S - 22 - E	1,945.18	1,991.35

Approval History

Date And Time	Approver	Approval Status	Comment
---------------	----------	-----------------	---------

Date And Time	Approver	Approval Status	Comment
26/05/2016 16:19:46	Micheline Khouri	Approved	
19/05/2016 15:13:26	Danielle May-Cuconato	Approved	
18/05/2016 11:08:45	Rachel Charron	Approved	May 19th, 2016 - Reviewed, Rachel. Reviwed by C.P. 17/05/2016
18/05/2016 10:04:19	Rachel Charron	Selected Approver Changed	
17/05/2016 10:16:12	Crystal Payette	Approval Required	Reviwed by C.P. 17/05/2016
16/05/2016 16:30:07	Jo Anne Platt	Comments Submitted	Note - May16/16 1. Flight invoice attached in higher than actual amount because flight credit from previously cancelled FCM trip was used. Flight total before credit was \$3565.23 + \$52.50 HRG fee. Please see Micheline Khouri for more information about application of flight credit. 2. Flight home charged to Expense Claim was on Wed May11 from Summit in Toronto.
16/05/2016 16:19:43	Jo Anne Platt	Comments Submitted	Note - May16/16 1. Flight invoice attached in higher than actual amount because flight credit from previously cancelled FCM trip was used. Flight total before credit was \$3565.23 + \$52.50 HRG fee. Please see Micheline Khouri for more information about application of flight credit.

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name *Stephen Simpson*

Submit Date *16/05/2016*

Signature

Submitted on behalf of the Traveller.

Delegate Name *Jo Anne Platt*

Submit Date *16/05/2016*

Signature

Recommender Name *Rachel Charron*

Recommended Date *18/05/2016*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name *Danielle May-Cuconato*

Approval Date *19/05/2016*

Signature

Processor Name *Micheline Khouri*

Processed Date *26/05/2016*

Signature

Out of Pocket Expenses: Details

Out of Pocket Expense: 16/05/2016
 Amount: \$271.30 CAD
 May FCM - May2.4/16 - meals & incidentals

Expense Report Details
 #1427 16/05/2016
 May FCM - May2.4/16-1
 Out of Pocket Expenses: Copy

- Expenses
- Coding
- Approval
- Summary

2) Allowance: Meals, Incidentals & Private Accommodation

Use this expense type to estimate or claim meal, incidental and private non-commercial accommodation allowances for up to 365 days. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. If you are staying at the same location for more than 30 consecutive calendar days, the allowance rates may be reduced by up to 50%. It is important to note that since the allowance rates can be selected flexibly it is advisable that you refer to Appendices C and D of the Travel Directive for more information. If your location changes during your trip, the allowance rate should be reset to 100% again.

Enter the date range of travel.

Start Date: 02/05/2016 End Date: 05/05/2016

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

View by: < Month Year >
 May 2016

Date	Country/Location	Meal Rate	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
02/05/2016	Canada - Ontario	100% ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼
03/05/2016	Canada - Ontario	100% ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼
04/05/2016	Canada - Ontario	100% ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼
05/05/2016	Canada - Ontario	100% ▼	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Ontario	219.40	51.90	0.00

Taxis - Cash receipts

(FCM May)

WEST-WAY TAXI RECEIPT : TRIP ID: _____
 Amount/Montant : \$ 12.00 Date: 03 MAY 2016
 Account/Compte # _____ Ref # : _____
 Name/Nom : _____
 From/De: _____
 To/A: _____
 THANK YOU / MERCI TAXI # 726 Name: _____

Indigo → HQ
\$ 12
May 3

TAXI **REGAL** 819 777-5231
 CROWN 819 777-1645
 TEMPS _____ AM _____ PM _____ DATE 3/05/16
 NOM _____
 NAME _____
 ADRESSE _____
 ADDRESS _____
 CHARGE A _____
 CHARGE TO _____
 VOYAGE DE _____
 TRIP FROM Hal
 A _____
 TO Atwater
 A _____
 TO _____
 NOTRE NO _____ PAR _____ CHARGE 12,00
 OUR NO _____ PAR _____ CHAUFFEUR _____

May 3
HQ → Indigo
\$ 12

TAXI **REGAL** 819 777-5231
 CROWN 819 777-1645
 TEMPS _____ AM _____ PM _____ DATE 4/5/2016
 NOM _____
 NAME _____
 ADRESSE _____
 ADDRESS _____
 CHARGE A _____
 CHARGE TO _____
 VOYAGE DE _____
 TRIP FROM _____
 A _____
 TO _____
 A _____
 TO _____
 NOTRE NO _____ PAR 52 CHARGE 14
 OUR NO _____ PAR _____ CHAUFFEUR _____

WEST-WAY TAXI RECEIPT : TRIP ID: _____
 Amount/Montant : \$ 12 Date: May 4 2016
 Account/Compte # _____ Ref # : _____
 Name/Nom : _____
 From/De: Metro
 To/A: 1 pro 748
 THANK YOU / MERCI TAXI # _____ Name: _____

Indigo → HQ May 4
\$ 12

May 4 HQ → Indigo
\$ 14

Cash taxi total
\$ 50

Taxis - Credit Card receipts (Fem May)

s.19(1)

MSJ
VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

Mayz
home → airport
\$27.80

Mayz
airport
→ Indigo
\$38.96

CARD [REDACTED]
 CARD TYPE MASTERCARD
 DATE 2016/05/02
 TIME 5999 06:31:23
 CLERK ID 333
 RECEIPT NUMBER
 085023920-001-851-001-0

PURCHASE
 AMOUNT \$22.80
 TIP \$5.00
 TOTAL **\$27.80**

CAPITAL TAXI
 (613) 734 3323

TERMINAL ID: 319 666 001
 RECEIPT ID: 4324620
 CHECK ID: 2499
 DRIVER ID: 0005012

DEP NUMBER: 050
 PASSENGERS: 1

05-02-2016
 START: 18:41 END: 19:41

TRIP REPORT: \$ 32.57

SEARCHARGE AMOUNT: \$ 1.50
 TIP AMOUNT: \$ 4.89

TOTAL : \$ 38.96

MASTER CARD SALE : [REDACTED]
 APPROVAL NUMBER : 164146

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2012
 INFO@INDIGOTAXI.COM
 TAXITAB

MasterCard
 [REDACTED]
 46D75E1C8184142F
 0000008000-EB00
 1B2ABE16E041FD45



MSJ
 [REDACTED]
 THE BEST MAY TAXI

OTTAWA, ON
 (613) 727 0101

TERM ID: A6591869 BATCH#: 029
 SHIFT#: 001

Sale
 INV#: 000000001
 CARD: [REDACTED] Chip
 SEC#: 029001001001
 Application Label: MasterCard
 RID:
 TR: 00 00 00 00
 TS: E8 00

Amount: \$ 35.35
 Tip: \$ 5.30

Total: CAD\$ 40.65

APPROVED 094903
 001-00

05-May-16 09:49:03

CUSTOMER COPY
 BEST MAY TAXI
 TAXI #767
 1666

Mays
Indigo →
airport
\$40.65

Credit Card
total
\$ 107.41



STS SVP
 Shared Travel Services Services de voyage partagés

HRG

E-Ticket Itinerary Receipt and Invoice

26 April 2016

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Itinerary details		Account references	
Trip locator:	W2SDJO	Traveller Category :	Public Servants
Traveller:	Mr STEPHEN SIMPSON	Travel Directive Module :	M3D - Domestic - Overnight stay
		THCEE Trip Category :	Core Mandate
		Trip Purpose :	Core Mandate - Meetings
		TAN :	AKU724602
		Fiscal Year :	2016-2017
		Rationale for not using virtual presence :	Personal attendance required


Itinerary summary						
Traffic	Date	From-to/location	Supplier	Times	Class/room	Status
✈	02 May 2016	<u>YVR - YYZ</u>	AC142	07:55-15:25	Business	Booked
✈	02 May 2016	<u>YYZ - YOW</u>	AC460	17:10-18:13	Business	Booked
✈	11 May 2016	<u>YYZ - YVR</u>	AC33	20:15-22:10	Business	Booked
Frequent flyer cards:						

E-ticket 1	
Invoice number:	67787
Traveller name:	SIMPSONSTEPHENM
Ticket number:	0141613497923
Exchanged For:	0141612521420
Route:	Vancouver Intl Airport, Vancouver - Pearson International, Toronto - Ottawa Intl Airport, Ottawa - Vancouver Intl Airport, Vancouver
Additional Amount:	961.96 CAD
Issuing agency:	67524192
Date of issue:	25 April 2016
Form of payment:	
Endorsements:	GOC-ACJV

	Air Canada	
	Flight # AC142	Booking reference: PD6YLE Status: Booked
Departing:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M	
Date/time:	02 May 2016, 07:55	
Arriving:	Pearson International, Toronto, Canada (YYZ), Terminal 1	
Date/time:	02 May 2016, 15:25	
Duration:	4h30m	
Aircraft:	Airbus A321 Narrowbody Jet	
Cabin class:	Business (P)	
Seat:	01D	
Baggage allowance:	2PC	 Add to calendar

	Air Canada	
	Flight # AC460	Booking reference: PD6YLE Status: Booked
Departing:	Pearson International, Toronto, Canada (YYZ), Terminal 1	
Date/time:	02 May 2016, 17:10	
Arriving:	Ottawa Intl Airport, Ottawa, Canada (YOW)	
Date/time:	02 May 2016, 18:13	
Duration:	1h3m	
Aircraft:	EMBRAER 190 Narrowbody Jet	
Cabin class:	Business (P)	
Seat:	01D	
Baggage allowance:	2PC	 Add to calendar

	Air Canada	
	Flight # AC33	Booking reference: PD6YLE Status: Booked
Departing:	Pearson International, Toronto, Canada (YYZ), Terminal 1	
Date/time:	11 May 2016, 20:15	
Arriving:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M	
Date/time:	11 May 2016, 22:10	
Duration:	4h55m	
Aircraft:	BOEING 777-200LR Widebody Jet	
Cabin class:	Business (P)	
Seat:	01K	
Baggage allowance:	2PC	 Add to calendar

	Fare details
Fare accepted:	3330.00 CAD
Taxes and fees:	14.25 CA / 49.00 SQ / 3.77 RC / 168.21 XG
Total amount:	3565.23 CAD
Fare routing:	YVR - YYZ YYZ - YOW YYZ - YVR

	Service Fees
Fee 1 Base:	50.00 CAD
Fee 1 Taxes:	2.50 CAD GST
Fee 1 Total:	52.50 CAD

GENERAL INFORMATION
 TOTAL ADDITIONAL COLLECTION FOR EXCHANGE IS 961.96
 THIS TICKET IS NON-REFUNDABLE. CHANGES ARE PERMITTED
 FOR A RE-ISSUE FEE PLUS FARE DIFFERENCE. CHANGES
 MUST BE MADE PRIOR TO ORIGINAL TRAVEL DATE AND
 FLIGHT TIME OR VALUE OF TICKET WILL BE FORFEITED.

GST REGISTRATION NO. R136445095 QST REGISTRATION NO. TVQ M1015857826

GST is represented by tax code XG; HST is represented by tax code RC; QST is represented by tax code XQ.

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HRG North America, 370 King St. W., Suite 700, Toronto ON M5V 1J9, 1-866-857-3578



9

05-16-16

CRTC	Folio No. :	161112	Room No. :	410
Canadian Radio-television and Telecommunications Commission	A/R Number :	100314	Arrival :	05-02-16
Ottawa ON K1A 0N2	Group Code :		Departure :	05-05-16
Simpson, Stephen	Company :	CRTC	Conf. No. :	61302654
	Membership No. :		Rate Code :	IMCGV
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits	
05-02-16	*Accommodation	157.00		
05-02-16	Ottawa DMF	4.71		
05-02-16	HST	21.02		
05-03-16	*Accommodation	157.00		
05-03-16	Ottawa DMF	4.71		
05-03-16	HST	21.02		
05-04-16	*Accommodation	157.00		
05-04-16	Ottawa DMF	4.71		
05-04-16	HST	21.02		
<p>Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews. We look forward to welcoming you back soon.</p>		Total	548.19	0.00
		Balance	548.19	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. 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 associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Hotel Indigo Ottawa
123 Metcalfe Street
Ottawa, ON K1P 5L9
Telephone: (613) 231-6555 Fax: (613) 231-7555

Expense Report Statement

Expense Report Name: Cdn Music Week - May5-6/16-1

Traveller Name: *Stephen Simpson*
 TIN: XXXXXXXXXX
 Prepared By: *Jo Anne Platt*
 Policy Module: *M3D - Domestic - Overnight Stay*
 Trip Purpose: *Core Mandate - Conferences*
 Other Trip Purpose:
 Travel Request Name: *Cdn Music Week - May5-6/16*
 Travel Start Date: *05/05/2016*
 Travel End Date: *05/05/2016*
 ER Approval Status: *Approved*
 Primary Location:
 Secondary Location:

Online TAN: *AKU745988*
 Fiscal Year: *2016-2017*
 Travel Outside Default *N*
 Division:
 Vendor Code: XXXXXXXXXX
 Event:
 Comments:

Expense Report Summary

Expense Summary

Total allocated expenses :	760.19
(Minus) Total non-reimbursable expenses :	239.70
Total reimbursable expenses :	520.49
Total due traveller :	520.49

Non-Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
25) Transaction/Service Charges	12/04/2016	P101 - 615 - 632 - S - 22 - E			33.62
Hrg Aku745988 5.01					33.62

Expense Type	Date		Foreign Amount	Tax Amount	Amount
Commercial Air (estimate direct from OBT)	11/04/2016	P101 - 615 - 632 - S - 22 - E			206.08
Air Can 0142161144946					<u>206.08</u>
Only timely option for travel between Ottawa and Toronto					
Total non-reimbursable expenses (CAD)					239.70

Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi Airline Limousine Serv	05/05/2016	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON*HST 7.27	60.58
					<u>67.85</u>
16) Commercial Accommodation Sheraton Sheraton Hotels Corporation	07/05/2016	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON*HST 29.70	247.54
					<u>277.24</u>
2) Allowance: Meals, Incidentals & Private Accommodation	16/05/2016	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON#H ... 16.20	124.60
					<u>140.80</u>
	16/05/2016	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON#H ... 3.98	30.62
					<u>34.60</u>
Total reimbursable expenses (CAD)					520.49

Tax Coding Summary

HST	Total Amount
- 899 - 000 - 9 - 60 - I	57.15

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
P101 - 615 - 632 - S - 22 - E	703.04	760.19

Approval History

Date And Time	Approver	Approval Status	Comment
06/06/2016 12:30:42	Micheline Khouri	Approved	
02/06/2016 16:49:39	JEAN PIERRE BLAIS	Approved	
31/05/2016 11:33:21	Danielle May-Cuconato	Selected Approver Changed	
19/05/2016 15:13:51	Danielle May-Cuconato	Approved	
17/05/2016 14:35:51	Jo Anne Platt	Selected Approver Changed	
17/05/2016 09:26:02	Rachel Charron	Approval Required	May 17th, 2016 - Steve stayed in Toronto for the Summit following this event. Rachel.
16/05/2016 17:07:56	Jo Anne Platt	Comments Submitted	Nothing to report!

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name *Stephen Simpson*

Submit Date *16/05/2016*

Signature

Submitted on behalf of the Traveller.

Delegate Name *Jo Anne Platt*

Submit Date *16/05/2016*

Signature

Recommender Name *Danielle May-Cuconato*

Recommended Date *19/05/2016*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name *JEAN PIERRE BLAIS*

Approval Date *02/06/2016*

Signature

Processor Name *Micheline Khouri*

Processed Date *06/06/2016*

Signature

Out of Pocket Expenses: Details

Expense Report Details
 #1428 16/05/2016
 Cdn Music Week - May5-6/16-1
 Out of Pocket Expenses: Copy

Out of Pocket Expense: 16/05/2016
 Amount: \$175.40 CAD
 Cdn Music Week - May5-6/16 - meals & incidentals

- Expenses
- Coding
- Approval
- Summary

2) Allowance: Meals, Incidentals & Private Accommodation

Use this expense type to estimate or claim meal, incidental and private non-commercial accommodation allowances for up to 365 days. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. If you are staying at the same location for more than 30 consecutive calendar days, the allowance rates may be reduced by up to 50%. It is important to note that since the allowance rates can be selected flexibly it is advisable that you refer to Appendices C and D of the Travel Directive for more information. If your location changes during your trip, the allowance rate should be reset to 100% again.

Enter the date range of travel.

Start Date	End Date
05/05/2016	06/05/2016

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

View by: < Month Year >
 May 2016

Date	Country/Location	Meal Rate	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
05/05/2016	Canada - Ontario	100% ▼	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼
06/05/2016	Canada - Ontario	100% ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Ontario	140.80	34.60	0.00

Canadian Music Week
Taxi - Credit Card

May 5/16
Airport to hotel

\$ 67.85

AIRLINE LIMOUSINE
260 REGINA RD
WOODBRIDGE ON
416-675-3638
905-676-3210
1-800-263-5466
CAR #54

10700
SALE

TID: PS320254 REF#: 00000002
Batch #: 435 SEQ: 001435002
05/05/16 12:49:40

Invoice #: 2
APPR CODE: 125057
MASTERCARD Chip
[REDACTED]

AMOUNT \$59.00
TIP \$8.85
TOTAL \$67.85

APPROVED

MasterCard
AID: [REDACTED]
TVR: 00 00 00 80 00
TS: E8 00

BY ENTERING A VERIFIED PIN
CARDHOLDER AGREES TO PAY ISSUER
SUCH TOTAL IN
ACCORDANCE WITH ISSUER'S
AGREEMENT
WITH CARDHOLDER

WWW.AIRLINELIMO.COM
Thank you for choosing
AIRLINE LIMOUSINE
We do prearranged
At Toronto Pearson

CUSTOMER COPY



STS SVP
Shared Travel Services Services de voyage partagés

HRG

E-Ticket Itinerary Receipt and Invoice

11 April 2016

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Traveller:	Mr STEPHEN SIMPSON	Travel Directive Module :	M3D - Domestic - Overnight stay
		THCEE Trip Category :	Core Mandate
		Trip Purpose :	Core Mandate - Conferences
		TAN :	AKU745988
		Fiscal Year :	2016-2017
		Rationale for not using virtual presence :	Personal attendance required

📅 Itinerary summary						
Traffic	Date	From-to/location	Supplier	Times	Class/room	Status
✈️	05 May 2016	<u>YOW - YYZ</u>	AC449	11:00-12:05	Economy	Booked
Frequent flyer cards:						

🍁 Air Canada Flight # AC449		✈️
		Status: Booked
Departing:	Ottawa Intl Airport, Ottawa, Canada (YOW)	
Date/time:	05 May 2016, 11:00	
Arriving:	Pearson International, Toronto, Canada (YYZ), Terminal 1	
Date/time:	05 May 2016, 12:05	
Duration:	1h5m	
Aircraft:	EMBRAER 190 Narrowbody Jet	
Cabin class:	Economy (G)	Add to calendar

💰 Fare details	
Fare accepted:	140.25 CAD
Taxes and fees:	0.00 XG / 23.71 RC / 0.00 XQ / 42.12 XT
Total amount:	206.08 CAD
Fare routing:	YOW - YYZ



Service Fees

Fee 1 Base:	29.75 CAD
Fee 1 Taxes:	3.87 CAD HST
Fee 1 Total:	33.62 CAD

GENERAL INFORMATION

 VENDOR TICKET NUMBER-2161144946

 VENDOR NAME-AIR CANADA
 VENDOR LOCATOR-PD2SPE

GST REGISTRATION NO. R136445095 QST REGISTRATION NO. TVQ M1015857826

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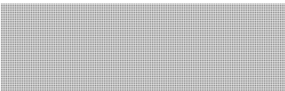
HRG North America, 370 King St. W., Suite 700, Toronto ON M5V 1J9, 1-866-857-3578

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



Sheraton

Stephen Simpson



Canada

Page Number : 1 Invoice Nbr : 362733
 Guest Number : 6346258
 Folio ID : A
 Arrive Date : 05-MAY-16 12:56
 Depart Date : 06-MAY-16 12:36
 No. Of Guest : 1
 Room Number : 3138
 Club Account :

Tax Invoice

Tax ID : 844048108

Sheraton Centre 06-MAY-16 13:30 CDAS1

Date	Reference	Description	Charges (CAD)	Credits (CAD)
05-MAY-16	RT3138	Room Chrg Government	239.00	
05-MAY-16	RT3138	Rooms HST	31.07	
05-MAY-16	RT3138	Destination Marketing Program	6.36	
05-MAY-16	RT3138	HST Dest Marketing Prgm	0.81	
06-MAY-16	MC	MasterCard-		-277.24
For Authorization Purpose Only				
Date	Code	Authorized		
05-MAY-16	125609	322.65		
** Total			277.24	-277.24
*** Balance			0.00	

HST Summary	Amount (CAD)
HST Room:	31.07
HST Food and Beverage	0.00
HST Telephone:	0.00
HST Other:	0.00
HST Total	31.07

Visit the Sheraton Store and take home our signature bedding, bath and more. Shop now at www.sheraton.com/store

Tell us about your stay. www.sheraton.com/reviews

Expense Report Statement

Expense Report Name: WAB Conference - Jun8-10/16-1

Traveller Name: *Stephen Simpson*
 TIN: XXXXXXXXXX
 Prepared By: *Jo Anne Platt*
 Policy Module: *M3D - Domestic - Overnight Stay*
 Trip Purpose: *Core Mandate - Conferences*
 Other Trip Purpose:
 Travel Request Name: *WAB Conference - Jun8-10/16*
 Travel Start Date: *10/06/2016*
 Travel End Date: *10/06/2016*
 ER Approval Status: *Approved*
 Primary Location:
 Secondary Location:

Online TAN: *AKU780259*
 Fiscal Year: *2016-2017*
 Travel Outside Default *N*
 Division:
 Vendor Code: XXXXXXXXXX
 Event:
 Comments:

Expense Report Summary

Expense Summary

Total allocated expenses :	1,561.44
(Minus) Total non-reimbursable expenses :	590.31
(Minus) Total personal expenses :	100.05
Total reimbursable expenses :	871.08
Total due traveller :	871.08

Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount

Expense Type	Date		Foreign Amount	Tax Amount	Amount
25) Transaction/Service Charges Hrg Aku780259 5.01 Hrg Aku780259 5.15	12/05/2016	P101 - 615 - 632 - S - 22 - E			31.24 <hr/> 31.24
25) Transaction/Service Charges Hrg Aku780259 5.01 Hrg Aku780259 5.15	18/05/2016	P101 - 615 - 632 - S - 22 - E			52.50 <hr/> 52.50
Commercial Air (estimate direct from OBT) Air Can 0142162392081 Air Can 0142162632841	11/05/2016	P101 - 615 - 632 - S - 22 - E			427.82 <hr/> 427.82
Flight from Vancouver to Calgary - schedule suited Steve the best in terms of meeting up with airport shuttle.					
Commercial Air (estimate direct from OBT) Air Can 0142162392081 Air Can 0142162632841	17/05/2016	P101 - 615 - 632 - S - 22 - E			78.75 <hr/> 78.75
Change to return flight so Steve wouldn't have to catch shuttle at 4am in order to be at airport in time for flight.					
Total non-reimbursable expenses (CAD)					590.31

Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
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Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi	08/06/2016	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA*G ... 1.18	29.42
Vancouver Taxi					<u>29.42</u>
Yellow Cab Co Ltd					30.60
Most time efficient way to travel from airport to home.					
11) Taxi	10/06/2016	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA*G ... 1.02	25.58
Vancouver Taxi					<u>25.58</u>
Yellow Cab Co Ltd					26.60
Most time efficient way to travel to airport from home.					
16) Commercial Accommodation	11/06/2016	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA*G ... 23.12	578.00
Banff Springs Hotel					<u>578.00</u>
Fairmont Hotels And Resorts	11/06/2016	99999 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA*G ... 3.85	96.20
					<u>96.20</u>
					* 100.05
2) Allowance: Meals, Incidentals & Private Accommodation	14/06/2016	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA#G ... 2.47	49.43
					<u>49.43</u>
	14/06/2016	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA#G ... 1.61	32.19
					<u>32.19</u>
					33.80
6) Bus	14/06/2016	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA*G ... 4.89	122.17
					<u>122.17</u>
					127.06
Total reimbursable expenses (CAD)					871.08
* This is a personal expense and is NOT included in the total amount above.					

Tax Coding Summary

GST	Total Amount
- 899 - 000 - 9 - 60 - I	34.29

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
P101 - 615 - 632 - S - 22 - E	1,427.10	1,461.39
99999 - 615 - 632 - S - 22 - E	96.20	100.05

Approval History

Date And Time	Approver	Approval Status	Comment
05/07/2016 07:22:20	Rejean Legros	Approved	
27/06/2016 15:27:45	Danielle May-Cuconato	Approved	
22/06/2016 15:08:12	Micheline Khouri	Approved	
22/06/2016 15:01:17	Micheline Khouri	Selected Approver Changed	
16/06/2016 14:56:26	Rachel Charron	Approval Required	June 16, 2016- Reviewed Rachel. 1) Accommodation: \$100.05 on invoice is under personal. \$601.12 will be reimbursed to traveler. Rachel
16/06/2016 14:48:23	Rachel Charron	Approval Required	June 16, 2016 1) Accommodation: \$100.05 on invoice is under personal. \$601.12 will be reimbursed to traveler. Rachel
16/06/2016 14:38:11	Rachel Charron	Approval Required	June 16, 2016 1) Accommodation: \$100.05 on invoice is under personal in coding only \$601.12 will be reimbursed to traveler.
15/06/2016 14:02:04	Jo Anne Platt	Comments Submitted	Jun15/16 1. Return flight (Jun10/16) changed so Steve wouldn't have to catch shuttle to airport at 4am (airport shuttle schedule didn't match up with flights very well) - approved by Danielle. Approval attached to flight change fee document.
15/06/2016 13:59:32	Jo Anne Platt	Comments Submitted	Jun15/16 1. Return flight changed so Steve wouldn't have to catch 4am shuttle to airport - approved by Danielle and approval attached to flight change fee document.

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name *Stephen Simpson*

Submit Date *15/06/2016*

Signature

Submitted on behalf of the Traveller.

Delegate Name *Jo Anne Platt*

Submit Date *15/06/2016*

Signature

Recommender Name *Micheline Khouri*

Recommended Date *22/06/2016*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name *Danielle May-Cuconato*

Approval Date *27/06/2016*

Signature

Processor Name *Rejean Legros*

Processed Date *05/07/2016*

Signature

Out of Pocket Expenses: Details

Out of Pocket Expense: 14/06/2016
 Amount: \$85.70 CAD
 WAB Conference - Jun8-10/16 - meals&incidentals

Expense Report Details
 #1514 15/06/2016
 WAB Conference - Jun8-10/16-1
 Out of Pocket Expenses: Copy

- Expenses
- Coding
- Approval
- Summary

2) Allowance: Meals, Incidentals & Private Accommodation

Use this expense type to estimate or claim meal, incidental and private non-commercial accommodation allowances for up to 365 days. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. If you are staying at the same location for more than 30 consecutive calendar days, the allowance rates may be reduced by up to 50%. It is important to note that since the allowance rates can be selected flexibly it is advisable that you refer to Appendices C and D of the Travel Directive for more information. If your location changes during your trip, the allowance rate should be reset to 100% again.

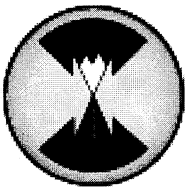
Enter the date range of travel.

Start Date	End Date
08/06/2016	10/06/2016

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

View by: < Month Year >
June 2016

Date	Country/Location	Meal Rate	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
08/06/2016	Canada - British Columbia	100% ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓ 100% ▼	<input type="checkbox"/> 100% ▼
09/06/2016	Canada - British Columbia	100% ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓ 100% ▼	<input type="checkbox"/> 100% ▼
10/06/2016	Canada - British Columbia	100% ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓ 100% ▼	<input type="checkbox"/> 100% ▼
Summary							
Country	Location	Meals	Incidentals	Private Accommodation			
Canada	British Columbia	33.80	51.90	0.00			



BANFF AIRPORTER.
> Leading the way

Activity Voucher For: 1330 Banff to YYC

Activity Information:
Status: Confirmed

Confirmation Number: 134726

Client Name: Stephen Simpson
Activity Date: Friday, 10 Jun 2016
Pick Up: Fairmont Banff Springs Hotel
Notes:

Activity Time: 13:30
Please be ready between 13:20 - 13:30

1330 Banff to YYC	Passengers: 1 (ad)	\$60.50
		Tax: \$6.05
		Total: \$60.50

Booking Information:

Date Booked: 2016-06-03
Booked By: [REDACTED]
Agent: [REDACTED]

Payment Information:

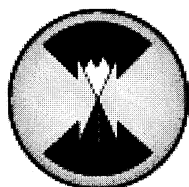
Payment Type	Date	Amount
Credit Card	2016-06-03	\$127.06

Outstanding Balance: \$0.00

The Banff Airporter Inc. - Box 2524 Banff Alberta Canada

The Banff Airporter Inc. can not be held liable for any injuries, losses or damages in any such way.
We or the supplier reserve the right to cancel activities or change location due to unforeseen circumstances.





BANFF AIRPORTER.

> Leading the way

Activity Voucher For: 1430 YYC to Banff

Activity Information:
Status: Confirmed

Confirmation Number: 134726

Client Name: Stephen Simpson
Activity Date: Wednesday, 08 Jun 2016
Pick Up: Calgary Airport
Notes:

Activity Time: 14:30
Please be ready at 14:30 Our staff will arrive at 14:30 for your pickup.

1430 YYC to Banff	Passengers: 1 (ad)	\$60.50
		Tax: \$6.05
		Total: \$60.50

Booking Information:

Date Booked: 2016-06-03
Booked By: [REDACTED]
Agent: [REDACTED]

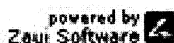
Payment Information:

Payment Type	Date	Amount
Credit Card	2016-06-03	\$127.06

Outstanding Balance: \$0.00

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STS SVP
 Shared Travel Services / Services de voyage partagés



E-Ticket Itinerary Receipt and Invoice

11 May 2016

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ACCEPTANCE OF YOUR ITINERARY CONSTITUTES AGREEMENT WITH ITS CONTENTS./p>

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HRG WILL NOT INCREASE THE PRICE AFTER TICKET ISSUANCE.

Itinerary details		Account references	
Trip locator:	MPM08U	Traveller Category :	Public Servants
Traveller:	Mr STEPHEN SIMPSON	Travel Directive Module :	M3D - Domestic - Overnight stay
		THCEE Trip Category :	Core Mandate
		Trip Purpose :	Core Mandate - Conferences
		TAN :	AKU780259
		Fiscal Year :	2016-2017
		Rationale for not using virtual presence :	Personal attendance required

Itinerary summary						
Traffic	Date	From-to/location	Supplier	Times	Class/room	Status
	08 Jun 2016	<u>YVR - YYC</u>	AC210	11:00-13:25	Economy	Booked
	10 Jun 2016	<u>YYC - YVR</u>	AC209	10:00-10:30	Economy	Booked

Frequent flyer cards:

Air Canada Flight # AC210		
		Status: Booked
Departing:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M	
Date/time:	08 June 2016, 11:00	
Arriving:	Calgary Intl Airport, Calgary, Canada (YYC)	
Date/time:	08 June 2016, 13:25	
Duration:	1h25m	
Aircraft:	Airbus A319 Narrowbody Jet	
Cabin class:	Economy (G)	Add to calendar



Air Canada
Flight # AC209



Status: Booked

Departing:	Calgary Intl Airport, Calgary, Canada (YYC)
Date/time:	10 June 2016, 10:00
Arriving:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M
Date/time:	10 June 2016, 10:30
Duration:	1h30m
Aircraft:	Airbus A320-100/200 Narrowbody Jet
Cabin class:	Economy (G) Add to calendar

Fare details

Fare accepted:	307.20 CAD
Taxes and fees:	20.37 XG / 0.00 RC / 0.00 XQ / 100.25 XT
Total amount:	427.82 CAD
Fare routing:	YYC - YVR

Service Fees

Fee 1 Base:	29.75 CAD
Fee 1 Taxes:	1.49 CAD GST
Fee 1 Total:	31.24 CAD

GENERAL INFORMATION

 VENDOR TICKET NUMBER-2162392081

 VENDOR NAME-AIR CANADA
 VENDOR LOCATOR-RB2KHM

GST REGISTRATION NO. R136445095 QST REGISTRATION NO. TVQ M1015857826

GST is represented by tax code XG; HST is represented by tax code RC; QST is represented by tax code XQ.

FOR ASSISTANCE OR IN TRANSIT EMERGENCY SERVICE PLEASE CONTACT HRG ANYTIME AT 1-866-857-3578 WITHIN NORTH AMERICA OR FROM OUTSIDE CANADA / USA; CALL COLLECT AT 1-613-822-3873.

FOR CREDIT CARD SUPPORT DUE TO LOST OR STOLEN CARDS PLEASE USE PHONE NUMBER ABOVE; SELECT OPTION 4 IMPORTANT; THE NAME ON THE IDENTIFICATION MUST MATCH THE NAME ON THE RESERVATION; BOARDING PASS.

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PROOF OF ONWARD OR RETURN TRAVEL MAY BE REQUIRED AT CHECK-IN.

PASSPORT AND VISA REQUIREMENTS:

PLEASE ENSURE PASSPORT IS VALID FOR 6 MONTHS BEYOND EXPECTED RETURN DATE.

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CHECK-IN:

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FLIGHT TIMES ARE SUBJECT TO CHANGE; PLEASE RE-CONFIRM FLIGHT TIMES PRIOR TO DEPARTURE.

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FOR FREE BAGGAGE ALLOWANCE AND/OR APPLICABLE FEES FOR CARRY-ON//CHECKED BAGGAGE RELATED TO YOUR FLIGHT - PLEASE VERIFY THE CARRIERS WEBSITE.

ACCOMMODATIONS:

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NO-SHOWS:

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HRG North America, 370 King St. W., Suite 700, Toronto ON M5V 1J9, 1-866-857-3578



STS SVP
Shared Travel Services Services de voyage partagés

HRG

E-Ticket Itinerary Receipt and Invoice

17 May 2016

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Itinerary details		# Account references	
Trip locator:	MPM08U	Traveller Category :	Public Servants
Traveller:	Mr STEPHEN SIMPSON	Travel Directive Module :	M3D - Domestic - Overnight stay
		THCEE Trip Category :	Core Mandate
		Trip Purpose :	Core Mandate - Conferences
		TAN :	AKU780259
		Fiscal Year :	2016-2017
		Rationale for not using virtual presence :	Personal attendance required

Itinerary summary						
Traffic	Date	From-to/location	Supplier	Times	Class/room	Status
✈	08 Jun 2016	<u>YVR - YYC</u>	AC210	11:00-13:25	Economy	Booked
✈	10 Jun 2016	<u>YYC - YVR</u>	AC223	17:25-17:55	Economy	Booked
Frequent flyer cards:						

Air Canada		✈
Flight # AC210		Booking reference: RB2KHM Status: Booked
Departing:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M	
Date/time:	08 June 2016, 11:00	
Arriving:	Calgary Intl Airport, Calgary, Canada (YYC)	
Date/time:	08 June 2016, 13:25	
Duration:	1h25m	
Aircraft:	Airbus A319 Narrowbody Jet	
Cabin class:	Economy (G)	Add to calendar



Air Canada
Flight # AC223



Booking reference: RB2KHM
Status: Booked

Departing:	Calgary Intl Airport, Calgary, Canada (YYC)
Date/time:	10 June 2016, 17:25
Arriving:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M
Date/time:	10 June 2016, 17:55
Duration:	1h30m
Aircraft:	Airbus A321 Narrowbody Jet
Cabin class:	Economy (G) Add to calendar



Fare details

Fare accepted:	75.00 CAD
Taxes and fees:	3.75 XG / 0.00 RC / 0.00 XQ / 0.00 XT
Total amount:	78.75 CAD
Fare routing:	YVR - YYC



Service Fees

Fee 1 Base:	50.00 CAD
Fee 1 Taxes:	2.50 CAD GST
Fee 1 Total:	52.50 CAD

GENERAL INFORMATION

 VENDOR TICKET NUMBER-2162392081

 VENDOR NAME-AIR CANADA
 VENDOR LOCATOR-RB2KHM

 TOTAL ADDITIONAL COLLECTION FOR EXCHANGE IS 78.75

 VENDOR TICKET NUMBER-2162632841

GST REGISTRATION NO. R136445095 QST REGISTRATION NO. TVQ M1015857826

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NO-SHOWS:

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Travel Industry regulations require the travel agency to advise the customer about the availability of optional trip cancellation insurance and optional out of province health insurance. Individuals may contact the travel insurance provider of their choice to obtain a personal quote. TICO NO. 1355825

HRG North America, 370 King St. W., Suite 700, Toronto ON M5V 1J9, 1-866-857-3578

THE *Fairmont*
BANFF SPRINGS

405 Spray Avenue
P.O. Box 960
Banff, Alberta Canada T1L 1J4
T 403 762 2211 F 403 762 5755
G.S.T. Registration # 84968 1721 RT000

Western Association of Broadcasters
Mr Stephen Simpson
290-858 Beatty Street
Vancouver BC V6B 1C1
Canada

INFORMATION INVOICE

Room : 1007
Folio # :
Cashier # : 351678
Page # : 1 of 1
Group Name : Western Association of Broadcasters

Arrival : 06-08-16
Departure : 06-10-16

Fairmont President's Club

Date	Description	Additional Information	Charges	Credits
06-08-16	Package Charge		271.00	
06-08-16	Tourism Improvement Fee (2%)		5.18	
06-08-16	Alberta Tourism Levy (4%)		10.57	
06-08-16	Room GST (5%)		13.21	
06-08-16	Package GST (5%)		0.60	
06-09-16	Rundle Lounge	Line# 1007 : CHECK# 0193060	100.05	
06-09-16	Package Charge		271.00	
06-09-16	Tourism Improvement Fee (2%)		5.18	
06-09-16	Alberta Tourism Levy (4%)		10.57	
06-09-16	Room GST (5%)		13.21	
06-09-16	Package GST (5%)		0.60	
Total			701.17	0.00

room
total
= \$300.56/
night

Balance Due 701.17

GST Summary

Room 26.42
F&B 4.05
Other 1.20
Total 31.67

Total hotel room charge = \$601.12

Thank you for choosing Fairmont Hotels & Resorts.
To provide feedback about your stay please contact David Roberts, General Manager, at David.Robertsgm@fairmont.com.
We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

For information or reservations, visit us at 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 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 Global 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 ne 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

Taxi receipts - Credit card

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

May 8/16
home → airport
\$ 30.60

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2016/06/08
TIME 5548 09:10:21
CLERK ID 999
RECEIPT NUMBER
C85023554-001-008-001-0

PURCHASE
AMOUNT \$25.60
TIP \$5.00
TOTAL

\$30.60

MasterCard
[REDACTED]
1F606029EE99E14E
[REDACTED]

YELLOW CAB CO LTD
1441 CLARK DR V5L3K9
VANCOUVER BC
21158659

May 10/16
airport → home
\$ 26.60

|||| PURCHASE ||||
06-10-2016 18:20:45
Acct # [REDACTED] CN
Exp Date 10/17 Card Type MC
Name: STEPHEN B SIMPSON
[REDACTED] MasterCard

Trace # 490002
M21158659020
Inv. # 5
Auth # 212045 RRN 001744002
TVR 000008000 TSI E800
TC 1F4AA7361AC88787

Total \$57.20

Net Charge \$21.60
TIP \$5.00
TOTAL \$26.60

Platt, Jo-Anne

From: Charron, Rachel
Sent: May-17-2016 8:21 AM
To: Platt, Jo-Anne
Subject: RE: Cost to change return flight for WAB

The SG agrees as long as it is not more than \$200.00 to change it, thanks Jo-Anne.

From: Platt, Jo-Anne
Sent: May-17-2016 10:59 AM
To: Charron, Rachel <rachel.charron@crtc.gc.ca>
Subject: RE: Cost to change return flight for WAB

Merci Rachel!

Just to clarify – I still need to wait to hear from Danielle or can I go ahead and change the flight?

From: Charron, Rachel
Sent: May-17-2016 5:07 AM
To: Platt, Jo-Anne <Jo-anne.Platt@crtc.gc.ca>
Subject: RE: Cost to change return flight for WAB

Ok Jo-Anne will let Danielle know that the cost for the change will be around \$175 to \$200, AC charge \$144 and HRD around \$50, I want a make sure we have it clear ☺

From: Platt, Jo-Anne
Sent: May-16-2016 4:07 PM
To: Charron, Rachel <rachel.charron@crtc.gc.ca>
Cc: Cloutier, Caroline <caroline.cloutier@crtc.gc.ca>
Subject: FW: Cost to change return flight for WAB

Merci Rachel.

From: Simpson, Stephen
Sent: May-16-2016 1:05 PM
To: Platt, Jo-Anne <Jo-anne.Platt@crtc.gc.ca>
Subject: RE: Cost to change return flight for WAB

Yes

From: Platt, Jo-Anne
Sent: May-16-2016 11:19 AM
To: Simpson, Stephen <Stephen.simpson@crtc.gc.ca>
Cc: Charron, Rachel <rachel.charron@crtc.gc.ca>
Subject: Cost to change return flight for WAB

Hi Steve,

I've checked with the travel agency and to change you flight coming home from WAB from the 10am (4.50am shuttle) to the 5.25pm (1.20pm shuttle) will be \$144.90. There is no increase in fare – it's just the Air Canada Change fee plus the travel agent fee.

Do I have you ok to request approval on this change?

Thanks,

Jo-Anne

Expense Report Statement

Expense Report Name: BCAB - May18-19/16-1

Traveller Name: *Stephen Simpson*
 TIN: XXXXXXXXXX
 Prepared By: *Jo Anne Platt*
 Policy Module: *M3D - Domestic - Overnight Stay*
 Trip Purpose: *Core Mandate - Conferences*
 Other Trip Purpose:
 Travel Request Name: *BCAB - May18-19/16*
 Travel Start Date: *18/05/2016*
 Travel End Date: *19/05/2016*
 ER Approval Status: *Approved*
 Primary Location:
 Secondary Location:

Online TAN: *AKU791727*
 Fiscal Year: *2016-2017*
 Travel Outside Default Division: *N*
 Vendor Code: XXXXXXXXXX
 Event:
 Comments:

Expense Report Summary

Expense Summary

Total allocated expenses :	892.44
(Minus) Total non-reimbursable expenses :	435.16
Total reimbursable expenses :	457.28
Total due traveller :	457.28

Non-Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
25) Transaction/Service Charges	19/04/2016	P101 - 615 - 632 - S - 22 - E			31.24
Hrg Aku791727 5.01					31.24

Expense Type	Date		Foreign Amount	Tax Amount	Amount
Commercial Air (estimate direct from OBT)	18/04/2016	P101 - 615 - 632 - S - 22 - E			403.92
Air Can 0142161439504					<u>403.92</u>
Time of flight only option for scheduling					
Total non-reimbursable expenses (CAD)					435.16

Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi Vancouver Taxi Whalley Taxi Ltd	18/05/2016	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA*G ... 1.01	25.19 <u>26.20</u>
11) Taxi Vancouver Taxi Whalley Taxi Ltd	19/05/2016	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA*G ... 1.27	31.73 <u>33.00</u>
13) Other modes of transportation	03/06/2016	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA*G ... 3.03	75.72 <u>78.75</u>
13) Other modes of transportation	03/06/2016	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA*G ... 1.49	37.24 <u>38.73</u>
16) Commercial Accommodation Other	03/06/2016	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA*G ... 7.08	176.92 <u>184.00</u>
Amount from Mastercard not transferred over as it included a personal charge.					

Expense Type	Date		Foreign Amount	Tax Amount	Amount
2) Allowance: Meals, Incidentals & Private Accommodation	03/06/2016	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA#G ... 2.95	59.05 <hr/> 62.00
	03/06/2016	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA#G ... 1.65	32.95 <hr/> 34.60
Total reimbursable expenses (CAD)					457.28

Tax Coding Summary

GST	Total Amount
- 899 - 000 - 9 - 60 - I	18.48

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
P101 - 615 - 632 - S - 22 - E	873.96	892.44

Approval History

Date And Time	Approver	Approval Status	Comment
10/06/2016 14:36:45	Micheline Khouri	Approved	
06/06/2016 15:20:29	Danielle May-Cuconato	Approved	
06/06/2016 14:00:43	Rachel Charron	Approved	
06/06/2016 14:00:30	Rachel Charron	Approval Required	June 6th, 2016 Reviewed, Rachel.
06/06/2016 13:45:41	Rachel Charron	Selected Approver Changed	

Date And Time	Approver	Approval Status	Comment
03/06/2016 14:24:59	Jo Anne Platt	Comments Submitted	<p>Notes: 1. Meals: May18 - Steve flying during conference dinner time. Meal on flight provided for a fee. May 19 - Left too early to participate in conference lunch. Meal provided on flight for a fee. 2. Change to return flight: Chairman Blais asked Steve to attend PH staff dinner in Vancouver which required flying home on earlier flight. Change in flight took place less than two hours before flight departure so Steve paid for costs on his personal Visa - prior approval not sought because there wasn't enough time and the Chair was the one who asked him to attend the dinner. Receipts for personal Visa charges and confirmation of Chair's request attached.</p>
03/06/2016 14:20:39	Jo Anne Platt	Comments Submitted	<p>Notes: 1. Meals: May18 - Steve flying during conference meal time. Meal on flight provided for a fee. May 19 - Left too early to have conference lunch. Meal provided on flight for a fee. 2. Change to return flight: Chairman Blais asked Steve to attend PH staff dinner in Vancouver which required flying home on earlier flight. Change in flight took place an hour before flight was to depart so Steve paid for costs on his personal Visa - prior approval not sought because there wasn't enough time and the Chair was the one who asked him to attend the dinner. Receipts for personal Visa and confirmation of Chair's request attached.</p>

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name *Stephen Simpson*

Submit Date *03/06/2016*

Signature

Submitted on behalf of the Traveller.

Delegate Name *Jo Anne Platt*

Submit Date *03/06/2016*

Signature

Recommender Name *Rachel Charron*

Recommended Date *06/06/2016*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name *Danielle May-Cuconato*

Approval Date *06/06/2016*

Signature

Processor Name *Micheline Khouri*

Processed Date *10/06/2016*

Signature

Out of Pocket Expenses: Details

Out of Pocket Expense: 03/06/2016
 Amount: \$96.60 CAD
 BCAB - May18-19_16 - meals & incidentals

Expense Report Details
 #1491 03/06/2016
 BCAB - May18-19/16-1
 Out of Pocket Expenses: Copy

Expenses Coding Approval Summary

2) Allowance: Meals, Incidentals & Private Accommodation

Use this expense type to estimate or claim meal, incidental and private non-commercial accommodation allowances for up to 365 days. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. If you are staying at the same location for more than 30 consecutive calendar days, the allowance rates may be reduced by up to 50%. It is important to note that since the allowance rates can be selected flexibly it is advisable that you refer to Appendices C and D of the Travel Directive for more information. If your location changes during your trip, the allowance rate should be reset to 100% again.

Enter the date range of travel.

Start Date End Date
 18/05/2016 19/05/2016

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

View by: Month: May Year: 2016

Date	Country/Location	Meal Rate	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
18/05/2016	Canada - British Columbia	100% ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼
19/05/2016	Canada - British Columbia	100% ▼	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	British Columbia	62.00	34.60	0.00

Original invoice charged to CRTC

57207972

SALES PERSON : 9999
CUSTOMER NBR : GOC1028

INVOICE NO : 56415
RV6QB2

DATE : 18 APR 16
Page : 1 / 1

TO : BUSINESS: 1 PROMENADE DU PORTAGE
LES TERRASSES DE LA CHAUDIERE
GATINEAU
QUEBEC
J8X 4B1

FOR : SIMPSON/STEPHEN MR

REF :

18 MAY 16 - WEDNESDAY

AIR AC AIR CANADA
LV YVR VANCOUVER
AR YYF PENTICTON
SIMPSON/STEPHEN MR

FLT: 8354 G
0540P
0633P

EQP: DH3
NON-STOP

SEAT -

19 MAY 16 - THURSDAY

AIR AC AIR CANADA
LV YYF PENTICTON
AR YVR VANCOUVER
SIMPSON/STEPHEN MR

FLT: 8357 G
0655P
0748P

EQP: DH3
NON-STOP

SEAT -

13 FEB 17 - MONDAY

TOUR

LV XXX
1NT

AIR TICKET AC2161439504

SIMPSON/STEPHEN MR 384.69
GST - standard 19.23
QST-exempt

AIR TICKET XD7000000000

SIMPSON/STEPHEN MR 29.75
GST - standard 1.49
QST-exempt

TOTAL GOODS / SERVICES	414.44
TOTAL GST - standard	20.72
TOTAL	20.72
TOTAL QST-exempt	0.00
AMOUNT DUE	435.16
MASTERCARD	-403.92
MASTERCARD	-31.24
TOTAL	0.00

PENTICTON LAKESIDE RESORT

21 LAKESHORE DRIVE WEST
PENTICTON, BC V2A 7M5



PENTICTON LAKESIDE RESORT
AND CONFERENCE CENTRE

(250) 493-8221

lakeside@rpbhotels.com
www.pentictonlakesideresort.com

05/19/2016 11:32 AM

Registered To:

Simpson, Steve

(604) 666-2914

Room #	547-A
Conf #	17066406
Arrival	05/18/16
Departure	05/19/16
Group	Bcab
Room Type	NQQB-2 Queen Bed
Guests	1 / 0
Payment Acct	Visa/Master

Posting Date	Oper	AcctCode	Description	From	Reference	Amount
05/18/16	Admin	24			6-8043 <i>Personal Charge</i>	\$57.28
05/18/16	Dan	RC	ROOM CHRG REVENUE			\$160.00
05/18/16	Dan	92	CITY TAX 2%			\$3.20
05/18/16	Dan	90	ROOM TAX 8%			\$12.80
05/18/16	Dan	91	GST 5% ROOMS			\$8.00
05/19/16	Caitlin	103	MASTERCARD PAYMENT			\$241.28-

Balance Due	\$0.00
-------------	--------

- \$241.28
 - 57.28

 \$ 184
 room
 rate

I AGREE THAT MY LIABILITY FOR THIS BILL IS NOT WAIVED AND AGREE TO BE HELD PERSONALLY LIABLE IN THE EVENT THAT INDICATED PERSON, COMPANY, OR ASSOCIATION FAILS TO PAY FOR ANY PART OR THE FULL AMOUNT OF THESE CHARGES.

IF YOU WOULD LIKE EXPRESS CHECK OUT, PLEASE SIGN THIS COPY AND DEPOSIT INTO THE EXPRESS CHECK OUT BOX LOCAL THE FRONT DESK, ALONG WITH YOUR ROOM KEYS. IF YOU WOULD LIKE A COPY OF YOUR INVOICED EMAILED PLEASE PROVIDE YOUR EMAIL BELOW.

EMAIL: _____

IF YOU NEED TO CONTACT US PLEASE CALL 1-250-493-8221 OR VISIT WWW.PENTICTONLAKESIDERESORT.COM

Signature

TAX REG. # 104652482RT0003

Paid by Steve on personal Visa

s.19(1)

57399567

SALES PERSON : 9999
CUSTOMER NBR : GOC2000

INVOICE NO : 16764
RV6QB2

DATE : 19 MAY 16
Page : 1 / 1

TO : BUSINESS: 1 PROMENADE DU PORTAGE
LES TERRASSES DE LA CHAUDIERE
GATINEAU
QUEBEC
J8X 4B1

FOR : SIMPSON/STEPHEN MR

REF :

19 MAY 16 - THURSDAY

AIR AC AIR CANADA
LV YYF PENTICTON
AR YVR VANCOUVER
SIMPSON/STEPHEN MR

FLT: 8355 V

0115P
0208P

EQP: DH3
NON-STOP

SEAT -

13 FEB 17 - MONDAY
TOUR

LV XXX
INT

AIR TICKET AC2162737066

SIMPSON/STEPHEN MR 75.00
GST - standard 3.75
QST-exempt

TOTAL GOODS / SERVICES	75.00
TOTAL GST - standard	3.75
TOTAL	3.75
TOTAL QST-exempt	0.00
AMOUNT DUE	78.75
VISA XXXXXXXXXX	-78.75
TOTAL	0.00

Air Canada change fee

BCAB 69th Annual Conference

May 17 - 19, 2016 - Porticton Lakeside Resort

Program at a Glance

	Tuesday, May 17, 2016	Wednesday, May 18, 2016	Thursday, May 19, 2016	
7:00 AM				7:00 AM
7:15 AM				7:15 AM
7:30 AM				7:30 AM
7:45 AM				7:45 AM
8:00 AM			Breakfast (Upper Foyer) 8:00 AM - 8:30 AM	8:00 AM
8:15 AM				8:15 AM
8:30 AM			Steve Simpson - CRTC Update (Salon ABC) 8:30 AM - 8:50 AM	8:30 AM
8:45 AM				8:45 AM
8:50 AM		Opening Remarks - President, Kevin Gemmill 8:30 AM - 9:00 AM		8:50 AM
9:00 AM			Sean Ross - The Endless Weeknd: How the Formats Moved Closer Together 8:50 AM - 9:30 AM	9:00 AM
9:15 AM				9:15 AM
9:30 AM				9:30 AM
9:45 AM		Ron Brammer - Leaders not Managers 9:00 AM - 10:30 AM		9:45 AM
10:00 AM			Numeris Annual Update and Townhall 9:30 AM - 11:00 AM	10:00 AM
10:15 AM				10:15 AM
10:30 AM		Coffee Break (Upper Foyer) 10:30 AM - 10:45 AM		10:30 AM
10:45 AM			Coffee Break (Upper Foyer) 11:00 AM - 11:15 AM	10:45 AM
11:00 AM				11:00 AM
11:15 AM		Fred Jacobs - Connected Dashboard Presentation 10:45 AM - 12:00 PM		11:15 AM
11:30 AM			Industry Leader's Panel 11:15 AM - 12:30 PM	11:30 AM
11:45 AM		Lunch sponsored by HD Radio (Salon D) 12:00 PM - 1:00 PM		11:45 AM
12:00 PM		Mahgan Cabrera - Royal Roads University Presentation 12:15 PM - 12:20 PM		12:00 PM
12:15 PM		Jeff Detweiler - HD Radio Technology - New Opportunities for Radio 12:20 PM - 12:40 PM	Closing Remarks - President, Kevin Gemmill 12:30 PM - 12:45 PM	12:15 PM
12:30 PM				12:30 PM
12:45 PM				12:45 PM
1:00 PM				1:00 PM
1:15 PM				1:15 PM
1:30 PM				1:30 PM
1:45 PM				1:45 PM
2:00 PM				2:00 PM
2:15 PM				2:15 PM
2:20 PM				2:20 PM
2:30 PM				2:30 PM
2:45 PM				2:45 PM
3:00 PM				3:00 PM
3:15 PM				3:15 PM
3:30 PM				3:30 PM
3:45 PM				3:45 PM
4:00 PM				4:00 PM
4:05 PM				4:05 PM
4:15 PM				4:15 PM
4:30 PM				4:30 PM
4:45 PM				4:45 PM
5:00 PM				5:00 PM
5:15 PM				5:15 PM
5:30 PM				5:30 PM
5:45 PM				5:45 PM
6:00 PM				6:00 PM
6:15 PM				6:15 PM
6:30 PM	President's Welcome Reception (Salon D)			6:30 PM
6:45 PM				6:45 PM
7:00 PM	6:00 PM - 8:00 PM			7:00 PM
7:15 PM				7:15 PM
7:30 PM				7:30 PM
7:45 PM				7:45 PM
8:00 PM				8:00 PM
8:15 PM		Free Evening	Cocktail Reception (Upper Foyer) 6:30 PM - 7:00 PM	8:00 PM
8:30 PM				8:15 PM
8:45 PM		Poker Tournament (Casino) 7:30 PM - 11:00	President's Dinner & Awards Gala (Salon ABC) 7:00 PM - 10:30 PM	8:30 PM
9:00 PM				8:45 PM
9:15 PM		Networking + Poker Training 7:30 - 9:30		9:00 PM
9:30 PM				9:15 PM
9:45 PM				9:30 PM
10:00 PM		Tournament 9:00 PM - 11:00 PM		9:45 PM
10:15 PM				10:00 PM
10:30 PM				10:15 PM
10:45 PM				10:30 PM
11:00 PM				10:45 PM
11:15 PM				11:00 PM
11:30 PM			Post Gala Networking Party (Barking Parrot) 10:30 PM - 1:00 AM	11:15 PM
11:45 PM				11:30 PM
12:00 AM				11:45 PM
				12:00 AM

Platt, Jo-Anne

From: Simpson, Stephen
Sent: June-01-2016 7:14 AM
To: Platt, Jo-Anne
Subject: Re: Change in return flight for BCAB

Yes this is correct.

Stephen Simpson
Commissioner | BC & Yukon Regions
Conseiller | Régions de CB et Yukon
Canadian Radio-television and Telecommunications Commission
Conseil de la radiodiffusion et des télécommunications canadiennes

stephen.simpson@crtc.gc.ca
Telephone | Téléphone [604-666-2914](tel:604-666-2914)
Facsimile | Télécopieur [604-666-8322](tel:604-666-8322)
Government of Canada | Gouvernement du Canada
www.crtc.gc.ca
[Follow us on Twitter](#) | [Suivez-nous sur Twitter](#)

On May 31, 2016, at 2:33 PM, Platt, Jo-Anne <Jo-anne.Platt@crtc.gc.ca> wrote:

Good afternoon Steve,

By reply email can you confirm the following please as it relates to your return flight from the BCAB conference.

Chairman Blais asked that you attend the staff dinner taking place in Vancouver during the hearing on Thursday, May19th.

The number flights from Penticton to Vancouver is extremely limited and the only flight available that would have you back into Vancouver on time to attend the staff dinner left Penticton at 1.15pm. Since the process of changing the flight started at 11am, there was no time to submit a request to change the flight and as it was the Chairman that asked you to attend the dinner, we went ahead to make the changes as you were rushing to the airport.

It was decided that you would pay HRG directly with your personal credit card for the changes and request a reimbursement when we submitted the Expense Claim. The invoice/receipt will be attached to the Expense Claim.

Thank you,

Jo-Anne

Paid by Steve on Personal Visa

57395777

SALES PERSON : 9999
CUSTOMER NBR : GOC2000

INVOICE NO : 16711
RV6QB2

DATE : 19 MAY 16
Page : 1 / 1

TO : BUSINESS: 1 PROMENADE DU PORTAGE
LES TERRASSES DE LA CHAUDIERE
GATINEAU
QUEBEC
J8X 4B1

FOR : SIMPSON/STEPHEN MR

REF :

19 MAY 16 - THURSDAY

AIR AC AIR CANADA
LV YYF PENTICTON
AR YVR VANCOUVER
SIMPSON/STEPHEN MR

FLT: 8355 V

0115P
0208P

EQP: DH3
NON-STOP

SEAT -

13 FEB 17 - MONDAY
TOUR

LV XXX
1NT

AIR TICKET AC2162737066

SIMPSON/STEPHEN MR 38.73
GST - standard
QST-exempt

TOTAL GOODS / SERVICES	38.73
TOTAL GST - standard	0.00
TOTAL QST-exempt	0.00
AMOUNT DUE	38.73
VISA 	-38.73
TOTAL	0.00

Difference infre.

Taxi receipts - Credit Cards.

May 18/16
home → airpnt
\$26.20

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2016/05/18
TIME 5014 16:19:21
CLERK ID 999
RECEIPT NUMBER
085008036-001-292-001-0

PURCHASE
AMOUNT \$22.20
TIP \$4.00
TOTAL
\$26.20

MasterCard
[REDACTED]
652EC79A3C4E4622
0000008000-EB00
E7FFE2EB79B1A82D

APPROVED

NEWTON WHALLEY HI-WAY TAXI LTD
UNIT 107 13119 84 AVE
SURREY BC V4N 1B3
CAR #44
(604) 581-1111

May 19/16
airpnt → home
\$33

TERM ID: A7533332 BATCH#: 361
EMPLOYEE ID: 642 SHIFT#: 002

Sale
INVT: 0000010003
MCARD SEQ#:361001001003
Application Label: MasterCard
AID: [REDACTED]
TVR: 00 00 00 00
TSI: E8 00
*****8481
Amount: CAD\$ 28.00
Tip: CAD\$ 5.00

Total: CAD\$ 33.00

APPROVED 173736
001/00
19-May -16 14:37:37

CUSTOMER COPY
THANK YOU!



~~_____~~
\$59.20

Expense Report Statement

Expense Report Name: June FCM - Jun15-17/16-1

Traveller Name: Stephen Simpson
TIN: [REDACTED]
Prepared By: Jo Anne Platt
Policy Module: M3D - Domestic - Overnight Stay
Trip Purpose: Core Mandate - Meetings
Other Trip Purpose:
Travel Request Name: June FCM - Jun15-17/16
Travel Start Date: 15/06/2016
Travel End Date: 17/06/2016
ER Approval Status: Approved
Primary Location:
Secondary Location:

Online TAN: AKU705480
Fiscal Year: 2016-2017
Travel Outside Default Division: N
Vendor Code: [REDACTED]
Event:
Comments:

Expense Report Summary

Expense Summary

Total allocated expenses :	3,498.92
(Minus) Total non-reimbursable expenses :	3,176.23
Total reimbursable expenses :	322.69
Total due traveller :	322.69

Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------

Expense Type	Date		Foreign Amount	Tax Amount	Amount
16) Commercial Accommodation	24/06/2016	P101 - 940 - 131 - S - 22 - E			388.74
Manual Prepaid					<u>388.74</u>
Indigo Hotels					
25) Transaction/Service Charges	12/05/2016	P101 - 940 - 131 - S - 22 - E			31.24
Hrg Aku705480 5.01					<u>31.24</u>
Commercial Air (estimate direct from OBT)	11/05/2016	P101 - 940 - 131 - S - 22 - E			2,756.25
Air Can 0142162392143					<u>2,756.25</u>
Business class (lowest) approved					
Total non-reimbursable expenses (CAD)					3,176.23

Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi	24/06/2016	P101 - 940 - 131 - S - 22 - E			14.29
Blue Line 1139 Taxitab		- 899 - 000 - 9 - 60 - I		ON*HST 1.71	<u>16.00</u>
Regal Et Crown Taxi					
11) Taxi	24/06/2016	P101 - 940 - 131 - S - 22 - E			8.93
Blue Line 1139 Taxitab		- 899 - 000 - 9 - 60 - I		ON*HST 1.07	<u>10.00</u>
Regal Et Crown Taxi					
11) Taxi	15/06/2016	P101 - 940 - 131 - S - 22 - E			32.14
Blue Line 1139 Taxitab		- 899 - 000 - 9 - 60 - I		ON*HST 3.86	<u>36.00</u>
Regal Et Crown Taxi					

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi Blue Line 1139 Taxitab Regal Et Crown Taxi	17/06/2016	P101 - 940 - 131 - S - 22 - E - 899 - 000 - 9 - 60 - I		QC*G ... 4.03	29.30 <u>33.33</u>
2) Allowance: Meals, Incidentals & Private Accommodation	24/06/2016	P101 - 940 - 131 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON#H ... 18.13	139.47 <u>157.60</u>
	24/06/2016	P101 - 940 - 131 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON#H ... 5.97	45.93 <u>51.90</u>
3) Allowance: Private Motor Vehicle	24/06/2016	P101 - 940 - 131 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA#G ... 0.43	8.50 <u>8.93</u>
3) Allowance: Private Motor Vehicle	24/06/2016	P101 - 940 - 131 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA#G ... 0.43	8.50 <u>8.93</u>
Total reimbursable expenses (CAD)					322.69

Tax Coding Summary

GST	Total Amount
- 899 - 000 - 9 - 60 - I	4.89
HST	Total Amount
- 899 - 000 - 9 - 60 - I	30.74

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
P101 - 940 - 131 - S - 22 - E	3,463.29	3,498.92

Approval History

Date And Time	Approver	Approval Status	Comment
---------------	----------	-----------------	---------

Date And Time	Approver	Approval Status	Comment
08/07/2016 15:13:14	Rejean Legros	Approved	
07/07/2016 18:16:05	Danielle May-Cuconato	Approved	
07/07/2016 11:15:25	Micheline Khouri	Selected Approver Changed	
05/07/2016 15:37:02	Micheline Khouri	Approved	
05/07/2016 15:36:46	Micheline Khouri	Selected Approver Changed	
05/07/2016 15:36:30	Micheline Khouri	Approval Required	Reviewed, expenses are within authorized amount. M. Khouri Reviewed by CP 4/07/2016
04/07/2016 09:53:53	Crystal Payette	Approval Required	Reviewed by CP 4/07/2016
24/06/2016 14:55:22	Jo Anne Platt	Comments Submitted	Jun24/16 Nothing unusual to report.

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name *Stephen Simpson*

Submit Date *24/06/2016*

Signature

Submitted on behalf of the Traveller.

Delegate Name *Jo Anne Platt*

Submit Date *24/06/2016*

Signature

Recommender Name *Micheline Khouri*

Recommended Date *05/07/2016*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name *Danielle May-Cuconato*

Approval Date *07/07/2016*

Signature

Processor Name *Rejean Legros*

Processed Date *08/07/2016*

Signature

Out of Pocket Expenses: Details

Out of Pocket Expense: 24/06/2016
 Amount: \$209.50 CAD
 June FCM - Jun15-17/16 - meals & incidentals

Expense Report Details
 #1546 24/06/2016
 June FCM - Jun15-17/16-1
 Out of Pocket Expenses: Copy

- Expenses
- Coding
- Approval
- Summary

2) Allowance: Meals, Incidentals & Private Accommodation

Use this expense type to estimate or claim meal, incidental and private non-commercial accommodation allowances for up to 365 days. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. If you are staying at the same location for more than 30 consecutive calendar days, the allowance rates may be reduced by up to 50%. It is important to note that since the allowance rates can be selected flexibly it is advisable that you refer to Appendices C and D of the Travel Directive for more information. If your location changes during your trip, the allowance rate should be reset to 100% again.

Enter the date range of travel.

Start Date: 15/06/2016
 End Date: 17/06/2016

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

View by: Month: June Year: 2016

Date	Country/Location	Meal Rate	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
15/06/2016	Canada - Ontario	100%	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100%	<input type="checkbox"/> 100%
16/06/2016	Canada - Ontario	100%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100%	<input type="checkbox"/> 100%
17/06/2016	Canada - Ontario	100%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 100%	<input type="checkbox"/> 100%

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Ontario	157.60	51.90	0.00

Mileage Calculator

Route

From



To

5477-5611 Grant McConachie Way, Richmond, BC \\
5477-5611 Grant McConachie Way, Richmond, BC V7B, Canada

Return Journey



Avoid Tolls



Avoid Highways



Distance

19 km

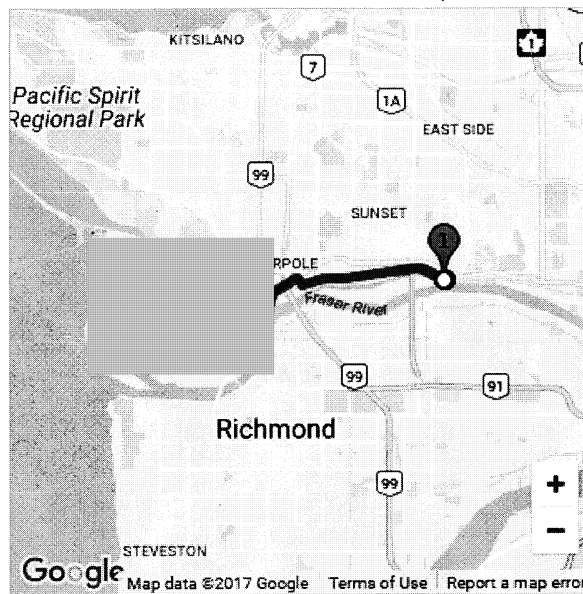
Non-Reimbursable

0 km

Reimbursable

19 km

Map



Mileage Calculator

Route

From



5477-5611 Grant McConachie Way, Richmond, BC \

5477-5611 Grant McConachie Way, Richmond, BC V7B, Canada

To



Return Journey



Avoid Tolls



Avoid Highways



Distance

19 km

Non-Reimbursable



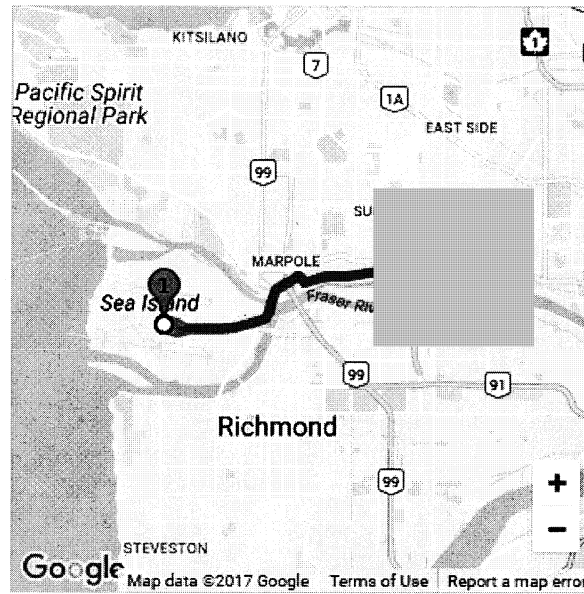
0

km

Reimbursable

19 km

Map





9

06-17-16

CRTC	Folio No. : 163490	Room No. : 510
Canadian Radio-television and Telecommunications Commission	A/R Number : 100314	Arrival : 06-15-16
Ottawa ON K1A 0N2	Group Code :	Departure : 06-17-16
Simpson, Stephen	Company : CRTC	Conf. No. : 61305246
	Membership No. : [REDACTED]	Rate Code : MCGV
	Invoice No. :	Page No. : 1 of 1

Date	Description	Charges	Credits
06-15-16	*Accommodation	167.00	
06-15-16	Ottawa DMF	5.01	
06-15-16	HST	22.36	
06-16-16	*Accommodation	167.00	
06-16-16	Ottawa DMF	5.01	
06-16-16	HST	22.36	

Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.lhg.com/reviews. We look forward to welcoming you back soon.

Total	388.74	0.00
Balance	388.74	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. 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 associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Hotel Indigo Ottawa
 123 Metcalfe Street
 Ottawa, ON K1P 5L9
 Telephone: (613) 231-6555 Fax: (613) 231-7555

Taxi - Credit Card Receipts

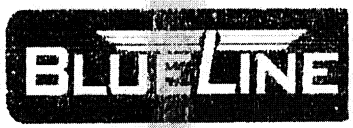
June 15/16
Airport \Rightarrow hotel
\$ 36.00

BLUE LINE TAXI
0610 738 1111

RESERVE ID:	274 307 527
PERSONAL ID:	13256576
VEHICLE ID:	11 4
DRIVER ID:	00052520
TRIP NUMBER:	2951
PASSENGERS:	1
06/15/2016	
START: 11:50	END: 13:00
FARE: 30.00	
TIP: 3.00	
TOTAL: 33.00	
CARD NUMBER:	000000
APPROV. NUMBER:	000000

PASSENGER COPY

CUSTOMER SERVICE: 1-800-443-2612
TAXI: 0610 738 1111
TAXI 06



REGAL ET CROWN TAXI
165 RUE JEAN-PROULX
GATINEAU, QC J8Z 1T4
TEL (819) 777-5231

TERM ID: CV170877 BATCH#: 014
EMPLOYEE ID: 59 SHIFT#: 002
CLERK NAME: 59

Sale

INV#: 000000013
MCARD Chip
SEID: 014001001013
Application Label: MasterCard
AID:
TVR:00 00 00 00 00
TSI:E8 00
XXXXXXXXXX8481

Amount: \$ 30.30
Tip: \$ 3.03
=====

Total: CAD\$ 33.33

APPROVED 135120
001/00

17-Jun -16 13:51:20

CUSTOMER COPY
THANK YOU

June 17/16
hotel \Rightarrow airport
\$ 33.33

Total \$ 69.33



STS SVP
 Shared Travel Services Services de voyage partagés

HRG

E-Ticket Itinerary Receipt and Invoice

11 May 2016

THANK YOU FOR BOOKING WITH THE HOGG ROBINSON GROUP (HRG) GOVERNMENT OF CANADA TRAVEL SERVICES. THIS DOCUMENTATION CONFIRMS YOUR TRAVEL ARRANGEMENTS.

THE INFORMATION CONTAINED IN THIS DOCUMENT IS PROVIDED BY HRG NORTH AMERICA VIA TRAVELPORT AND OTHER THIRD-PARTY VENDORS. AS SUCH, SOME CONTENT IS AVAILABLE IN ENGLISH ONLY.

PLEASE REVIEW TO ENSURE THAT ALL INFORMATION IS CORRECT.

TRAVELLERS ARE RESPONSIBLE FOR VERIFYING THEIR TRAVEL DOCUMENTS UPON RECEIPT.

ACCEPTANCE OF YOUR ITINERARY CONSTITUTES AGREEMENT WITH ITS CONTENTS./p>

ANY DISCREPANCY MUST BE REPORTED TO HRG NORTH AMERICA PRIOR TO 8PM EST THE SAME BUSINESS DAY.

HRG WILL NOT INCREASE THE PRICE AFTER TICKET ISSUANCE.

IMPORTANT INFORMATION

THE REQUEST FOR SEATS ON YOUR FLIGHT AC189 WAS UNSUCCESSFUL. PLEASE CONTACT YOUR TRAVEL CENTRE TO BOOK YOUR SEATS.

Itinerary details	Account references
Trip locator: MPTBFG	Traveller Category : Public Servants
Traveller: Mr STEPHEN SIMPSON	Travel Directive Module : M3D - Domestic - Overnight stay
	THCEE Trip Category : Core Mandate
	Trip Purpose : Core Mandate - Meetings
	TAN : AKU705480
	Fiscal Year : 2016-2017
	Rationale for not using virtual presence : Personal attendance required

Itinerary summary						
Traffic	Date	From-to/location	Supplier	Times	Class/room	Status
	15 Jun 2016	<u>YVR - YOW</u>	AC166	09:40-17:20	Business	Booked
	17 Jun 2016	<u>YOW - YVR</u>	AC189	18:40-20:59	Business	Booked
Frequent flyer cards:						

Air Canada	
Flight # AC166	
Status: Booked	
Departing:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M
Date/time:	15 June 2016, 09:40
Arriving:	Ottawa Intl Airport, Ottawa, Canada (YOW)
Date/time:	15 June 2016, 17:20
Duration:	4h40m
Aircraft:	Airbus A320-100/200 Narrowbody Jet
Cabin class:	Business (P) Add to calendar



Air Canada
Flight # AC189



Status: Booked

Departing:	Ottawa Intl Airport, Ottawa, Canada (YOW)
Date/time:	17 June 2016, 18:40
Arriving:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M
Date/time:	17 June 2016, 20:59
Duration:	5h19m
Aircraft:	Airbus A320-100/200 Narrowbody Jet
Cabin class:	Business (P) Add to calendar



Fare details

Fare accepted:	2520.00 CAD
Taxes and fees:	130.01 XG / 2.99 RC / 0.00 XQ / 103.25 XT
Total amount:	2756.25 CAD
Fare routing:	YOW - YVR



Service Fees

Fee 1 Base:	29.75 CAD
Fee 1 Taxes:	1.49 CAD GST
Fee 1 Total:	31.24 CAD

GENERAL INFORMATION

VENDOR TICKET NUMBER-2162392143

VENDOR NAME-AIR CANADA
VENDOR LOCATOR-RB3T8I

GST REGISTRATION NO. R136445095 QST REGISTRATION NO. TVQ M1015857826

GST is represented by tax code XG; HST is represented by tax code RC; QST is represented by tax code XQ.

FOR ASSISTANCE OR IN TRANSIT EMERGENCY SERVICE PLEASE CONTACT HRG ANYTIME AT 1-866-857-3578 WITHIN NORTH AMERICA OR FROM OUTSIDE CANADA / USA; CALL COLLECT AT 1-613-822-3873.

FOR CREDIT CARD SUPPORT DUE TO LOST OR STOLEN CARDS PLEASE USE PHONE NUMBER ABOVE; SELECT OPTION 4 IMPORTANT; THE NAME ON THE IDENTIFICATION MUST MATCH THE NAME ON THE RESERVATION; BOARDING PASS.

FOR FLIGHTS WITHIN CANADA ALL PASSENGERS MUST PRESENT ONE PIECE OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION THAT INCLUDES NAME / DATE OF BIRTH AND GENDER.

FOR FLIGHTS TO/FROM THE UNITED STATES ALL PASSENGERS ARE REQUIRED TO PRESENT A VALID PASSPORT.

CITIZENS OF COUNTRIES OTHER THAN CANADA AND THE UNITED STATES SHOULD CONTACT THEIR CONSULATE OR EMBASSY FOR BOARDING REQUIREMENTS OR CONSULT HRG GOVERNMENT TRAVEL SERVICE.

PROOF OF ONWARD OR RETURN TRAVEL MAY BE REQUIRED AT CHECK-IN.

PASSPORT AND VISA REQUIREMENTS:

PLEASE ENSURE PASSPORT IS VALID FOR 6 MONTHS BEYOND EXPECTED RETURN DATE.

ALL CHILDREN REGARDLESS OF AGE MUST HAVE THEIR OWN PASSPORT

CITIZENS OF COUNTRIES OTHER THAN CANADA AND THE UNITED STATES SHOULD CONTACT THE CONSULATE OR EMBASSY FOR PASSPORT AND VISA REQUIREMENTS OR CONSULT HRG GOVERNMENT TRAVEL SERVICE.

CHECK-IN:

* PLEASE ALLOW 2HRS FOR DOMESTIC (CANADA); TRANSBORDER (USA) CHECK-IN

* ALLOW 3HRS FOR ALL INTERNATIONAL CHECK-IN

THE AIRLINES RESERVE THE RIGHT TO DENY BOARDING IF MINIMUM CHECK-IN TIMES ARE NOT MET

FLIGHT TIMES ARE SUBJECT TO CHANGE; PLEASE RE-CONFIRM FLIGHT TIMES PRIOR TO DEPARTURE.

IF YOU ARE TRAVELLING TO AN INTERNATIONAL DESTINATION, PLEASE RECONFIRM YOUR RESERVATIONS 72 HOURS PRIOR TO DEPARTURE DIRECTLY WITH THE AIR CARRIER.

FOR FREE BAGGAGE ALLOWANCE AND/OR APPLICABLE FEES FOR CARRY-ON//CHECKED BAGGAGE RELATED TO YOUR FLIGHT - PLEASE VERIFY THE CARRIERS WEBSITE.

ACCOMMODATIONS:

PLEASE VERIFY THE RATE AT CHECK-IN AS LOCAL MARKET CONDITIONS MAY DICTATE A LOWER RATE.

THE SUPPLIERS PROVIDING SERVICES FOR YOUR RESERVATION MAY HAVE IMPOSED RESTRICTIONS CONCERNING THE ABILITY TO CHANGE OR MODIFY YOUR RESERVATION. THE DETAILS OF THESE RESTRICTIONS WERE PROVIDED EITHER TO YOU OR TO THE PERSON MAKING THE RESERVATION ON YOUR BEHALF. DURING THE ONLINE RESERVATION PROCESS THESE RESTRICTIONS WERE ACCEPTED PRIOR TO SUBMITTING YOUR RESERVATION FOR PURCHASE. SHOULD YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT AN HRG NORTH AMERICA TRAVEL COUNSELLOR.

NO-SHOWS:

NO-SHOWS ARE NOT PERMITTED AND RESULT IN THE FORFEIT OF THE FULL AMOUNT OF THE FARE AT DEPARTURE TIME; PLEASE NOTE THAT NO-SHOWS AT ORIGINAL POINT OF DEPARTURE WILL ALSO RESULT IN CANCELLATION OF THE REMAINDER OF THE FLIGHTS.

CHANGES OR CANCELLATIONS MUST BE MADE PRIOR TO SCHEDULED TRAVEL DATE AND; FLIGHT TIME TO PREVENT NO SHOWS AND AVOID FORFEIT OF VALUE OF TICKET.

PLEASE NOTE THAT FARES MAY BE SUBJECT TO CHANGE AND ARE GUARANTEED ONLY ONCE TICKETED.

Travel Industry regulations require the travel agency to advise the customer about the availability of optional trip cancellation insurance and optional out of province health insurance. Individuals may contact the travel insurance provider of their choice to obtain a personal quote. TICO NO. 1355825

HRG North America, 370 King St. W., Suite 700, Toronto ON M5V 1J9, 1-866-857-3578

Taxi - Cash Receipts

WEST-WAY TAXI RECEIPT : TRIP ID: _____

Amount/Montant : \$ 10.00 Date: 16/6/2016

Account/Compte # _____ Ref # : _____

Name/Nom : _____

From/De: INDIGO

To/A: 1052

THANK YOU / MERCI TAXI # 1052 Name: _____

June 16/16
 hotel → HQ
 \$ 10

TAXI **REGAL** 819 777-5231
 CROWN 819 777-1645

TEMPS TIME _____ AM _____ PM _____ DATE 16-06-16

NOM NAME _____

ADRESSE ADDRESS _____

CHARGÉ À CHARGE TO _____

VOYAGE DE TRIP FROM _____

A TO _____

A TO _____

\$ 16.00 CHARGE

NOTRE NO OUR NO 54 PAR _____ CHAUFFEUR

June 16/16
 HQ → hotel
 \$ 16.00

Total \$ 26.00

Expense Report Statement

Expense Report Name: July FCM - Jul18-20/16-1

Traveller Name: Stephen Simpson
TIN: XXXXXXXXXX
Prepared By: Jo Anne Platt
Policy Module: M3D - Domestic - Overnight Stay
Trip Purpose: Core Mandate - Meetings
Other Trip Purpose:
Travel Request Name: July FCM - Jul18-20/16
Travel Start Date: 20/07/2016
Travel End Date: 20/07/2016
ER Approval Status: Approved
Primary Location:
Secondary Location:

Online TAN: AKU742828
Fiscal Year: 2016-2017
Travel Outside Default Division: N
Vendor Code: XXXXXXXXXX
Event:
Comments:

Expense Report Summary

Expense Summary

Total allocated expenses :	3,373.32
(Minus) Total non-reimbursable expenses :	2,663.59
Total reimbursable expenses :	709.73
Total due traveller :	709.73

Non-Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
25) Transaction/Service Charges	10/06/2016	P101 - 940 - 132 - S - 22 - E			31.24
Hrg Aku742828 5.01					<u>31.24</u>

Expense Type	Date		Foreign Amount	Tax Amount	Amount
Commercial Air (estimate direct from OBT)	09/06/2016	P101 - 940 - 132 - S - 22 - E			2,632.35
Air Can 0142163542232					<u>2,632.35</u>
Only economical and time saving way to travel between Vancouver and Ottawa					
Total non-reimbursable expenses (CAD)					2,663.59

Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi	26/07/2016	P101 - 940 - 132 - S - 22 - E			38.39
Vancouver Taxi		- 899 - 000 - 9 - 60 - I		ON*HST 4.61	<u>43.00</u>
Capital Taxi 2657 Taxi					
Maclure S Cab 67					
Most efficient way to travel to and from hotel and HQ					
11) Taxi	18/07/2016	P101 - 940 - 132 - S - 22 - E			24.81
Vancouver Taxi		- 899 - 000 - 9 - 60 - I		CA*G ... 0.99	<u>25.80</u>
Capital Taxi 2657 Taxi					
Maclure S Cab 67					
Most efficient way to travel to and from hotel and HQ					
11) Taxi	18/07/2016	P101 - 940 - 132 - S - 22 - E			33.60
Vancouver Taxi		- 899 - 000 - 9 - 60 - I		ON*HST 4.03	<u>37.63</u>
Capital Taxi 2657 Taxi					
Maclure S Cab 67					
Most efficient way to travel to and from hotel and HQ					

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi Vancouver Taxi Capital Taxi 2657 Taxi Maclure S Cab 67	20/07/2016	P101 - 940 - 132 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA*G ... 1.27	31.73 <u>33.00</u>
Most efficient way to travel to and from hotel and HQ					
16) Commercial Accommodation Indigo Hotels	26/07/2016	P101 - 940 - 132 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON*HST 38.66	322.14 <u>360.80</u>
2) Allowance: Meals, Incidentals & Private Accommodation	26/07/2016	P101 - 940 - 132 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON#H ... 18.13	139.47 <u>157.60</u>
	26/07/2016	P101 - 940 - 132 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON#H ... 5.97	45.93 <u>51.90</u>
Total reimbursable expenses (CAD)					709.73

Tax Coding Summary

	Total Amount
GST	
- 899 - 000 - 9 - 60 - I	2.26
HST	
- 899 - 000 - 9 - 60 - I	71.40

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
P101 - 940 - 132 - S - 22 - E	3,299.66	3,373.32

Approval History

Date And Time	Approver	Approval Status	Comment
29/07/2016 13:35:33	Micheline Khouri	Approved	

Date And Time	Approver	Approval Status	Comment
28/07/2016 13:06:06	Danielle May-Cuconato	Approved	
28/07/2016 08:08:41	Rachel Charron	Approved	
28/07/2016 08:08:27	Rachel Charron	Selected Approver Changed	
28/07/2016 08:08:10	Rachel Charron	Approval Required	July 28, 2016 - Reviewed, Rachel Reviewed by CP 2017.07.27
27/07/2016 09:30:30	Crystal Payette	Approval Required	Reviewed by CP 2017.07.27

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name *Stephen Simpson*

Submit Date *26/07/2016*

Signature

Submitted on behalf of the Traveller.

Delegate Name *Jo Anne Platt*

Submit Date *26/07/2016*

Signature

Recommender Name *Rachel Charron*

Recommended Date *28/07/2016*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name *Danielle May-Cuconato*

Approval Date *28/07/2016*

Signature

Processor Name *Micheline Khouri*

Processed Date *29/07/2016*

Signature

Out of Pocket Expenses: Details

Expense Report Details
 #1537 26/07/2016
 July FCM - Jul18-20/16-1
 Out of Pocket Expenses: Copy

Out of Pocket Expense: 26/07/2016
 Amount: \$209.50 CAD
 July FCM - Jul18-20/16 - Meals & incidentals

Expenses	Coding	Approval	Summary
----------	--------	----------	---------

2) Allowance: Meals, Incidentals & Private Accommodation

Use this expense type to estimate or claim meal, incidental and private non-commercial accommodation allowances for up to 365 days. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. If you are staying at the same location for more than 30 consecutive calendar days, the allowance rates may be reduced by up to 50%. It is important to note that since the allowance rates can be selected flexibly it is advisable that you refer to Appendices C and D of the Travel Directive for more information. If your location changes during your trip, the allowance rate should be reset to 100% again.

Enter the date range of travel.

Start Date	End Date
18/07/2016	20/07/2016

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

View by: < Month Year >
 July 2016

Date	Country/Location	Meal Rate	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
18/07/2016	Canada - Ontario	100% ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼
19/07/2016	Canada - Ontario	100% ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼
20/07/2016	Canada - Ontario	100% ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Ontario	157.60	51.90	0.00



STS SVP
 Shared Travel Services / Services de voyage partagés



E-Ticket Itinerary Receipt and Invoice

09 June 2016

THANK YOU FOR BOOKING WITH THE HOGG ROBINSON GROUP (HRG) GOVERNMENT OF CANADA TRAVEL SERVICES. THIS DOCUMENTATION CONFIRMS YOUR TRAVEL ARRANGEMENTS.

THE INFORMATION CONTAINED IN THIS DOCUMENT IS PROVIDED BY HRG NORTH AMERICA VIA TRAVELPORT AND OTHER THIRD-PARTY VENDORS. AS SUCH, SOME CONTENT IS AVAILABLE IN ENGLISH ONLY.

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ACCEPTANCE OF YOUR ITINERARY CONSTITUTES AGREEMENT WITH ITS CONTENTS.

ANY DISCREPANCY MUST BE REPORTED TO HRG NORTH AMERICA PRIOR TO 8PM EST THE SAME BUSINESS DAY.

HRG WILL NOT INCREASE THE PRICE AFTER TICKET ISSUANCE.

IMPORTANT INFORMATION




THE REQUEST FOR SEATS ON YOUR FLIGHT AC166 WAS UNSUCCESSFUL. PLEASE CONTACT YOUR TRAVEL CENTRE TO BOOK YOUR SEATS.


Itinerary details		Account references	
Trip locator:	KBBNZI	Traveller Category :	Public Servants
Traveller:	Mr STEPHEN SIMPSON	Travel Directive Module :	M3D - Domestic - Overnight stay
		THCEE Trip Category :	Core Mandate
		Trip Purpose :	Core Mandate - Meetings
		TAN :	AKU742828
		Fiscal Year :	2016-2017
		Rationale for not using virtual presence :	Personal attendance required

Itinerary summary						
Traffic	Date	From-to/location	Supplier	Times	Class/room	Status
✈	18 Jul 2016	<u>YVR - YOW</u>	AC166	09:40-17:18	Business	Booked
✈	20 Jul 2016	<u>YOW - YVR</u>	AC189	18:40-20:56	Business	Booked

Frequent flyer cards:

Air Canada		✈
Flight # AC166		Status: Booked
Departing:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M	
Date/time:	18 July 2016, 09:40	
Arriving:	Ottawa Intl Airport, Ottawa, Canada (YOW)	
Date/time:	18 July 2016, 17:18	
Duration:	4h38m	
Aircraft:	Airbus A320-100/200 Narrowbody Jet	
Cabin class:	Business (P)	Add to calendar

	Air Canada Flight # AC189	
		Status: Booked
Departing:	Ottawa Intl Airport, Ottawa, Canada (YOW)	
Date/time:	20 July 2016, 18:40	
Arriving:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M	
Date/time:	20 July 2016, 20:56	
Duration:	5h16m	
Aircraft:	Airbus A320-100/200 Narrowbody Jet	
Cabin class:	Business (P)	 Add to calendar

	Fare details
Fare accepted:	2402.00 CAD
Taxes and fees:	124.11 XG / 2.99 RC / 0.00 XQ / 103.25 XT
Total amount:	2632.35 CAD
Fare routing:	YOW - YVR

	Service Fees
Fee 1 Base:	29.75 CAD
Fee 1 Taxes:	1.49 CAD GST
Fee 1 Total:	31.24 CAD

GENERAL INFORMATION ***** VENDOR TICKET NUMBER-2163542232 ***** VENDOR NAME-AIR CANADA VENDOR LOCATOR-PZUZIV *****

GST REGISTRATION NO. R136445095 QST REGISTRATION NO. TVQ M1015857826

GST is represented by tax code XG; HST is represented by tax code RC; QST is represented by tax code XQ.

FOR ASSISTANCE OR IN TRANSIT EMERGENCY SERVICE PLEASE CONTACT HRG ANYTIME AT 1-866-857-3578 WITHIN NORTH AMERICA OR FROM OUTSIDE CANADA / USA; CALL COLLECT AT 1-613-822-3873.

FOR CREDIT CARD SUPPORT DUE TO LOST OR STOLEN CARDS PLEASE USE PHONE NUMBER ABOVE; SELECT OPTION 4 IMPORTANT; THE NAME ON THE IDENTIFICATION MUST MATCH THE NAME ON THE RESERVATION; BOARDING PASS.

FOR FLIGHTS WITHIN CANADA ALL PASSENGERS MUST PRESENT ONE PIECE OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION THAT INCLUDES NAME / DATE OF BIRTH AND GENDER.

FOR FLIGHTS TO/FROM THE UNITED STATES ALL PASSENGERS ARE REQUIRED TO PRESENT A VALID PASSPORT.

CITIZENS OF COUNTRIES OTHER THAN CANADA AND THE UNITED STATES SHOULD CONTACT THEIR CONSULATE OR EMBASSY FOR BOARDING REQUIREMENTS OR CONSULT HRG GOVERNMENT TRAVEL SERVICE.

PROOF OF ONWARD OR RETURN TRAVEL MAY BE REQUIRED AT CHECK-IN.

PASSPORT AND VISA REQUIREMENTS:

PLEASE ENSURE PASSPORT IS VALID FOR 6 MONTHS BEYOND EXPECTED RETURN DATE.

ALL CHILDREN REGARDLESS OF AGE MUST HAVE THEIR OWN PASSPORT

CITIZENS OF COUNTRIES OTHER THAN CANADA AND THE UNITED STATES SHOULD CONTACT THE CONSULATE OR EMBASSY FOR PASSPORT AND VISA REQUIREMENTS OR CONSULT HRG GOVERNMENT TRAVEL SERVICE.

CHECK-IN:

* PLEASE ALLOW 2HRS FOR DOMESTIC (CANADA); TRANSBORDER (USA) CHECK-IN

* ALLOW 3HRS FOR ALL INTERNATIONAL CHECK-IN

THE AIRLINES RESERVE THE RIGHT TO DENY BOARDING IF MINIMUM CHECK-IN TIMES ARE NOT MET

FLIGHT TIMES ARE SUBJECT TO CHANGE; PLEASE RE-CONFIRM FLIGHT TIMES PRIOR TO DEPARTURE.

IF YOU ARE TRAVELLING TO AN INTERNATIONAL DESTINATION, PLEASE RECONFIRM YOUR RESERVATIONS 72 HOURS PRIOR TO DEPARTURE DIRECTLY WITH THE AIR CARRIER.

FOR FREE BAGGAGE ALLOWANCE AND/OR APPLICABLE FEES FOR CARRY-ON/CHECKED BAGGAGE RELATED TO YOUR FLIGHT - PLEASE VERIFY THE CARRIERS WEBSITE.

ACCOMMODATIONS:

PLEASE VERIFY THE RATE AT CHECK-IN AS LOCAL MARKET CONDITIONS MAY DICTATE A LOWER RATE.

THE SUPPLIERS PROVIDING SERVICES FOR YOUR RESERVATION MAY HAVE IMPOSED RESTRICTIONS CONCERNING THE ABILITY TO CHANGE OR MODIFY YOUR RESERVATION. THE DETAILS OF THESE RESTRICTIONS WERE PROVIDED EITHER TO YOU OR TO THE PERSON MAKING THE RESERVATION ON YOUR BEHALF. DURING THE ONLINE RESERVATION PROCESS THESE RESTRICTIONS WERE ACCEPTED PRIOR TO SUBMITTING YOUR RESERVATION FOR PURCHASE. SHOULD YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT AN HRG NORTH AMERICA TRAVEL COUNSELLOR.

NO-SHOWS:

NO-SHOWS ARE NOT PERMITTED AND RESULT IN THE FORFEIT OF THE FULL AMOUNT OF THE FARE AT DEPARTURE TIME; PLEASE NOTE THAT NO-SHOWS AT ORIGINAL POINT OF DEPARTURE WILL ALSO RESULT IN CANCELLATION OF THE REMAINDER OF THE FLIGHTS.

CHANGES OR CANCELLATIONS MUST BE MADE PRIOR TO SCHEDULED TRAVEL DATE AND; FLIGHT TIME TO PREVENT NO SHOWS AND AVOID FORFEIT OF VALUE OF TICKET.

PLEASE NOTE THAT FARES MAY BE SUBJECT TO CHANGE AND ARE GUARANTEED ONLY ONCE TICKETED.

Travel Industry regulations require the travel agency to advise the customer about the availability of optional trip cancellation insurance and optional out of province health insurance. Individuals may contact the travel insurance provider of their choice to obtain a personal quote. TICO NO. 1355825

HRG North America, 370 King St. W., Suite 700, Toronto ON M5V 1J9, 1-866-857-3578



9

07-25-16

CRTC	Folio No. :	165383	Room No. :	310
Canadian Radio-television and Telecommunications Commission	A/R Number :	100314	Arrival :	07-18-16
Ottawa ON K1A 0N2	Group Code :		Departure :	07-20-16
Simpson, Stephen	Company :	CRTC	Conf. No. :	61309065
	Membership No. :		Rate Code :	IMCGV
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits	
07-18-16	*Accommodation	155.00		
07-18-16	Ottawa DMF	4.65		
07-18-16	HST	20.75		
07-19-16	*Accommodation	155.00		
07-19-16	Ottawa DMF	4.65		
07-19-16	HST	20.75		
Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews . We look forward to welcoming you back soon.		Total	360.80	0.00
		Balance	360.80	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. 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 associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Hotel Indigo Ottawa
123 Metcalfe Street
Ottawa, ON K1P 5L9
Telephone: (613) 231-6555 Fax: (613) 231-7555

Taxis - Cash receipts

Job # _____

CAPITAL

RECEIPT FOR CAB FARE

Amount 13 Date July 19 / 16

From _____

To _____

Cab No. 982 Driver _____

H.S.T. Included in meter fare
Le prix inclus la T.V.H.

VISA MASTERCARD WESTERN UNION

Indigo → HQ
Jul 19
\$ 13

WEST-WAY TAXI RECEIPT : TRIP ID: _____

Amount/Montant : \$ 15.00 Date: Jul 19, 16

Account/Compte # _____ Rel # : _____

Name/Nom : _____

From/De: _____

To/A: _____

THANK YOU / MERCI TAXI # _____ Name: _____

HQ → Indigo
Jul 19
\$ 15

TAXI **REGAL** 819 777-5231
 CROWN 819 777-1645

TEMPS AM DATE 19-7-16
TIME PM

NOM NAME _____

ADRESSE ADDRESS _____

CHARGÉ À CHARGE TO _____

VOYAGE DE TRIP FROM [Signature]

A TO [Signature]

A TO _____

NOTRE NO OUR NO 713 PAR [Redacted] 15.00 CHARGE
CHAUFFEUR

HQ → Indigo
Jul 20
\$ 15
(NOTE driver marked wrong date)

Total \$ 43

Taxis - Credit Card receipts

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

July 18
home → airport
\$25.80

MACLURE'S CAB 67
1275 75TH AVE W
VANCOUVER BC

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2016/07/18
TIME 8079 07:42:56
CLERK ID 333
RECEIPT NUMBER
C85022270-001-387-001-0

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2016/07/20
TIME 8420 21:36:59
CLERK ID 2
RECEIPT NUMBER
C85042474-001-201-004-0

PURCHASE
TOTAL
\$25.80

PURCHASE
AMOUNT \$28.00
TIP \$5.00
TOTAL
\$33.00

MasterCard
[REDACTED]
83E4FBA9C632FE9A
0000008000-E800
649EDE9E6ACD48C3

MasterCard
[REDACTED]
878ADBF06B56FF0F
0000008000-E800
1CF6CAF599D70119

CAPITAL TAXI 6110 794 3333

July 18
airport → hotel
\$37.63

July 20
Airport to home
\$33

TERMINAL ID: 324-304-234
MERCHANT ID: 4326160A
VEHICLE ID: 2657
DRIVER ID: 00054293
TRIP NUMBER: 2796
PASSENGERS: 1

07-18-2016
START: 17:45 END: 17:45

FARE AMOUNT: \$ 31.13

SURCHARGE AMOUNT: \$ 1.50
TIP AMOUNT: \$ 5.00

TOTAL : \$ 37.63

MASTER CARD SALE : [REDACTED]

APPROVAL NUMBER : 174550

PASSENGER COPY


CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB

Total \$96.43



Expense Report Statement

Expense Report Name: Halifax&Nfld - Aug14-18+24/16-1

Traveller Name: *Stephen Simpson*
 TIN: 
 Prepared By: *Jo Anne Platt*
 Policy Module: *M3D - Domestic - Overnight Stay*
 Trip Purpose: *Key Stakeholder Engagement - Meetings*

Other Trip Purpose:

Travel Request Name: *Halifax&Nfld - Aug14-18+24/16*

Travel Start Date: *14/08/2016*

Travel End Date: *24/08/2016*

ER Approval Status: *Approved*

Primary Location:

Secondary Location:

Online TAN: *AKU727826*

Fiscal Year: *2016-2017*

Travel Outside Default *N*

Division:

Vendor Code: 

Event:

Comments:

Expense Report Summary

Expense Summary

Total allocated expenses :	4,352.24
(Minus) Total non-reimbursable expenses :	3,370.77
Total reimbursable expenses :	981.47
Total due traveller :	981.47

Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
--------------	------	----------------	------------	--------

Expense Type	Date		Foreign Amount	Tax Amount	Amount
Commercial Air (estimate direct from OBT)	31/05/2016	P201 - 615 - 632 - S - 22 - E			3,339.53
Air Can 0142163154176 Hrg Aku727826 5.01					<u>3,339.53</u>
Flight cost					
Commercial Air (estimate direct from OBT)	03/06/2016	P201 - 615 - 632 - S - 22 - E			31.24
Air Can 0142163154176 Hrg Aku727826 5.01					<u>31.24</u>
HRG online booking tool fee					
Total non-reimbursable expenses (CAD)					3,370.77

Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi	29/08/2016	P201 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA*G ... 1.35	33.65
					<u>35.00</u>
Steve unable to locate receipt for taxi ride home from airport on Aug24. Vancouver has flat rate taxi rates and from airport to Steve's home is \$35 including tip (\$22 before tip). Attached is Zone map with red arrow pointing to where Steve lives. See previous expense claims.					
12) Vehicle Rental	29/08/2016	P201 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		NS*HST 7.36	52.57
Thrifty Car Rental					<u>59.93</u>
Fuel charge not taken into consideration when drafting travel request					
12) Vehicle Rental	29/08/2016	P201 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		NS*HST 12.01	85.77
Thrifty Car Rental					<u>97.78</u>
Slightly higher than estimate due to taxes being higher than were quoted when booking online.					

Expense Type	Date		Foreign Amount	Tax Amount	Amount
16) Commercial Accommodation Maritim Hotels	29/08/2016	P201 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		NS*HST 46.67	333.39 <u>380.06</u>
2) Allowance: Meals, Incidentals & Private Accommodation	29/08/2016	P201 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		NS#H ... 20.56	137.04 <u>157.60</u>
	29/08/2016	P201 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		NS#H ... 6.77	45.13 <u>51.90</u>
2) Allowance: Meals, Incidentals & Private Accommodation	29/08/2016	P201 - 615 - 632 - S - 22 - E -----		NL#HST 12.47	83.13 <u>95.60</u>
	29/08/2016	P201 - 615 - 632 - S - 22 - E -----		NL#HST 4.51	30.09 <u>34.60</u>
9) Parking	29/08/2016	P201 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		NS*HST 8.47	60.53 <u>69.00</u>
Total reimbursable expenses (CAD)					981.47

Tax Coding Summary

GST	Total Amount
- 899 - 000 - 9 - 60 - I	1.35
HST	Total Amount
- 899 - 000 - 9 - 60 - I	118.82

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
P201 - 615 - 632 - S - 22 - E	4,232.07	4,352.24

Approval History

Date And Time	Approver	Approval Status	Comment
02/09/2016 13:10:06	Micheline Khouri	Approved	
30/08/2016 12:22:37	Danielle May-Cuconato	Approved	
30/08/2016 11:50:40	Rachel Charron	Approved	
30/08/2016 11:48:56	Rachel Charron	Approval Required	August 30th, 2016 - Reviewed - Rachel. 1) Please attach final agenda for this trip, thanks.
30/08/2016 11:48:32	Rachel Charron	Approval Status Changed	
30/08/2016 11:34:24	Jo Anne Platt	Comments Submitted	Aug30 1) Final agenda attached under Marriott hotel listing
30/08/2016 11:30:01	Rachel Charron	Information Required	August 30th, 2016 - 1) Please attach final agenda for this trip, thanks.
29/08/2016 15:09:20	Jo Anne Platt	Selected Approver Changed	

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name *Stephen Simpson*

Submit Date *29/08/2016*

Signature

Submitted on behalf of the Traveller.

Delegate Name *Jo Anne Platt*

Submit Date *29/08/2016*

Signature

Recommender Name *Rachel Charron*

Recommended Date *30/08/2016*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name *Danielle May-Cuconato*

Approval Date *30/08/2016*

Signature

Processor Name *Micheline Khouri*

Processed Date *02/09/2016*

Signature

Out of Pocket Expenses: Details

Out of Pocket Expense: 29/08/2016
 Amount: \$130.20 CAD
 Halifax&Nfld - Aug14-18+24/16-meals&incidental NFL

Expense Report Details
 #1619 29/08/2016
 Halifax&Nfld - Aug14-18+24/16-1
 Out of Pocket Expenses: Copy

Expenses Coding Approval Summary

Start Date: 17/08/2016 End Date: 24/08/2016

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

View by: Month: August Year: 2016

Date	Country/Location	Meal Rate	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
17/08/2016	Canada - Newfoundland and Labrador	100% ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼
18/08/2016	Canada - Newfoundland and Labrador	100% ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼
19/08/2016	Canada - Newfoundland and Labrador	100% ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼
20/08/2016	Canada - Newfoundland and Labrador	100% ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼
21/08/2016	Canada - Newfoundland and Labrador	100% ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼
22/08/2016	Canada - Newfoundland and Labrador	100% ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼
23/08/2016	Canada - Newfoundland and Labrador	100% ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼
24/08/2016	Canada - Newfoundland and Labrador	100% ▼	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Newfoundland and Labrador	95.60	34.60	0.00

Out of Pocket Expenses: Details

Out of Pocket Expense: 29/08/2016
 Amount: 5209.50 CAD
 Halifax&Nfld - Aug14-18+24/16-meals&incidentals NS

Expense Report Details
 #1619 29/08/2016
 Halifax&Nfld - Aug14-18+24/16-1
 Out of Pocket Expenses: Copy

- Expenses
- Coding
- Approval
- Summary

2) Allowance: Meals, Incidentals & Private Accommodation

Use this expense type to estimate or claim meal, incidental and private non-commercial accommodation allowances for up to 365 days. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. If you are staying at the same location for more than 30 consecutive calendar days, the allowance rates may be reduced by up to 50%. It is important to note that since the allowance rates can be selected flexibly it is advisable that you refer to Appendices C and D of the Travel Directive for more information. If your location changes during your trip, the allowance rate should be reset to 100% again.

Enter the date range of travel.

Start Date	End Date
14/08/2016	16/08/2016

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

View by: Month: August Year: 2016

Date	Country/Location	Meal Rate	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
14/08/2016	Canada - Nova Scotia	100% ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼
15/08/2016	Canada - Nova Scotia	100% ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼
16/08/2016	Canada - Nova Scotia	100% ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Nova Scotia	157.60	51.90	0.00

GUEST FOLIO

Halifax Marriott Harbourfront • 1919 Upper Water Street, Halifax, NS B3J 3J5 Canada
 902.421.1700 • Marriott.com/YHZ **HALIFAX MARRIOTT HARBOURFRONT**



430 SIMPSON/STEPHEN **162.00 08/16/16 12:00** **2323**
 Room Name Rate Depart Time ACCT#
NKNG CND GOVERNMENT **08/14/16 21:58**
 type Arrive Time
24

MRW#:

Room Clerk	Address	Payment			
DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE	
08/14	HRBSTONE 1313 430	55.15			
08/14	VALET MM	30.00			
08/14	PRK TAX MM	4.50			F
08/14	TR ROOM 430, 1	162.00			
08/14	ROOM TAX 430, 1	24.79			A
08/14	OCC LEVY 430, 1	3.24			B
08/15	HRBSTONE 1323 430	23.40			
08/15	VALET DA	30.00			
08/15	PRK TAX DA	4.50			F
08/15	TR ROOM 430, 1	162.00			
08/15	ROOM TAX 430, 1	24.79			A
08/15	OCC LEVY 430, 1	3.24			B
08/16	AX CARD			\$527.61	

TO BE SETTLED TO: AMERICAN EXPRESS CURRENT BALANCE .00

THANK YOU FOR CHOOSING MARRIOTT! TO EXPEDITE YOUR CHECK-OUT, PLEASE CALL THE FRONT DESK, OR PRESS "MENU" ON YOUR TV REMOTE CONTROL TO ACCESS VIDEO CHECK-OUT.

----- SUMMARY OF TAXES -----

DESCRIPTION	TAXED AMOUNT	TAX
A 15.30% HST	.00	49.58
B 2% OCCUPANCY LEVY	.00	6.48
C 15% HST	.00	.00
D 15% HST	.00	.00
E 15% INCLUDED HST	.00	.00
F 15% ADDED HST	.00	9.00
G 15% HST	.00	.00
H 15% PHONE TAX	.00	.00

NET CHARGES	TAX	CREDITS	FOLIO
462.55	65.06	.00	527.61

AS REQUESTED, A FINAL COPY OF YOUR BILL WILL BE EMAILED TO:
 STEPHEN.SIMPSON@CRTC.GC.CA
 SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM

HALIFAX MARRIOTT HARBOURFRONT
 1919 UPPER WATER ST
 HALIFAX, NS B3J3J5
 902-421-1700 HST VENDOR # 822964748

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amount shown in the credits column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after checkout, you will owe us interest from the checkout date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X _____

To secure your next stay, go to marriott.com



STS SVP
 Shared Travel Services / Services de voyage partagés



E-Ticket Itinerary Receipt and Invoice

01 June 2016

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ACCEPTANCE OF YOUR ITINERARY CONSTITUTES AGREEMENT WITH ITS CONTENTS./p>

ANY DISCREPANCY MUST BE REPORTED TO HRG NORTH AMERICA PRIOR TO 8PM EST THE SAME BUSINESS DAY.




HRG WILL NOT INCREASE THE PRICE AFTER TICKET ISSUANCE.




Itinerary details		Account references	
Trip locator:	PV05LG	Traveller Category :	Public Servants
Traveller:	Mr STEPHEN SIMPSON	Travel Directive Module :	M3D - Domestic - Overnight stay
		THCEE Trip Category :	Key stakeholder engagement
		Trip Purpose :	Key Stakeholder Engagement - Meetings
		TAN :	AKU727826
		Fiscal Year :	2016-2017
		Rationale for not using virtual presence :	Personal attendance required




Itinerary summary						
Traffic	Date	From-to/location	Supplier	Times	Class/room	Status
	14 Aug 2016	<u>YVR - YYZ</u>	AC142	07:55-15:24	Business	Booked
	14 Aug 2016	<u>YYZ - YHZ</u>	AC616	16:55-20:00	Business	Booked
	16 Aug 2016	<u>YHZ - YYT</u>	AC668	20:30-22:32	Economy	Booked
	18 Aug 2016	<u>YYT - YHZ</u>	AC8993	10:40-12:19	Economy	Booked
	24 Aug 2016	<u>YHZ - YYZ</u>	AC1187	10:20-11:42	Business	Booked
	24 Aug 2016	<u>YYZ - YVR</u>	AC101	12:30-14:35	Business	Booked




Frequent flyer cards:




Air Canada		Status: Booked
Flight # AC142		
Departing:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M	
Date/time:	14 August 2016, 07:55	
Arriving:	Pearson International, Toronto, Canada (YYZ), Terminal 1	
Date/time:	14 August 2016, 15:24	
Duration:	4h29m	
Aircraft:	Airbus A321 Narrowbody Jet	
Cabin class:	Business (P)	Add to calendar

	Air Canada Flight # AC616	
		Status: Booked
Departing:	Pearson International, Toronto, Canada (YYZ), Terminal 1	
Date/time:	14 August 2016, 16:55	
Arriving:	Halifax International, Halifax, Canada (YHZ)	
Date/time:	14 August 2016, 20:00	
Duration:	2h5m	
Aircraft:	Airbus A320-100/200 Narrowbody Jet	
Cabin class:	Business (P)	 Add to calendar

	Air Canada Flight # AC668	
		Status: Booked
Departing:	Halifax International, Halifax, Canada (YHZ)	
Date/time:	16 August 2016, 20:30	
Arriving:	St John's Airport, St John's, Canada (YYT)	
Date/time:	16 August 2016, 22:32	
Duration:	1h32m	
Aircraft:	EMBRAER 190 Narrowbody Jet	
Cabin class:	Economy (G)	 Add to calendar

	Air Canada Operated By: Air Canada Express - Jazz Flight # AC8993	
		Status: Booked
Departing:	St John's Airport, St John's, Canada (YYT)	
Date/time:	18 August 2016, 10:40	
Arriving:	Halifax International, Halifax, Canada (YHZ)	
Date/time:	18 August 2016, 12:19	
Duration:	2h9m	
Aircraft:	De Havilland DHC-8 400 Narrowbody Turboprop	
Cabin class:	Economy (G)	 Add to calendar

	Air Canada Flight # AC1187	
		Status: Booked
Departing:	Halifax International, Halifax, Canada (YHZ)	
Date/time:	24 August 2016, 10:20	
Arriving:	Pearson International, Toronto, Canada (YYZ), Terminal 1	
Date/time:	24 August 2016, 11:42	
Duration:	2h22m	
Aircraft:	Airbus A320-100/200 Narrowbody Jet	
Cabin class:	Business (P)	 Add to calendar

	Air Canada Flight # AC101	
		Status: Booked
Departing:	Pearson International, Toronto, Canada (YYZ), Terminal 1	
Date/time:	24 August 2016, 12:30	
Arriving:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M	
Date/time:	24 August 2016, 14:35	
Duration:	5h5m	
Aircraft:	Airbus A321 Narrowbody Jet	
Cabin class:	Business (P)	 Add to calendar

**Fare details**

Fare accepted:	2968.60 CAD
Taxes and fees:	154.24 XG / 12.44 RC / 0.00 XQ / 204.25 XT
Total amount:	3339.53 CAD
Fare routing:	YYZ - YVR

**Service Fees**

Fee 1 Base:	29.75 CAD
Fee 1 Taxes:	1.49 CAD GST
Fee 1 Total:	31.24 CAD

GENERAL INFORMATION

VENDOR TICKET NUMBER-2163154176
 VENDOR TICKET NUMBER-2163154177

VENDOR NAME-AIR CANADA
 VENDOR LOCATOR-SHLUTR

GST REGISTRATION NO. R136445095 QST REGISTRATION NO. TVQ M1015857826

GST is represented by tax code XG; HST is represented by tax code RC; QST is represented by tax code XQ.

FOR ASSISTANCE OR IN TRANSIT EMERGENCY SERVICE PLEASE CONTACT HRG ANYTIME AT 1-866-857-3578 WITHIN NORTH AMERICA OR FROM OUTSIDE CANADA / USA; CALL COLLECT AT 1-613-822-3873.

FOR CREDIT CARD SUPPORT DUE TO LOST OR STOLEN CARDS PLEASE USE PHONE NUMBER ABOVE; SELECT OPTION 4 IMPORTANT; THE NAME ON THE IDENTIFICATION MUST MATCH THE NAME ON THE RESERVATION; BOARDING PASS.

FOR FLIGHTS WITHIN CANADA ALL PASSENGERS MUST PRESENT ONE PIECE OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION THAT INCLUDES NAME / DATE OF BIRTH AND GENDER.

FOR FLIGHTS TO/FROM THE UNITED STATES ALL PASSENGERS ARE REQUIRED TO PRESENT A VALID PASSPORT.

CITIZENS OF COUNTRIES OTHER THAN CANADA AND THE UNITED STATES SHOULD CONTACT THEIR CONSULATE OR EMBASSY FOR BOARDING REQUIREMENTS OR CONSULT HRG GOVERNMENT TRAVEL SERVICE.

PROOF OF ONWARD OR RETURN TRAVEL MAY BE REQUIRED AT CHECK-IN.

PASSPORT AND VISA REQUIREMENTS:

PLEASE ENSURE PASSPORT IS VALID FOR 6 MONTHS BEYOND EXPECTED RETURN DATE.

ALL CHILDREN REGARDLESS OF AGE MUST HAVE THEIR OWN PASSPORT

CITIZENS OF COUNTRIES OTHER THAN CANADA AND THE UNITED STATES SHOULD CONTACT THE CONSULATE OR EMBASSY FOR PASSPORT AND VISA REQUIREMENTS OR CONSULT HRG GOVERNMENT TRAVEL SERVICE.

CHECK-IN:

* PLEASE ALLOW 2HRS FOR DOMESTIC (CANADA); TRANSBORDER (USA) CHECK-IN

* ALLOW 3HRS FOR ALL INTERNATIONAL CHECK-IN

THE AIRLINES RESERVE THE RIGHT TO DENY BOARDING IF MINIMUM CHECK-IN TIMES ARE NOT MET

FLIGHT TIMES ARE SUBJECT TO CHANGE; PLEASE RE-CONFIRM FLIGHT TIMES PRIOR TO DEPARTURE.

IF YOU ARE TRAVELLING TO AN INTERNATIONAL DESTINATION, PLEASE RECONFIRM YOUR RESERVATIONS 72 HOURS PRIOR TO DEPARTURE DIRECTLY WITH THE AIR CARRIER.

FOR FREE BAGGAGE ALLOWANCE AND/OR APPLICABLE FEES FOR CARRY-ON//CHECKED BAGGAGE RELATED TO YOUR FLIGHT - PLEASE VERIFY THE CARRIERS WEBSITE.

ACCOMMODATIONS:

PLEASE VERIFY THE RATE AT CHECK-IN AS LOCAL MARKET CONDITIONS MAY DICTATE A LOWER RATE.

THE SUPPLIERS PROVIDING SERVICES FOR YOUR RESERVATION MAY HAVE IMPOSED RESTRICTIONS CONCERNING THE ABILITY TO CHANGE OR MODIFY YOUR RESERVATION. THE DETAILS OF THESE RESTRICTIONS WERE PROVIDED EITHER TO YOU OR TO THE PERSON MAKING THE RESERVATION ON YOUR BEHALF. DURING THE ONLINE RESERVATION PROCESS THESE RESTRICTIONS WERE ACCEPTED PRIOR TO SUBMITTING YOUR RESERVATION FOR PURCHASE. SHOULD YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT AN HRG NORTH AMERICA TRAVEL COUNSELLOR.

NO-SHOWS:

NO-SHOWS ARE NOT PERMITTED AND RESULT IN THE FORFEIT OF THE FULL AMOUNT OF THE FARE AT DEPARTURE

TIME; PLEASE NOTE THAT NO-SHOWS AT ORIGINAL POINT OF DEPARTURE WILL ALSO RESULT IN CANCELLATION OF THE REMAINDER OF THE FLIGHTS.

CHANGES OR CANCELLATIONS MUST BE MADE PRIOR TO SCHEDULED TRAVEL DATE AND; FLIGHT TIME TO PREVENT NO SHOWS AND AVOID FORFEIT OF VALUE OF TICKET.

PLEASE NOTE THAT FARES MAY BE SUBJECT TO CHANGE AND ARE GUARANTEED ONLY ONCE TICKETED.

Travel Industry regulations require the travel agency to advise the customer about the availability of optional trip cancellation insurance and optional out of province health insurance. Individuals may contact the travel insurance provider of their choice to obtain a personal quote. TICO NO. 1355825

HRG North America, 370 King St. W., Suite 700, Toronto ON M5V 1J9, 1-866-857-3578

Dollar Thrifty Automotive Group Canada Inc.
Halifax airport
Enfield, NS B2T1K (902) 873-3527

Renting Emp. jfortin

Tour: HST: R106533326, Res. #: G95936001F5

Customer Information		Rental Expiry Information		Rental Agreement #																																																													
STEPHEN BRUCE SIMPSON BC #: 4938652 Renter #: 4938652 CD: [REDACTED] DL#: ***9713 BC 08/04/2018		RA Out: 08/14/2016 21.11 YHZ 08883 -14 RA Due: 08/16/2016 20.00 YHZ 08883 -14		[REDACTED]																																																													
NO ADDITIONAL DRIVERS ONLY AUTHORIZED RENTERS MAY DRIVE THE CAR. Company:		Vehicle Information		Rate/Free Km Information																																																													
PO#: Local Contact:		Veh.#: M459970 08894-7011125 Lic.# FNX744 Stall: 25 2016 DODGE CHARGER Fuel Out: 8/8 Odom Out: 17,416		<table border="0"> <tr> <td></td> <td></td> <td></td> <td>Estimated Charges</td> <td></td> <td></td> </tr> <tr> <td>Hourly</td> <td></td> <td>10.32</td> <td>hour</td> <td></td> <td>.00</td> </tr> <tr> <td>Daily</td> <td>2 @</td> <td>31.00</td> <td>day</td> <td></td> <td>62.00</td> </tr> <tr> <td>Net T&M</td> <td></td> <td></td> <td></td> <td></td> <td>62.00</td> </tr> <tr> <td>Energy Recovery Fee</td> <td>1 @</td> <td>.88</td> <td>unit</td> <td></td> <td>.88</td> </tr> <tr> <td>Veh Lic Fee and Air Tax Re</td> <td>2 @</td> <td>1.76</td> <td>day</td> <td></td> <td>3.52</td> </tr> <tr> <td>Premium Location Charge -</td> <td></td> <td>16.280</td> <td>%</td> <td></td> <td>10.81</td> </tr> <tr> <td>8/8 Ppd Fuel/Unit#M459970</td> <td>????</td> <td>.83</td> <td>ltr</td> <td></td> <td>59.93</td> </tr> <tr> <td>Harmonized Sales Tax YHZ</td> <td></td> <td>15.000</td> <td>%</td> <td></td> <td>20.57</td> </tr> <tr> <td>Subtotal of Other Charges</td> <td></td> <td></td> <td></td> <td></td> <td>95.71</td> </tr> </table>					Estimated Charges			Hourly		10.32	hour		.00	Daily	2 @	31.00	day		62.00	Net T&M					62.00	Energy Recovery Fee	1 @	.88	unit		.88	Veh Lic Fee and Air Tax Re	2 @	1.76	day		3.52	Premium Location Charge -		16.280	%		10.81	8/8 Ppd Fuel/Unit#M459970	????	.83	ltr		59.93	Harmonized Sales Tax YHZ		15.000	%		20.57	Subtotal of Other Charges					95.71
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Subtotal of Other Charges					95.71																																																												
I have accepted Prepaid Fuel <input checked="" type="checkbox"/>		0		Estimated Charges 157.71																																																													

Optional Coverages		Deposit/Auth Information		Grand Total	
I have declined Loss Damage Waiver Responsibility Limit: FULL VALUE		AX 37XXXXXXXXX1000		Total Deposits/Payments .00	
I have declined Deductible Waiver		AX 37XXXXXXXXX1000 200.00		GRAND TOTAL: 157.71	
I have declined PAI/PEC * N/A in Alberta or Quebec					
I have declined Premium Emergency Roadside Service					

By Your initials above, You accept and purchase Loss Damage Waiver (LDW) at the rate per day or part thereof. Your financial responsibility will be reduced to an amount equal to the "responsibility limit" per occurrence as set out herein. LDW IS NOT INSURANCE. You agree that even if You accept and purchase LDW You are responsible and agree to pay for all damage caused by insufficient clearance (height or width), or by a riot, strike or civil disturbance, and you are responsible for all box damage on a truck. See Section 5 in the rental agreement. En apposant vos initiales ci-dessus, vous acceptez l'exonération des dommages matériels (l'EDM) moyennant le tarif par jour ou partie de journée. Votre responsabilité financière sera réduite à un montant correspondant à la « limite de la responsabilité » par sinistre qui y est indiquée. L'EDM NE CONSTITUE PAS DE L'ASSURANCE. Vous convenez du fait que si vous acceptez l'EDM, vous êtes responsable et consentez à payer tout dommage attribuable à un manque d'espace libre (hauteur ou largeur libre) ou encore attribuable à une émeute, à une grève ou à des troubles publics, et du fait que vous êtes responsable de tout dommage que subit la caisse d'un camion. Se référer au paragraphe 5 du contrat de location.

IMPORTANT
By signing below, You acknowledge that:
a) You have read and agree to the terms and conditions, both printed and written, that appear here and on the separate rental agreement jacket (collectively the "Agreement") which is incorporated herein, and
b) All information provided by You to us is true.
En apposant votre signature ci-dessous, vous reconnaissez ce qui suit :
c) vous avez lu les modalités, imprimées et écrites sur le présent document et sur le contrat de location distinct (collectivement nommé le « contrat ») et, et vous y consentez; et
d) tous les renseignements que vous nous avez fournis sont vrais.

THE UNDERSIGNED LESSEE OR THE SIGNATORY TO THIS RENTAL AGREEMENT CERTIFIES THAT HE OR SHE HOLDS A VALID DRIVER'S LICENSE FOR THE OPERATION OF THE VEHICLE(S) REFERRED TO IN THE AGREEMENT, AND AGREES TO ENSURE THAT ANY PERSON WHO OPERATES THE VEHICLE HOLDS A VALID DRIVER'S LICENSE OF THE PROPER CLASS.
LE LOCATAIRE SOUSSIGNÉ OU LE SIGNATAIRE DU PRÉSENT CONTRAT DE LOCATION CERTIFIE QU'IL EST TITULAIRE D'UN PERMIS DE CONDUIRE VALIDE POUR LA CLASSE APPROPRIÉE POUR LA CONDUIRE DU OU DES VÉHICULES DÉCRITS AU CONTRAT ET IL S'ENGAGE À S'ASSURER QUE TOUTE PERSONNE QUI CONDUIRE CE OU CES VÉHICULES EST TITULAIRE D'UN PERMIS DE CONDUIRE VALIDE DE LA CLASSE APPROPRIÉE.

X
Rgn
Adc



ZONE FARES FROM YVR

Zone fares only apply to taxi trips from Vancouver International Airport terminals to zones shown in this map. Metered rates apply on trips to YVR and to areas outside of the zones.

For streets that serve as a boundary between zones, the lowest zone rate will be charged for both sides of the street.

If two or more passengers are going to different addresses in a zone, the zone rate applies until the first passenger disembarks. The meter rate applies to the transport of the other passenger(s). The meter may only be engaged when the taxicab starts moving towards the second destination.

Rates include tax and do not include tips.

Please confirm Zone Fare Rates with your driver prior to departing from YVR.

Surcharges for Customer Requested Stops

Stops en route (first 10 minutes)	\$5.00
Additional stopping time (per minute after first 10 minutes)	\$1.00

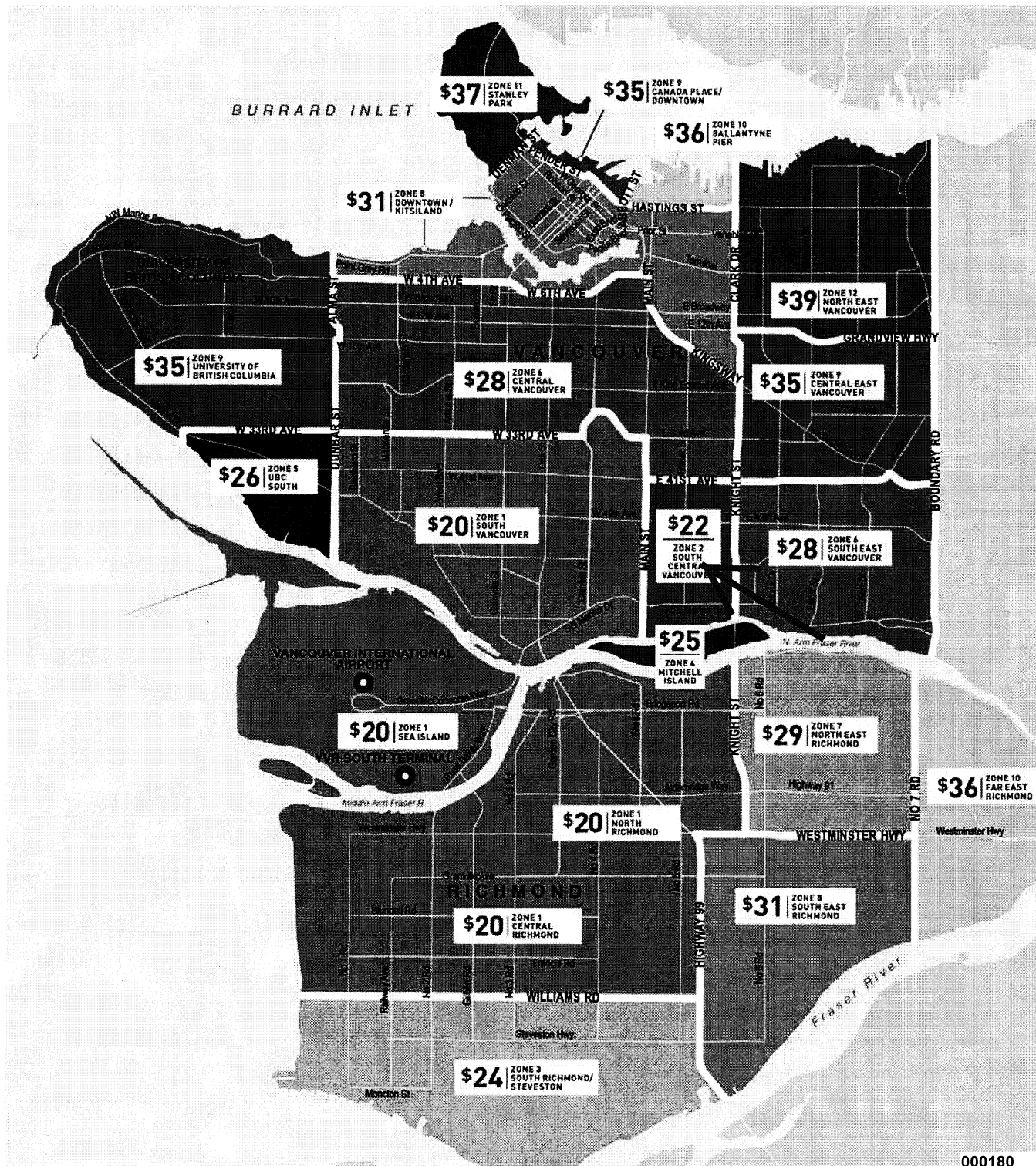
CUSTOMERCALLCENTRE@YVR.CA

604.207.7077



YVR.CA

Beyond, Every Day.





ITINERARY / AGENDA

Stakeholder Meetings
August 15-17, 2016
Halifax, NS / St. John's, NL

Chris MacDonald, Commissioner, Atlantic Region and Nunavut
Stephen Simpson, Commissioner, British Columbia and Yukon

Sunday, August 14, 2016

HALIFAX

COMMISSIONER MACDONALD

Flights: Fredericton to Halifax
Hotel: Marriott Harbourfront Hotel
(Personal travel expenses)

COMMISSIONER SIMPSON

Flights: Vancouver to Toronto (7:55 PST – arriving at 15:25 EST), Toronto to Halifax (16:55 EST arriving at 20:00 AST)
Hotel: Marriott Harbourfront Hotel
Car rental: Thrifty (confirmation #: G95936001F5)

Monday, August 15, 2016

HALIFAX

9:00 - 10:00

DHX MEDIA LTD.

Location:

5657 Spring Garden Road
Park Lane Terrace, Suite 100

Enter the mall and take the glass elevators on the left to the first level

Attendees:

Phillip Stamp, Vice-President, Halifax Studio

Contact:

[Redacted] : [Redacted]@dhxmedia.com

Monday, August 15, 2016

HALIFAX

11:00 - 12:00

CBC

Location:

6940 Mumford Road

Attendees:

Denise Wilson, Senior Managing Director, Atlantic Region

Peter Hall, Senior Regional Manager, Arts, Documentary and Entertainment

Contact:

Brenda Brown: Brenda.brown@cbc.ca or 902-420-4004

12:30 – 2:00

Lunch meeting at **Ristorante Amana**, 1477 Lower Water Street with - **Mike Volpe**, President of Topsail Productions, **Karen Wentzell**, President of Waterstar Entertainment, **David MacLeod**, Executive Producer, Big Motion Pictures and [REDACTED] – Government & Policy Affairs
RESERVATION FOR 6 – under Chris MacDonald

2:30 – 3:30

ROGERS

Location:

6080 Young Street, 9th Floor
(tour of studios followed by a meeting)

Attendees:

Heather Robinson, Sr. Manager, Public Affairs

Bruce MacDougall, VP Enterprise Business Unit

Ken Marshall, Regional President

Earle Mader, Program Director, Rogers Radio

[REDACTED] Network Planning

Contact:

Heather Robinson: 506-388-8562 or Heather.robinson@rci.rogers.com

Monday, August 15, 2016

HALIFAX

4:00 – 5:00

EASTLINK

Location:

6080 Young Street, 8th Floor

Attendees:

Lee Bragg, Chief Executive Officer and Vice Chair
Deborah Shaffner, President and Chief Operating Officer
Matthew MacLellan, President, Eastlink Wireless
Natalie MacDonald, Vice-President, Regulatory Matters

Contact:

Natalie - natalie.macdonald@corp.eastlink.ca or 902-431-9979

6:00

Dinner meeting at **The Bicycle Thief**, 1475 Lower Water Street with - **Bruce MacDougall**, VP Enterprise Business Unit (Rogers) who will introduce the Commissioners to **Ms. MJ MacDonald**, Managing Director at the Nova Scotia Government Department of Business and one other individual (TBD)

RESERVATION FOR 5 – under Chris MacDonald

Tuesday, August 16, 2016
HALIFAX**9:00 – 10:00 BELL ALIANT****Location:**

Scotia Square

5201 Duke Street, Upper Level (Customer Presentation Room)

Upon arrival: visit the security desk and security guard will contact Heather Riley, who will greet and take you to the meeting room

Attendees:

Robert Malcolmson, SVP, Regulatory Affairs, BCE

Dan McKeen, SVP Small Business and Vice Chair Bell Aliant

Contact:

[REDACTED] : [REDACTED] or [REDACTED] @bellaliant.ca

11:00 – 12:00 GLOBAL TV**Location:**

2110 Gottingen St (Boardroom)

Attendees:

Troy Reeb, Senior Vice President of News and Radio for Corus

Jim Haskins, Station Manager / News Director

Contact:

[REDACTED] : [REDACTED] @globalnews.ca or [REDACTED]

12:30 – 1:30 Lunch**2:00 – 3:00 CTV****Location:**2885 Robie Street, 2nd Floor (Admin Boardroom)**Attendees:**

Dave Daigle, Regional Vice President and General Manager, Local Radio and TV, Ontario and Atlantic Canada

Trent McGrath, Vice President and General Manager, Halifax Radio and CTV/CTV Two Atlantic

Contact:

[REDACTED] Mr. Kevin Goldstein) [REDACTED] @bellmedia.ca

Tuesday, August 16, 2016

HALIFAX

4:00 – 5:00

NEWCAP

Location:

8 Basinview Drive (previously known as 745 Windmill Road)
Dartmouth, Nova Scotia

Attendees:

Robert Steele, President & CEO
Scott Weatherby, Chief Financial Officer and Corporate Secretary

Contact:

[REDACTED] : [REDACTED]@ncc.ca or [REDACTED]

Commissioners MacDonald and Simpson

Flight: Halifax to St. John's, NL (20:30 AST – arriving at 22:32)

Commissioners MacDonald

Hotel: Marriott Courtyard (131 Duckworth Street)

Car rental: Thrifty (confirmation #: 87430)

Commissioner Simpson

Hotel: Sheraton (115 Cavendish Square)

Wednesday, August 17

ST. JOHN'S

9:00 – 10:00

NEWCAP RADIO (VOCM - 97.5 K-Rock)

Location:

391 Kenmount Road
St. John's, NL

Attendees:

John Steele, President of the Newcap-NL Division
Mike Murphy, General Manager, Newcap-NL

Contact:

Mike Murphy - [REDACTED]@newcap.ca
[REDACTED] - [REDACTED]@ncc.ca

11:00 – 12:00

CBC

Location:

95 University Avenue

Attendees:

Victoria King, Senior Manager, Media Operations and Technology
Lee Pitts, Senior Producer, TV News

Contact:

Yvonne Fowler (EA): Yvonne.fowler@cbc.ca

12:30 – 1:30

Lunch

2:00 – 3:00

BELL ALIANT DATA CENTRE

Location:

50 Allandale Road

Attendees:

[REDACTED] Data Centre
[REDACTED] Regulatory Affairs

Contact:

[REDACTED] (613) 781-3760 Cell: [REDACTED]
Robert Malcolmson: [REDACTED]@bell.ca

7:00

Dinner – YellowBelly Brewery & Public House, 288 Water Street

Thursday, August 18

ST. JOHN'S

Commissioners MacDonald

Flights: St. John's to Halifax – 6:10 arrival 7:23 / Halifax to Fredericton – 11:25 arrival at 12:18

Commissioner Simpson

Flight: St. John's to Halifax (10:40 am– arriving at 12:19 pm) (AC8993)

Expense Report Statement

Expense Report Name: BDU PH - Sep6-8/16-1

Traveller Name: *Stephen Simpson*
 TIN: XXXXXXXXXX
 Prepared By: *Jo Anne Platt*
 Policy Module: *M3D - Domestic - Overnight Stay*
 Trip Purpose: *Core Mandate - Other*
 Other Trip Purpose:
 Travel Request Name: *BDU PH - Sep6-8/16*
 Travel Start Date: *06/09/2016*
 Travel End Date: *08/09/2016*
 ER Approval Status: *Approved*
 Primary Location:
 Secondary Location:

Online TAN: *AKU798173*
 Fiscal Year: *2016-2017*
 Travel Outside Default *N*
 Division:
 Vendor Code: XXXXXXXXXX
 Event:
 Comments:

Expense Report Summary

Expense Summary

Total allocated expenses :	3,811.51
(Minus) Total non-reimbursable expenses :	3,497.53
Total reimbursable expenses :	313.98
Total due traveller :	313.98

Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount

Expense Type	Date		Foreign Amount	Tax Amount	Amount
16) Commercial Accommodation	15/09/2016	P101 - 920 - 127 - S - 22 - E			388.74
Manual Prepaid					<u>388.74</u>
Indigo Hotels					
25) Transaction/Service Charges	28/07/2016	P101 - 920 - 127 - S - 22 - E			31.24
Hrg Aku798173 5.01					<u>31.24</u>
Commercial Air (estimate direct from OBT)	27/07/2016	P101 - 920 - 127 - S - 22 - E			3,077.55
Air Can 0142165418636					<u>3,077.55</u>
Flight is only travel method for travelling to HQ.					
Total non-reimbursable expenses (CAD)					3,497.53

Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi	16/09/2016	P101 - 920 - 127 - S - 22 - E			8.93
Blue Line 1447 Taxitab		- 899 - 000 - 9 - 60 - I		ON*HST 1.07	<u>10.00</u>
Blue Line 5134 Taxitab					
11) Taxi	06/09/2016	P101 - 920 - 127 - S - 22 - E			31.66
Blue Line 1447 Taxitab		- 899 - 000 - 9 - 60 - I		ON*HST 3.80	<u>35.46</u>
Blue Line 5134 Taxitab					
11) Taxi	08/09/2016	P101 - 920 - 127 - S - 22 - E			36.75
Blue Line 1447 Taxitab		- 899 - 000 - 9 - 60 - I		ON*HST 4.41	<u>41.16</u>
Blue Line 5134 Taxitab					

Expense Type	Date		Foreign Amount	Tax Amount	Amount
2) Allowance: Meals, Incidentals & Private Accommodation	15/09/2016	P101 - 920 - 127 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON#H ... 18.13	139.47 <u>157.60</u>
	15/09/2016	P101 - 920 - 127 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON#H ... 5.97	45.93 <u>51.90</u>
3) Allowance: Private Motor Vehicle	16/09/2016	P101 - 920 - 127 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA#G ... 0.43	8.50 <u>8.93</u>
3) Allowance: Private Motor Vehicle	16/09/2016	P101 - 920 - 127 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA#G ... 0.43	8.50 <u>8.93</u>
Total reimbursable expenses (CAD)					313.98

Tax Coding Summary

GST	Total Amount
- 899 - 000 - 9 - 60 - I	0.86
HST	Total Amount
- 899 - 000 - 9 - 60 - I	33.38

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
P101 - 920 - 127 - S - 22 - E	3,777.27	3,811.51

Approval History

Date And Time	Approver	Approval Status	Comment
22/09/2016 15:33:47	Micheline Khouri	Approved	
20/09/2016 10:03:52	Danielle May-Cuconato	Approved	
19/09/2016 15:48:40	Rachel Charron	Approved	

Date And Time	Approver	Approval Status	Comment
19/09/2016 15:48:19	Rachel Charron	Approval Required	September 19, 2016 Please note a taxi receipt was lost \$35.46. Reviewed, Rachel. ER reviewed. A.Myner
19/09/2016 15:44:05	Rachel Charron	Selected Approver Changed	
19/09/2016 09:51:41	Andreanne Myner	Approval Required	ER reviewed. A.Myner
19/09/2016 09:51:08	Andreanne Myner	Approval Required	ER reviewed. A.Mynwe
16/09/2016 15:03:04	Jo Anne Platt	Comments Submitted	Sep16/16 Nothing unusual to report.

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name *Stephen Simpson*

Submit Date *16/09/2016*

Signature

Submitted on behalf of the Traveller.

Delegate Name *Jo Anne Platt*

Submit Date *16/09/2016*

Signature

Recommender Name *Rachel Charron*

Recommended Date *19/09/2016*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name *Danielle May-Cuconato*

Approval Date *20/09/2016*

Signature

Processor Name *Micheline Khouri*

Processed Date *22/09/2016*

Signature

Out of Pocket Expenses: Details

Out of Pocket Expense: 15/09/2016
 Amount: \$209.50 CAD
 BDU PH - Sep6-8/16 - meals&incidentals

Expense Report Details
 #1632 16/09/2016
 BDU PH - Sep6-8/16-1
 Out of Pocket Expenses: Copy

- Expenses
- Coding
- Approval
- Summary

2) Allowance: Meals, Incidentals & Private Accommodation

Use this expense type to estimate or claim meal, incidental and private non-commercial accommodation allowances for up to 365 days. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. If you are staying at the same location for more than 30 consecutive calendar days, the allowance rates may be reduced by up to 50%. It is important to note that since the allowance rates can be selected flexibly it is advisable that you refer to Appendices C and D of the Travel Directive for more information. If your location changes during your trip, the allowance rate should be reset to 100% again.

Enter the date range of travel.

Start Date: 06/09/2016
 End Date: 08/09/2016

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

View by: Month: September Year: 2016


Date	Country/Location	Meal Rate	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
06/09/2016	Canada - Ontario	100%	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100%	<input type="checkbox"/> 100%
07/09/2016	Canada - Ontario	100%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100%	<input type="checkbox"/> 100%
08/09/2016	Canada - Ontario	100%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 100%	<input type="checkbox"/> 100%

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Ontario	157.60	51.90	0.00

Mileage Calculator

Route

From  5477-5611 Grant McConachie Way, Richmond, BC \

5477-5611 Grant McConachie Way, Richmond, BC V7B, Canada

To  

Return Journey

Avoid Tolls

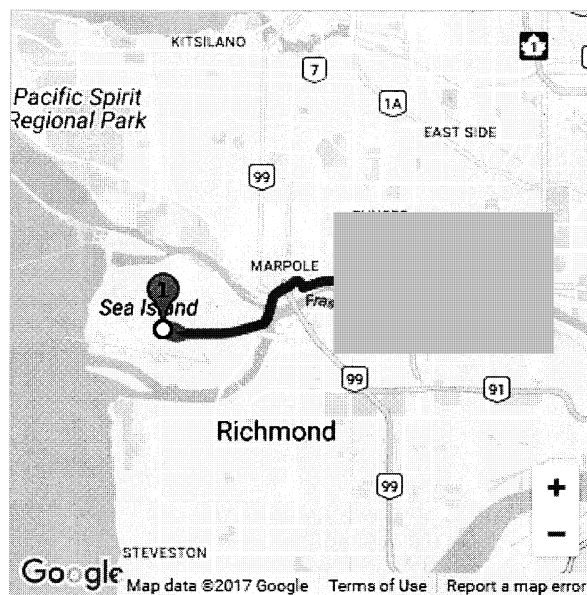
Avoid Highways

Distance 19 km

Non-Reimbursable 0 km

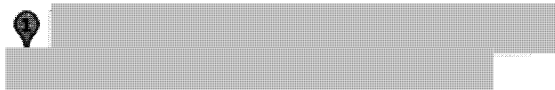
Reimbursable 19 km


Map



Mileage Calculator

Route

From 

To  5477-5611 Grant McConachie Way, Richmond, BC \
 5477-5611 Grant McConachie Way, Richmond, BC V7B, Canada

Return Journey

Avoid Tolls

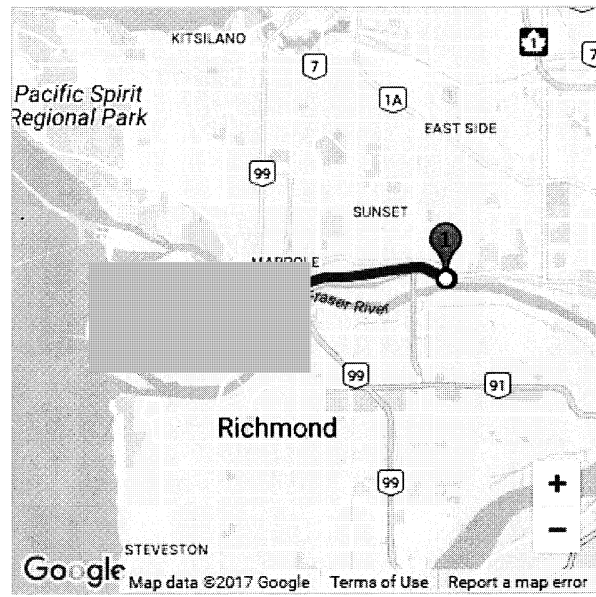
Avoid Highways

Distance 19 km

Non-Reimbursable 0 km

Reimbursable 19 km

Map





17

09-08-16

CRTC	Folio No. :	168701	Room No. :	510
Canadian Radio-television and Telecommunications Commission	A/R Number :	100314	Arrival :	09-06-16
Ottawa ON K1A 0N2	Group Code :		Departure :	09-08-16
Simpson, Stephen	Company :	CRTC	Conf. No. :	67071947
	Membership No. :		Rate Code :	IMCGV
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits	
09-06-16	*Accommodation	167.00		
09-06-16	Ottawa DMF	5.01		
09-06-16	HST	22.36		
09-07-16	*Accommodation	167.00		
09-07-16	Ottawa DMF	5.01		
09-07-16	HST	22.36		
Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews . We look forward to welcoming you back soon.		Total	388.74	0.00
		Balance	388.74	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. 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 associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Hotel Indigo Ottawa
123 Metcalfe Street
Ottawa, ON K1P 5L9
Telephone: (613) 231-6555 Fax: (613) 231-7555



STS SVP
 Shared Travel Services / Services de voyage partagés



E-Ticket Itinerary Receipt and Invoice

27 July 2016

THANK YOU FOR BOOKING WITH THE HOGG ROBINSON GROUP (HRG) GOVERNMENT OF CANADA TRAVEL SERVICES. THIS DOCUMENTATION CONFIRMS YOUR TRAVEL ARRANGEMENTS.

THE INFORMATION CONTAINED IN THIS DOCUMENT IS PROVIDED BY HRG NORTH AMERICA VIA TRAVELPORT AND OTHER THIRD-PARTY VENDORS. AS SUCH, SOME CONTENT IS AVAILABLE IN ENGLISH ONLY.

PLEASE REVIEW TO ENSURE THAT ALL INFORMATION IS CORRECT.

TRAVELLERS ARE RESPONSIBLE FOR VERIFYING THEIR TRAVEL DOCUMENTS UPON RECEIPT.

ACCEPTANCE OF YOUR ITINERARY CONSTITUTES AGREEMENT WITH ITS CONTENTS./p>

ANY DISCREPANCY MUST BE REPORTED TO HRG NORTH AMERICA PRIOR TO 8PM EST THE SAME BUSINESS DAY.



HRG WILL NOT INCREASE THE PRICE AFTER TICKET ISSUANCE.


Itinerary details		Account references	
Trip locator:	RM0KJU	Traveller Category :	Public Servants
Traveller:	Mr STEPHEN SIMPSON	Travel Directive Module :	M3D - Domestic - Overnight stay
		THCEE Trip Category :	Core Mandate
		Trip Purpose :	Core Mandate - Other
		TAN :	AKU798173
		Fiscal Year :	2016-2017
		Rationale for not using virtual presence :	Personal attendance required

Itinerary summary						
Traffic	Date	From-to/location	Supplier	Times	Class/room	Status
	06 Sep 2016	<u>YVR - YOW</u>	AC166	09:40-17:18	Business	Booked
	08 Sep 2016	<u>YOW - YVR</u>	AC189	18:35-20:59	Business	Booked

Frequent flyer cards:

Air Canada	
Flight # AC166	
Status: Booked	
Departing:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M
Date/time:	06 September 2016, 09:40
Arriving:	Ottawa Intl Airport, Ottawa, Canada (YOW)
Date/time:	06 September 2016, 17:18
Duration:	4h38m
Aircraft:	Airbus A321 Narrowbody Jet
Cabin class:	Business (P) Add to calendar

	Air Canada Flight # AC189	✈
	Status: Booked	
Departing:	Ottawa Intl Airport, Ottawa, Canada (YOW)	
Date/time:	08 September 2016, 18:35	
Arriving:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M	
Date/time:	08 September 2016, 20:59	
Duration:	5h24m	
Aircraft:	Airbus A321 Narrowbody Jet	
Cabin class:	Business (P)	 Add to calendar

 Fare details	
Fare accepted:	2826.00 CAD
Taxes and fees:	145.31 XG / 2.99 RC / 0.00 XQ / 103.25 XT
Total amount:	3077.55 CAD
Fare routing:	YOW - YVR

 Service Fees	
Fee 1 Base:	29.75 CAD
Fee 1 Taxes:	1.49 CAD GST
Fee 1 Total:	31.24 CAD

GENERAL INFORMATION

 VENDOR TICKET NUMBER-2165418636

 VENDOR NAME-AIR CANADA
 VENDOR LOCATOR-MWMCSZ

GST REGISTRATION NO. R136445095 QST REGISTRATION NO. TVQ M1015857826

GST is represented by tax code XG; HST is represented by tax code RC; QST is represented by tax code XQ.

FOR ASSISTANCE OR IN TRANSIT EMERGENCY SERVICE PLEASE CONTACT HRG ANYTIME AT 1-866-857-3578 WITHIN NORTH AMERICA OR FROM OUTSIDE CANADA / USA; CALL COLLECT AT 1-613-822-3873.

FOR CREDIT CARD SUPPORT DUE TO LOST OR STOLEN CARDS PLEASE USE PHONE NUMBER ABOVE; SELECT OPTION 4 IMPORTANT; THE NAME ON THE IDENTIFICATION MUST MATCH THE NAME ON THE RESERVATION; BOARDING PASS.

FOR FLIGHTS WITHIN CANADA ALL PASSENGERS MUST PRESENT ONE PIECE OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION THAT INCLUDES NAME / DATE OF BIRTH AND GENDER.

FOR FLIGHTS TO/FROM THE UNITED STATES ALL PASSENGERS ARE REQUIRED TO PRESENT A VALID PASSPORT.

CITIZENS OF COUNTRIES OTHER THAN CANADA AND THE UNITED STATES SHOULD CONTACT THEIR CONSULATE OR EMBASSY FOR BOARDING REQUIREMENTS OR CONSULT HRG GOVERNMENT TRAVEL SERVICE.

PROOF OF ONWARD OR RETURN TRAVEL MAY BE REQUIRED AT CHECK-IN.

PASSPORT AND VISA REQUIREMENTS:

PLEASE ENSURE PASSPORT IS VALID FOR 6 MONTHS BEYOND EXPECTED RETURN DATE.

ALL CHILDREN REGARDLESS OF AGE MUST HAVE THEIR OWN PASSPORT

CITIZENS OF COUNTRIES OTHER THAN CANADA AND THE UNITED STATES SHOULD CONTACT THE CONSULATE OR EMBASSY FOR PASSPORT AND VISA REQUIREMENTS OR CONSULT HRG GOVERNMENT TRAVEL SERVICE.

CHECK-IN:

* PLEASE ALLOW 2HRS FOR DOMESTIC (CANADA); TRANSBORDER (USA) CHECK-IN

* ALLOW 3HRS FOR ALL INTERNATIONAL CHECK-IN

THE AIRLINES RESERVE THE RIGHT TO DENY BOARDING IF MINIMUM CHECK-IN TIMES ARE NOT MET

FLIGHT TIMES ARE SUBJECT TO CHANGE; PLEASE RE-CONFIRM FLIGHT TIMES PRIOR TO DEPARTURE.

IF YOU ARE TRAVELLING TO AN INTERNATIONAL DESTINATION, PLEASE RECONFIRM YOUR RESERVATIONS 72 HOURS PRIOR TO DEPARTURE DIRECTLY WITH THE AIR CARRIER.

FOR FREE BAGGAGE ALLOWANCE AND/OR APPLICABLE FEES FOR CARRY-ON/CHECKED BAGGAGE RELATED TO YOUR FLIGHT - PLEASE VERIFY THE CARRIERS WEBSITE.

ACCOMMODATIONS:

PLEASE VERIFY THE RATE AT CHECK-IN AS LOCAL MARKET CONDITIONS MAY DICTATE A LOWER RATE.

THE SUPPLIERS PROVIDING SERVICES FOR YOUR RESERVATION MAY HAVE IMPOSED RESTRICTIONS CONCERNING THE ABILITY TO CHANGE OR MODIFY YOUR RESERVATION. THE DETAILS OF THESE RESTRICTIONS WERE PROVIDED EITHER TO YOU OR TO THE PERSON MAKING THE RESERVATION ON YOUR BEHALF. DURING THE ONLINE RESERVATION PROCESS THESE RESTRICTIONS WERE ACCEPTED PRIOR TO SUBMITTING YOUR RESERVATION FOR PURCHASE. SHOULD YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT AN HRG NORTH AMERICA TRAVEL COUNSELLOR.

NO-SHOWS:

NO-SHOWS ARE NOT PERMITTED AND RESULT IN THE FORFEIT OF THE FULL AMOUNT OF THE FARE AT DEPARTURE TIME; PLEASE NOTE THAT NO-SHOWS AT ORIGINAL POINT OF DEPARTURE WILL ALSO RESULT IN CANCELLATION OF THE REMAINDER OF THE FLIGHTS.

CHANGES OR CANCELLATIONS MUST BE MADE PRIOR TO SCHEDULED TRAVEL DATE AND; FLIGHT TIME TO PREVENT NO SHOWS AND AVOID FORFEIT OF VALUE OF TICKET.

PLEASE NOTE THAT FARES MAY BE SUBJECT TO CHANGE AND ARE GUARANTEED ONLY ONCE TICKETED.

Travel Industry regulations require the travel agency to advise the customer about the availability of optional trip cancellation insurance and optional out of province health insurance. Individuals may contact the travel insurance provider of their choice to obtain a personal quote. TICO NO. 1355825

HRG North America, 370 King St. W., Suite 700, Toronto ON M5V 1J9, 1-866-857-3578

BDU Hearing
Taxi receipts.

BLUE LINE TAXI
(613) 258-1111

TERMINAL ID: 314-652-198
MERCHANT ID: 4326951A
VEHICLE ID: 5134
DRIVER ID: 00056013

TRIP NUMBER: 0018
PASSENGERS: 1

09-08-2016
START: 13:51 END: 13:52

FARE AMOUNT: \$ 34.49

SURCHARGE AMOUNT: \$ 1.50
TIP AMOUNT: \$ 5.17

TOTAL : \$ 41.16

MASTERCARD SALE :

APPROVAL NUMBER : 135212

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXI111.COM
TAXI111



Hotel → airport
Sep 8/16
\$ 41.16

Credit card

Missing receipt
Sep 6/16
\$ 35.46
available via linked transactions
airport → hotel

Job #		
RECEIVED	FARE	
Amount \$10	Date Sep 7	
From		
To		
Cab No.	Driver	
H.S.T. Included in meter fare Le prix inclus la T.V.H.		

hotel → HQ
Sep 7/16
\$ 10
Cash

Sep 6/16 home → airport
private vehicle
\$ 8.93

Sep 8/16 airport → home
private vehicle
\$ 8.93

Expense Report Statement

Expense Report Name: Discovery Summit - May9-11/16-1

Traveller Name: Stephen Simpson
TIN: XXXXXXXXXX
Prepared By: Jo Anne Platt
Policy Module: M3D - Domestic - Overnight Stay
Trip Purpose: Core Mandate - Conferences
Other Trip Purpose:
Travel Request Name: Discovery Summit - May9-11/16
Travel Start Date: 09/05/2016
Travel End Date: 11/05/2016
ER Approval Status: Approved
Primary Location:
Secondary Location:

Online TAN: AKU726128
Fiscal Year: 2016-2017
Travel Outside Default N
Division:
Vendor Code: XXXXXXXXXX
Event:
Comments:

Expense Report Summary

Expense Summary

Total allocated expenses :	876.22
Total reimbursable expenses :	876.22
Total due traveller :	876.22

Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi	11/05/2016	P101 - 615 - 632 - S - 22 - E			30.96
Surdell Taxi 080		- 899 - 000 - 9 - 60 - I		CA*G ... 1.24	
Toronto Cab Services					32.20

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi Surdell Taxi 080 Toronto Cab Services	14/05/2016	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON*HST 8.36	69.64 <u>78.00</u>
16) Commercial Accommodation Thompson Hotel Other	11/05/2016	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON*HST 66.87	557.25 <u>624.12</u>
2) Allowance: Meals, Incidentals & Private Accommodation	16/05/2016	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON#H ... 10.35	79.65 <u>90.00</u>
	16/05/2016	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON#H ... 5.97	45.93 <u>51.90</u>
Total reimbursable expenses (CAD)					876.22

Tax Coding Summary

	Total Amount
GST	
- 899 - 000 - 9 - 60 - I	1.24
HST	
- 899 - 000 - 9 - 60 - I	91.55

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
P101 - 615 - 632 - S - 22 - E	783.43	876.22

Approval History

Date And Time	Approver	Approval Status	Comment
28/06/2016 15:07:13	Micheline Khouri	Approved	

Date And Time	Approver	Approval Status	Comment
27/06/2016 15:27:06	Danielle May-Cuconato	Approved	
23/06/2016 09:18:55	Micheline Khouri	Selected Approver Changed	
16/06/2016 09:20:13	VERONIQUE LEHOUX	Approved	<p>June 15th, 2016- Véronique Lehoux Acting SG, June 9th,-16, 2016. Reviewed, Rachel This is the second Expenses Report for this trip, first one was deleted because it was declined by the chairman. Once an expense report is declined we can not edit it and we are in the obligation of creating a new one. This report has to be approved again by the Secretary General and the Chairman. M. Khouri June 15, 2016 May 31, 2016 - SS provided an email stating that he had to pay for a dinner following the reception. DMC May 25, 2016- Reviewed, Rachel. May 19th, 2016 Meals were included at the Summit on May 10 & 11th, please remove the except dinner on the 11th, thanks. Rachel J'ai vérifié les changements et ils ont été faits. Je pré-autorise le rapport. le président devra l'autoriser par la suite. VL</p>

Date And Time	Approver	Approval Status	Comment
15/06/2016 09:13:02	Rachel Charron	Approval Required	<p>June 15th, 2016- Véronique Lehoux Acting SG, June 9th,-16, 2016. Reviewed, Rachel This is the second Expenses Report for this trip, first one was deleted because it was declined by the chairman. Once an expense report is declined we can not edit it and we are in the obligation of creating a new one. This report has to be approved again by the Secretary General and the Chairman. M. Khouri June 15, 2016 May 31, 2016 - SS provided an email stating that he had to pay for a dinner following the reception. DMC May 25, 2016- Reviewed, Rachel. May 19th, 2016 Meals were included at the Summit on May 10 & 11th, please remove the except dinner on the 11th, thanks. Rachel</p>
15/06/2016 09:04:35	Micheline Khouri	Approval Required	<p>This is the second Expenses Report for this trip, first one was deleted because it was declined by the chairman. Once an expense report is declined we can not edit it and we are in the obligation of creating a new one. This report has to be approved again by the Secretary General and the Chairman. M. Khouri June 15, 2016 May 31, 2016 - SS provided an email stating that he had to pay for a dinner following the reception. DMC May 25, 2016- Reviewed, Rachel. May 19th, 2016 Meals were included at the Summit on May 10 & 11th, please remove the except dinner on the 11th, thanks. Rachel</p>

Date And Time	Approver	Approval Status	Comment
15/06/2016 09:03:11	Micheline Khouri	Comments Submitted	Dinner on May10 removed as requested by Chairman. Updated note - May24/16: 1. Meals removed as requested except for dinner on Tue May10. Only four different canapes were served at the after conference function and staff went out afterwards to have a meal as the food served at the conference was not sufficient. Approval email from Danielle for dinner on the Tuesday night is attached to Meals & Incidentals section.
15/06/2016 09:02:14	Micheline Khouri	Approval Required	This is the second Expenses Report for this trip, first one was deleted because it was declined by the chairman. Once an expense report is declined we can not edit it and we are in the obligation of creating a new one. M. Khouri June 15, 2016 May 31, 2016 - SS provided an email stating that he had to pay for a dinner following the reception. DMC May 25, 2016- Reviewed, Rachel. May 19th, 2016 Meals were included at the Summit on May 10 & 11th, please remove the except dinner on the 11th, thanks. Rachel
15/06/2016 09:00:51	Micheline Khouri	Approval Required	This is the second Expenses Report for this trip, first one was deleted because it was declined by the chairman. Once an expense report is declined we can not edit it and we are in the obligation of creating a new one. M. Khouri June 15, 2016 is created to was approved by the SG, but in order tMay 31, 2016 - SS provided an email stating that he had to pay for a dinner following the reception. DMC May 25, 2016- Reviewed, Rachel. May 19th, 2016 Meals were included at the Summit on May 10 & 11th, please remove the except dinner on the 11th, thanks. Rachel

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name *Stephen Simpson*

Submit Date *15/06/2016*

Signature

Submitted on behalf of the Traveller.

Delegate Name *Micheline Khouri*

Submit Date *15/06/2016*

Signature

Recommender Name *VERONIQUE LEHOUX*

Recommended Date *16/06/2016*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name *Danielle May-Cuconato*

Approval Date *27/06/2016*

Signature

Processor Name *Micheline Khouri*

Processed Date 28/06/2016

Signature

Out of Pocket Expenses: Details

Out of Pocket Expense: 16/05/2016
 Amount: \$141.90 CAD
 Discovery Summit - May9-11/16 - meals & incidental

Expense Report Details
 #1509 15/06/2016
 Discovery Summit - May9-11/16-1
 Out of Pocket Expenses: Copy

- Expenses
- Coding
- Approval
- Summary

2) Allowance: Meals, Incidentals & Private Accommodation

Use this expense type to estimate or claim meal, incidental and private non-commercial accommodation allowances for up to 365 days. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. If you are staying at the same location for more than 30 consecutive calendar days, the allowance rates may be reduced by up to 50%. It is important to note that since the allowance rates can be selected flexibly it is advisable that you refer to Appendices C and D of the Travel Directive for more information. If your location changes during your trip, the allowance rate should be reset to 100% again.

Enter the date range of travel.

Start Date: 09/05/2016
 End Date: 11/05/2016

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

View by: Month: May Year: 2016

Date	Country/Location	Meal Rate	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
09/05/2016	Canada - Ontario	100% ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼
10/05/2016	Canada - Ontario	100% ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼
11/05/2016	Canada - Ontario	100% ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Ontario	90.00	51.90	0.00



T H O M P S O N
TORONTO

Mr. Steve Simpson

Canada

Company Name: Fifth Element Group

Group Name: Fifth Element Group

Room # : 0409

Arrival : 05-09-16

Departure : 05-11-16

Folio # :

Cashier # :

Confirmation : 8966178

Date	Description	Charges	Credits
05-09-16	Room Charge	269.00	
05-09-16	Room HST 13%	34.97	
05-09-16	Destination Marketing Fee (DMF) 2.66%	7.16	
05-09-16	Destination Marketing Fee (HST) 13%	0.93	
05-10-16	Room Charge	269.00	
05-10-16	Room HST 13%	34.97	
05-10-16	Destination Marketing Fee (DMF) 2.66%	7.16	
05-10-16	Destination Marketing Fee (HST) 13%	0.93	
		Total Charges	
		624.12	
		Total Credits	0.00
		Balance	624.12

Guest Signature: _____

Taxi Credit Card receipts (Discoverability Summit)

"Toronto Cab Services"

STEPHEN B SIMPSON
GOVT OF/GOUV DU CANADA

EXPIRY DATE CHECKED DATE D'EXPIRATION VÉRIFIÉE

AUTHORIZATION NUMBER/NO D'AUTORISATION

DATE 05 11 16 DELIVERED/LIVRE

CLERK/COMMIS DEPT/RAYON

QTY/QTÉ	DESCRIPTION	AMOUNT/MONTANT
		78
		78

CDN

TERMS AND CONDITIONS APPLICABLE TO THIS SALE ARE ACCORDANCE WITH YOUR AGREEMENT WITH THE ISSUER OF THIS CARD
LES CONDITIONS ET MODALITÉS APPLICABLES À CETTE VENTE SONT CONFORMES À L'ENTENTE AVEC L'ÉMETTEUR DE VOTRE CARTE

CUSTOMER'S COPY - COPIE DU CLIENT

May 11
hotel → airport
\$ 78

SURDELL TAXI 000
12975 84TH AVE V3W1B3
SURREY BC
20358697

iiii PURCHASE iiii

05-11-2016 22:28:09
Acct # [redacted] C
Exp Date ' / ' Card Type HC
Name: STEPHEN B SIMPSON
[redacted] MasterCard

May 11
airport → home
\$ 32.20

Trace # 670007 Operator 380
FB2035869701

Inv. # 1980
Auth # 012809 RRN 001394007

Purchase \$28.00
Tip \$4.20
Total \$32.20

(00) APPROVED-THANK YOU

Retain this copy for your records
Customer copy

Platt, Jo-Anne

From: Simpson, Stephen
Sent: May-18-2016 3:42 PM
To: Platt, Jo-Anne
Subject: Fw: ER Question Asked

Sent from my BlackBerry 10 smartphone on the Bell network.

From: May-Cuconato, Danielle <Danielle.May-Cuconato@crtc.gc.ca>
Sent: Wednesday, May 18, 2016 3:38 PM
To: Simpson, Stephen
Cc: Charron, Rachel
Subject: Re: ER Question Asked

OK

Danielle May-Cuconato
CRTC

From: Simpson, Stephen
Sent: Wednesday, May 18, 2016 6:33 PM
To: May-Cuconato, Danielle
Subject: Fw: ER Question Asked

Sent from my BlackBerry 10 smartphone on the Bell network.

From: Platt, Jo-Anne <Jo-anne.Platt@crtc.gc.ca>
Sent: Wednesday, May 18, 2016 3:25 PM
To: Simpson, Stephen
Subject: FW: ER Question Asked

From: Charron, Rachel
Sent: May-18-2016 8:16 AM
To: Platt, Jo-Anne <Jo-anne.Platt@crtc.gc.ca>
Subject: RE: ER Question Asked

Thanks, the ones who attended are not claiming their meals also.

From: Platt, Jo-Anne
Sent: May-18-2016 11:15 AM
To: Charron, Rachel <rachel.charron@crtc.gc.ca>
Subject: RE: ER Question Asked

Hi Rachel,



Thanks,

Jo-Anne

From: Portail HRG/HRG Portal [<mailto:EMT.Admin@hrgworldwide.com>]
Sent: May-18-2016 8:13 AM
To: Platt, Jo-Anne <Jo-anne.Platt@crtc.gc.ca>
Subject: ER Question Asked

Jo Anne Platt

Your approver requires additional information before approving your Expense Report. Please log in to the portal and select Manage Expenses to access the Expense Report and provide more information. [Click here for the Portal](#)

Stephen Simpson

CAD \$ 988.82

17/05/2016 Discovery Summit - May9-11/16-1
1434
[Rachel Charron] May 19th, 2016 1) Meals were included at the Summit on May 10 & 11th, please remove the except dinner on the 11th, thanks.
Rachel.
[Jo Anne Platt] Notes: Everything should be here. Let me know if anything is missing.

Expense Report Statement

Expense Report Name: Sept FCM - Sep12-15/16-1

Traveller Name: Stephen Simpson
TIN: XXXXXXXXXX
Prepared By: Jo Anne Platt
Policy Module: M3D - Domestic - Overnight Stay
Trip Purpose: Core Mandate - Meetings
Other Trip Purpose:
Travel Request Name: Sept FCM - Sep12-15/16
Travel Start Date: 12/09/2016
Travel End Date: 15/09/2016
ER Approval Status: Approved
Primary Location:
Secondary Location:

Online TAN: AKU753761
Fiscal Year: 2016-2017
Travel Outside Default Division: N
Vendor Code: XXXXXXXXXX
Event:
Comments:

Expense Report Summary

Expense Summary

Total allocated expenses :	4,479.58
(Minus) Total non-reimbursable expenses :	4,177.93
Total reimbursable expenses :	301.65
Total due traveller :	301.65

Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount

Expense Type	Date		Foreign Amount	Tax Amount	Amount
13) Other modes of transportation Air Can 0142166971365	06/09/2016	P101 - 940 - 133 - S - 22 - E			627.90 <u>627.90</u>
16) Commercial Accommodation Manual Prepaid Indigo Hotels	16/09/2016	P101 - 940 - 133 - S - 22 - E			388.74 <u>388.74</u>
25) Transaction/Service Charges Hrg Aku753761 5.01 Air Can 0142166971365	28/07/2016	P101 - 940 - 133 - S - 22 - E			31.24 <u>31.24</u>
25) Transaction/Service Charges Hrg Aku753761 5.01 Air Can 0142166971365	06/09/2016	P101 - 940 - 133 - S - 22 - E			52.50 <u>52.50</u>
Commercial Air (estimate direct from OBT) Air Can 0142165418618	27/07/2016	P101 - 940 - 133 - S - 22 - E			3,077.55 <u>3,077.55</u>
Flight is only transportation option between Vancouver and Ottawa					
				Total non-reimbursable expenses (CAD)	4,177.93

Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
--------------	------	--	----------------	------------	--------

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi Blue Line 1236 Taxitab	16/09/2016	P101 - 940 - 133 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON*HST 1.07	8.93 <u>10.00</u>
Hotel to HQ					
11) Taxi Blue Line 1236 Taxitab	16/09/2016	P101 - 940 - 133 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON*HST 3.75	31.25 <u>35.00</u>
Airport to home					
11) Taxi Blue Line 1236 Taxitab	13/09/2016	P101 - 940 - 133 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON*HST 4.10	34.12 <u>38.22</u>
2) Allowance: Meals, Incidentals & Private Accommodation	16/09/2016	P101 - 940 - 133 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON#H ... 18.13	139.47 <u>157.60</u>
	16/09/2016	P101 - 940 - 133 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON#H ... 5.97	45.93 <u>51.90</u>
3) Allowance: Private Motor Vehicle	16/09/2016	P101 - 940 - 133 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA#G ... 0.43	8.50 <u>8.93</u>
Total reimbursable expenses (CAD)					301.65

Tax Coding Summary

GST	Total Amount
- 899 - 000 - 9 - 60 - I	0.43
HST	Total Amount
- 899 - 000 - 9 - 60 - I	33.02

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax

Financial Coding	Total Excl. Tax	Total Incl. Tax
P101 - 940 - 133 - S - 22 - E	4,446.13	4,479.58

Approval History

Date And Time	Approver	Approval Status	Comment
26/09/2016 14:15:29	Micheline Khouri	Approved	
22/09/2016 16:33:11	Danielle May-Cuconato	Approved	
21/09/2016 13:33:52	Rachel Charron	Approved	
21/09/2016 13:33:26	Rachel Charron	Approval Status Changed	2016-09-21 - Please see justification Re: trip over budget. Rachel. 2016-09-21 - please revise meals & inc. since the flight changed, meals have to be removed for September 12, 2016; September 13th, traveler is in Business class, are meals provided? thanks Rachel. 2016-09-19 - please forward to Crystal Payette first., R. Charron 2016:09.21 - Reviewed by CP
21/09/2016 13:28:00	Jo Anne Platt	Comments Submitted	Sep21 Thank you for catching that Rachel. Meal/incidental corrections made. Flight on Sep13 lands early enough in Ottawa that dinner is NOT served and flight home on Sep15 leaves Ottawa early enough that dinner IS served. Sep16/16 1. Trip is over approved budget by \$387.63 due to dates of FCM being changed at the last minute. Change to flight cost \$627.90 + service charge. Change to ticket approved by Danielle - see attached approval email. 2. Hotel Indigo was reduce by one night
21/09/2016 13:22:18	Rachel Charron	Information Required	

Date And Time	Approver	Approval Status	Comment
21/09/2016 13:22:11	Rachel Charron	Approval Required	2016-09-21 - please revise meals & inc. since the flight changed, meals have to be removed for September 12, 2016; September 13th, traveler is in Business class, are meals provided? thanks Rachel. 2016-09-19 - please forward to Crystal Payette first., R. Charron 2016.09.21 - Reviewed by CP
21/09/2016 09:22:29	Crystal Payette	Approval Required	2016-09-19 - please forward to Crystal Payette first., R. Charron 2016.09.21 - Reviewed by CP
19/09/2016 15:41:46	Rachel Charron	Information Required	2016-09-19 - please forward to Crystal Payette first., R. Charron
19/09/2016 15:40:03	Rachel Charron	Selected Approver Changed	
16/09/2016 17:59:58	Jo Anne Platt	Comments Submitted	Sep16/16 1. Trip is over approved budget by \$387.63 due to dates of FCM being changed at the last minute. Change to flight cost \$627.90 + service charge. Change to ticket approved by Danielle - see attached approval email. 2. Hotel Indigo was reduce by one night

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name *Stephen Simpson*

Submit Date *16/09/2016*

Signature

Submitted on behalf of the Traveller.

Delegate Name *Jo Anne Platt*

Submit Date *16/09/2016*

Signature

Recommender Name *Rachel Charron*

Recommended Date *21/09/2016*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name *Danielle May-Cuconato*

Approval Date *22/09/2016*

Signature

Processor Name *Micheline Khouri*

Processed Date *26/09/2016*

Signature

September From
Taxi receipts

BLUE LINE TAXI
(613) 238-1111

Merchant ID: 4325192A
Driver ID: 52713
Record Num.: 0002

Sale

Authorization Label: MasterCard

Amount: \$ 33.43
Tip: \$ 4.79
Total: CAD\$ 38.22

2016-09-13 18:02:56
Resp Code: 00

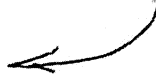
2016-09-13 18:02:56
Resp Code: 00

airport → hotel

Sep 13/16

\$ 38.22

credit card



CASH RECEIPT

Delta Surrey Green Cab Ltd.
Tsawwassen Green Cab Ltd.

604-594-5444 / 604-594-1111 / 604-948-1111
Toll Free: 1-877-913-Taxi

Date: Sep 13/16

\$ 35

From: YVR

To: VAN

Driver: [Redacted]

Cab No.: [Redacted]

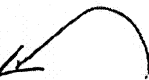
"Put a Little Sunshine into your day"

airport → home

Sep 15/16

\$ 35

Cash



hotel → HP

Sep 14/16

\$ 10

Cash

sep-14/16



RECEIPT FOR CAB FARE

Amount _____ Date _____

From _____

To _____

Cab No. _____

H.S.T. included in meter fare
Le prix inclus la T.V.H.



Sep 13 home → airport
private vehicle



11

09-16-16

CRTC	Folio No. :	169060	Room No. :	510
Canadian Radio-television and Telecommunications Commission	A/R Number :	100314	Arrival :	09-13-16
Ottawa ON K1A 0N2	Group Code :		Departure :	09-15-16
Simpson, Stephen	Company :	CRTC	Conf. No. :	61311898
	Membership No. :		Rate Code :	IMCGV
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
09-13-16	*Accommodation	167.00	
09-13-16	Ottawa DMF	5.01	
09-13-16	HST	22.36	
09-14-16	*Accommodation	167.00	
09-14-16	Ottawa DMF	5.01	
09-14-16	HST	22.36	

Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews. We look forward to welcoming you back soon.

Total	388.74	0.00
Balance	388.74	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. 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 associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Hotel Indigo Ottawa
 123 Metcalfe Street
 Ottawa, ON K1P 5L9
 Telephone: (613) 231-6555 Fax: (613) 231-7555

Wickenheiser, Faye

From: May-Cuconato, Danielle
Sent: September-03-2016 8:54 AM
To: Wickenheiser, Faye
Cc: Charron, Rachel; Platt, Jo-Anne
Subject: Re: FCM 2016.09.13: CHANGEMENT DE DATE/DATE CHANGE

Categories: reference

Approved

Danielle May-Cuconato
CRTC

From: Wickenheiser, Faye
Sent: Friday, September 2, 2016 3:28 PM
To: May-Cuconato, Danielle
Cc: Charron, Rachel; Platt, Jo-Anne
Subject: FW: FCM 2016.09.13: CHANGEMENT DE DATE/DATE CHANGE

Hi Danielle May-Cuconato,

In light of the change in dates for the September FCM, Commissioner Simpson would like to change his Ottawa arrival flight. While Jo-Anne is away, I am the travel arranger for the Commissioner.

The fare difference in flight and change fee is \$474.92 minus the cost of one nights' hotel room the total change in the Travel Request would be \$280.55.

May I have your approval to change Commissioner Simpson's arrival day for the September FCM?

Thank you,

Faye Wickenheiser

Assistant to Commissioner Molnar
Regional Administrative Officer
Canadian Radio-television and Telecommunications Commission
403 - 1975 Scarth Street, Regina, SK S4P 2H1
Tel: 306-780-3426 / Fax 306-780-3319
Government of Canada

Assistante à Conseiller Molnar
Agente Administratif Régional
Conseil de la radiodiffusion et des télécommunications canadiennes
403 - 1975 Rue Scarth, Regina, SK S4P 2H1
Tél. : 306-780-3426 / Téléc.: 306-780-3319
Gouvernement du Canada



STS SVP
 Shared Travel Services / Services de voyage partagés



E-Ticket Itinerary Receipt and Invoice

06 September 2016

THANK YOU FOR BOOKING WITH THE HOGG ROBINSON GROUP (HRG) GOVERNMENT OF CANADA TRAVEL SERVICES. THIS DOCUMENTATION CONFIRMS YOUR TRAVEL ARRANGEMENTS.

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HRG WILL NOT INCREASE THE PRICE AFTER TICKET ISSUANCE.

Itinerary details		Account references	
Trip locator:	RM0176	Traveller Category :	Public Servants
Traveller:	Mr STEPHEN SIMPSON	Travel Directive Module :	M3D - Domestic - Overnight stay
		THCEE Trip Category :	Core Mandate
		Trip Purpose :	Core Mandate - Meetings
		TAN :	AKU753761
		Fiscal Year :	2016-2017
		Rationale for not using virtual presence :	Personal attendance required

Itinerary summary						
Traffic	Date	From-to/location	Supplier	Times	Class/room	Status
	13 Sep 2016	<u>YVR - YOW</u>	AC166	09:40-17:18	Business	Booked
	15 Sep 2016	<u>YOW - YVR</u>	AC189	18:35-20:59	Business	Booked

Frequent flyer cards:

Air Canada	
Flight # AC166	Booking reference: MWLMQE Status: Booked
Departing:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M
Date/time:	13 September 2016, 09:40
Arriving:	Ottawa Intl Airport, Ottawa, Canada (YOW)
Date/time:	13 September 2016, 17:18
Duration:	4h38m
Aircraft:	Airbus A321 Narrowbody Jet
Cabin class:	Business (Z) Add to calendar



Air Canada
Flight # AC189



Booking reference: MWLMQE
Status: Booked

Departing:	Ottawa Intl Airport, Ottawa, Canada (YOW)
Date/time:	15 September 2016, 18:35
Arriving:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M
Date/time:	15 September 2016, 20:59
Duration:	5h24m
Aircraft:	Airbus A321 Narrowbody Jet
Cabin class:	Business (P)

[Add to calendar](#)

Fare details

Fare accepted:	598.00 CAD
Taxes and fees:	29.90 XG / 0.00 RC / 0.00 XQ / 0.00 XT
Total amount:	627.90 CAD
Fare routing:	YVR - YOW

Service Fees

Fee 1 Base:	29.75 CAD
Fee 1 Taxes:	1.49 CAD GST
Fee 1 Total:	31.24 CAD

GENERAL INFORMATION

 VENDOR TICKET NUMBER-2165418618

 VENDOR NAME-AIR CANADA
 VENDOR LOCATOR-MWLMQE

 TOTAL ADDITIONAL COLLECTION FOR EXCHANGE IS 680.40

 VENDOR TICKET NUMBER-2166971365

GST REGISTRATION NO. R136445095 QST REGISTRATION NO. TVQ M1015857826

GST is represented by tax code XG; HST is represented by tax code RC; QST is represented by tax code XQ.

FOR ASSISTANCE OR IN TRANSIT EMERGENCY SERVICE PLEASE CONTACT HRG ANYTIME AT 1-866-857-3578 WITHIN NORTH AMERICA OR FROM OUTSIDE CANADA / USA; CALL COLLECT AT 1-613-822-3873.

FOR CREDIT CARD SUPPORT DUE TO LOST OR STOLEN CARDS PLEASE USE PHONE NUMBER ABOVE; SELECT OPTION 4IMPORTANT; THE NAME ON THE IDENTIFICATION MUST MATCH THE NAME ON THE RESERVATION; BOARDING PASS.

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FOR FLIGHTS TO/FROM THE UNITED STATES ALL PASSENGERS ARE REQUIRED TO PRESENT A VALID PASSPORT.

CITIZENS OF COUNTRIES OTHER THAN CANADA AND THE UNITED STATES SHOULD CONTACT THEIR CONSULATE OR EMBASSY FOR BOARDING REQUIREMENTS OR CONSULT HRG GOVERNMENT TRAVEL SERVICE.

PROOF OF ONWARD OR RETURN TRAVEL MAY BE REQUIRED AT CHECK-IN.

PASSPORT AND VISA REQUIREMENTS:

PLEASE ENSURE PASSPORT IS VALID FOR 6 MONTHS BEYOND EXPECTED RETURN DATE.

ALL CHILDREN REGARDLESS OF AGE MUST HAVE THEIR OWN PASSPORT

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CHECK-IN:

* PLEASE ALLOW 2HRS FOR DOMESTIC (CANADA); TRANSBORDER (USA) CHECK-IN

* ALLOW 3HRS FOR ALL INTERNATIONAL CHECK-IN

THE AIRLINES RESERVE THE RIGHT TO DENY BOARDING IF MINIMUM CHECK-IN TIMES ARE NOT MET

FLIGHT TIMES ARE SUBJECT TO CHANGE; PLEASE RE-CONFIRM FLIGHT TIMES PRIOR TO DEPARTURE.

IF YOU ARE TRAVELLING TO AN INTERNATIONAL DESTINATION, PLEASE RECONFIRM YOUR RESERVATIONS 72 HOURS PRIOR TO DEPARTURE DIRECTLY WITH THE AIR CARRIER.

FOR FREE BAGGAGE ALLOWANCE AND/OR APPLICABLE FEES FOR CARRY-ON//CHECKED BAGGAGE RELATED TO YOUR FLIGHT - PLEASE VERIFY THE CARRIERS WEBSITE.

ACCOMMODATIONS:

PLEASE VERIFY THE RATE AT CHECK-IN AS LOCAL MARKET CONDITIONS MAY DICTATE A LOWER RATE.

THE SUPPLIERS PROVIDING SERVICES FOR YOUR RESERVATION MAY HAVE IMPOSED RESTRICTIONS CONCERNING THE ABILITY TO CHANGE OR MODIFY YOUR RESERVATION. THE DETAILS OF THESE RESTRICTIONS WERE PROVIDED EITHER TO YOU OR TO THE PERSON MAKING THE RESERVATION ON YOUR BEHALF. DURING THE ONLINE RESERVATION PROCESS THESE RESTRICTIONS WERE ACCEPTED PRIOR TO SUBMITTING YOUR RESERVATION FOR PURCHASE. SHOULD YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT AN HRG NORTH AMERICA TRAVEL COUNSELLOR.

NO-SHOWS:

NO-SHOWS ARE NOT PERMITTED AND RESULT IN THE FORFEIT OF THE FULL AMOUNT OF THE FARE AT DEPARTURE TIME; PLEASE NOTE THAT NO-SHOWS AT ORIGINAL POINT OF DEPARTURE WILL ALSO RESULT IN CANCELLATION OF THE REMAINDER OF THE FLIGHTS.

CHANGES OR CANCELLATIONS MUST BE MADE PRIOR TO SCHEDULED TRAVEL DATE AND; FLIGHT TIME TO PREVENT NO SHOWS AND AVOID FORFEIT OF VALUE OF TICKET.

PLEASE NOTE THAT FARES MAY BE SUBJECT TO CHANGE AND ARE GUARANTEED ONLY ONCE TICKETED.

Travel Industry regulations require the travel agency to advise the customer about the availability of optional trip cancellation insurance and optional out of province health insurance. Individuals may contact the travel insurance provider of their choice to obtain a personal quote. TICO NO. 1355825

HRG North America, 370 King St. W., Suite 700, Toronto ON M5V 1J9, 1-866-857-3578

Out of Pocket Expenses: Details

Out of Pocket Expense: 16/09/2016
 Amount: \$209.50 CAD
 Sept FCM - Sep12-15/16-meals&incidentals

Expense Report Details
 #1633 16/09/2016
 Sept FCM - Sep12-15/16-1
 Out of Pocket Expenses: Copy

Expenses Coding Approval Summary

2) Allowance: Meals, Incidentals & Private Accommodation

Use this expense type to estimate or claim meal, incidental and private non-commercial accommodation allowances for up to 365 days. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. If you are staying at the same location for more than 30 consecutive calendar days, the allowance rates may be reduced by up to 50%. It is important to note that since the allowance rates can be selected flexibly it is advisable that you refer to Appendices C and D of the Travel Directive for more information. If your location changes during your trip, the allowance rate should be reset to 100% again.

Enter the date range of travel.

Start Date End Date
 13/09/2016 15/09/2016

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

View by: Month Year
 < September 2016 >

Date	Country/Location	Meal Rate	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
13/09/2016	Canada - Ontario	100% ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼
14/09/2016	Canada - Ontario	100% ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼
15/09/2016	Canada - Ontario	100% ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Ontario	157.60	51.90	0.00

Out of Pocket Expenses: Details

Out of Pocket Expense: 16/09/2016
 Amount: \$6.93 CAD
 Sept FCM - Sep12-15/16-private vehicle

Expense Report Details
 #1633 16/09/2016
 Sept FCM - Sep12-15/16-1
 Out of Pocket Expenses: Copy

Expenses Coding Approval Summary

3) Allowance: Private Motor Vehicle

If you are completing a Travel Request then use this form to estimate the distance and amount for your Private Motor Vehicle (PMV) allowance. If you are recording an Out of Pocket Expense for inclusion on an Expense Report then please use this form to identify where you traveled and to record the actual mileage for the trip. The PMV allowance amounts are calculated based upon the plated location of your vehicle and in accordance with those rates referenced in Appendix B (Kilometric rates) of the NJC Travel Directive.

Start Date: 13/09/2016
 End Date: 13/09/2016

Country: Canada
 State/Province: British Columbia
 Location: All locations
 Tax Status: Tax Paid
 Distance Type: Kilometres
 Rationale for choice of Transport: Less expensive for Steve's wife to drive him to airport than a taxi.

Calculated Mileage	8.93	19 km
Estimated Mileage	0.00	0 km
Total Allocated	8.93 CAD	

Cancel



STS SVP
 Shared Travel Services / Services de voyage partagés



E-Ticket Itinerary Receipt and Invoice

27 July 2016

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Traveller:	Mr.STEPHEN SIMPSON	Travel Directive Module :	M3D - Domestic - Overnight stay
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		Trip Purpose :	Core Mandate - Meetings
		TAN :	AKU753761
		Fiscal Year :	2016-2017
		Rationale for not using virtual presence :	Personal attendance required

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Frequent flyer cards:

Air Canada	
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Aircraft:	Airbus A321 Narrowbody Jet
Cabin class:	Business (P) Add to calendar



Air Canada
Flight # AC189



Status: Booked

Departing:	Ottawa Intl Airport, Ottawa, Canada (YOW)
Date/time:	15 September 2016, 18:35
Arriving:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M
Date/time:	15 September 2016, 20:59
Duration:	5h24m
Aircraft:	Airbus A321 Narrowbody Jet
Cabin class:	Business (P) Add to calendar



Fare details

Fare accepted:	2826.00 CAD
Taxes and fees:	145.31 XG / 2.99 RC / 0.00 XQ / 103.25 XT
Total amount:	3077.55 CAD
Fare routing:	YOW - YVR



Service Fees

Fee 1 Base:	29.75 CAD
Fee 1 Taxes:	1.49 CAD GST
Fee 1 Total:	31.24 CAD

GENERAL INFORMATION

 VENDOR TICKET NUMBER-2165418618

 VENDOR NAME-AIR CANADA
 VENDOR LOCATOR-MWLMQE

GST REGISTRATION NO. R136445095 QST REGISTRATION NO. TVQ M1015857826

GST is represented by tax code XG; HST is represented by tax code RC; QST is represented by tax code XQ.

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* ALLOW 3HRS FOR ALL INTERNATIONAL CHECK-IN

THE AIRLINES RESERVE THE RIGHT TO DENY BOARDING IF MINIMUM CHECK-IN TIMES ARE NOT MET

FLIGHT TIMES ARE SUBJECT TO CHANGE; PLEASE RE-CONFIRM FLIGHT TIMES PRIOR TO DEPARTURE.

IF YOU ARE TRAVELLING TO AN INTERNATIONAL DESTINATION, PLEASE RECONFIRM YOUR RESERVATIONS 72 HOURS PRIOR TO DEPARTURE DIRECTLY WITH THE AIR CARRIER.

FOR FREE BAGGAGE ALLOWANCE AND/OR APPLICABLE FEES FOR CARRY-ON/CHECKED BAGGAGE RELATED TO YOUR FLIGHT - PLEASE VERIFY THE CARRIERS WEBSITE.

ACCOMMODATIONS:

PLEASE VERIFY THE RATE AT CHECK-IN AS LOCAL MARKET CONDITIONS MAY DICTATE A LOWER RATE.

THE SUPPLIERS PROVIDING SERVICES FOR YOUR RESERVATION MAY HAVE IMPOSED RESTRICTIONS CONCERNING THE ABILITY TO CHANGE OR MODIFY YOUR RESERVATION. THE DETAILS OF THESE RESTRICTIONS WERE PROVIDED EITHER TO YOU OR TO THE PERSON MAKING THE RESERVATION ON YOUR BEHALF. DURING THE ONLINE RESERVATION PROCESS THESE RESTRICTIONS WERE ACCEPTED PRIOR TO SUBMITTING YOUR RESERVATION FOR PURCHASE. SHOULD YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT AN HRG NORTH AMERICA TRAVEL COUNSELLOR.

NO-SHOWS:

NO-SHOWS ARE NOT PERMITTED AND RESULT IN THE FORFEIT OF THE FULL AMOUNT OF THE FARE AT DEPARTURE TIME; PLEASE NOTE THAT NO-SHOWS AT ORIGINAL POINT OF DEPARTURE WILL ALSO RESULT IN CANCELLATION OF THE REMAINDER OF THE FLIGHTS.

CHANGES OR CANCELLATIONS MUST BE MADE PRIOR TO SCHEDULED TRAVEL DATE AND; FLIGHT TIME TO PREVENT NO SHOWS AND AVOID FORFEIT OF VALUE OF TICKET.

PLEASE NOTE THAT FARES MAY BE SUBJECT TO CHANGE AND ARE GUARANTEED ONLY ONCE TICKETED.

Travel Industry regulations require the travel agency to advise the customer about the availability of optional trip cancellation insurance and optional out of province health insurance. Individuals may contact the travel insurance provider of their choice to obtain a personal quote. TICO NO. 1355825

HRG North America, 370 King St. W., Suite 700, Toronto ON M5V 1J9, 1-866-857-3578

Expense Report Statement

Expense Report Name: CCSA Conf - Sep19-21/16-1

Traveller Name: *Stephen Simpson*
 TIN: XXXXXXXXXX
 Prepared By: *Jo Anne Platt*
 Policy Module: *M3D - Domestic - Overnight Stay*
 Trip Purpose: *Core Mandate - Conferences*
 Other Trip Purpose:
 Travel Request Name: *CCSA Conf - Sep19-21/16*
 Travel Start Date: *19/09/2016*
 Travel End Date: *21/09/2016*
 ER Approval Status: *Approved*
 Primary Location:
 Secondary Location:

Online TAN: *AKU787762*
 Fiscal Year: *2016-2017*
 Travel Outside Default Division: *N*
 Vendor Code: XXXXXXXXXX
 Event:
 Comments:

Expense Report Summary

Expense Summary

Total allocated expenses :	1,752.82
(Minus) Total non-reimbursable expenses :	850.00
Total reimbursable expenses :	902.82
Total due traveller :	902.82

Non-Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
17) Conference Fees	22/09/2016	0436 - 615 - 632 - S - 22 - E			850.00
Manual Prepaid					850.00
					850.00

Expense Type	Date		Foreign Amount	Tax Amount	Amount
Total non-reimbursable expenses (CAD)					850.00

Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
16) Commercial Accommodation Fairmont Hotels And Resorts	22/09/2016	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA*G ... 22.20	555.10 <u>577.30</u>
2) Allowance: Meals, Incidentals & Private Accommodation	22/09/2016	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA#G ... 2.95	59.05 <u>62.00</u>
	22/09/2016	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA#G ... 2.47	49.43 <u>51.90</u>
3) Allowance: Private Motor Vehicle	22/09/2016	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA#G ... 6.18	123.54 <u>129.72</u>
9) Parking	22/09/2016	P101 - 615 - 632 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA*G ... 3.15	78.75 <u>81.90</u>
Total reimbursable expenses (CAD)					902.82

Tax Coding Summary

GST	Total Amount
- 899 - 000 - 9 - 60 - I	36.95

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
P101 - 615 - 632 - S - 22 - E	865.87	902.82
0436 - 615 - 632 - S - 22 - E	850.00	850.00

Approval History

Date And Time	Approver	Approval Status	Comment
29/09/2016 15:14:18	Micheline Khouri	Approved	
28/09/2016 11:35:39	Danielle May-Cuconato	Approved	
28/09/2016 09:26:52	Finance Recommender	Approved	
28/09/2016 09:26:34	Finance Recommender	Selected Approver Changed	
28/09/2016 09:20:55	Finance Recommender	Approval Required	2016-09-28 CCSA Conference approved on 2016-2017 Conference Plan by Chair. ER reviewed by Lori-Ann Roque
28/09/2016 08:22:04	Finance Recommender	Approval Required	2016-09-28 CCSA Conference approved on 2016-2017 Conference Plan approved by Chair. ER reviewed by Lori-Ann Roque
22/09/2016 16:53:19	Jo Anne Platt	Comments Submitted	Sep22 1. Originally CRTC participants were not going to be charged the \$850 conference as in years past but Claude Doucet told the organizers that the fee had to be charged. Email from Claude attached. 2. Email sent to Danielle requesting approval to add the fee to the travel request - request granted. Email reply from Danielle attached. 3. Not told about parking when booking room so it's an added expense. 4. Checked-in at 2.30pm Sep19. Drive from Vancouver to Whistler takes a little over 2 hours - Steve had lunch while on the road.

Date And Time	Approver	Approval Status	Comment
22/09/2016 16:51:33	Jo Anne Platt	Comments Submitted	Sep22 1. Originally CRTC participants were not going to be charged the \$850 conference as in years past but Claude Doucet told the organizers that the fee had to be charged. Email from Claude attached. 2. Email sent to Danielle resting approval to add the fee to the travel request - request granted. Email reply from Danielle attached. 3. Not told about parking when booking room so it's an added expense. 4. Checked-in at 2.30pm Sep19. Drive from Vancouver to Whistler takes a little over 2 hours - Steve had lunch while on the road.

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name *Stephen Simpson*

Submit Date *22/09/2016*

Signature

Submitted on behalf of the Traveller.

Delegate Name *Jo Anne Platt*

Submit Date *22/09/2016*

Signature

Recommender Name *Finance Recommender*

Recommended Date *28/09/2016*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name *Danielle May-Cuconato*

Approval Date *28/09/2016*

Signature

Processor Name *Micheline Khouri*

Processed Date *29/09/2016*

Signature

Mileage Calculator

Route

From



To

4599 Chateau Blvd, Whistler, BC V0N 1B4, Canada
4599 Chateau Blvd, Whistler, BC V0N 1B4, Canada

Return Journey



Avoid Tolls



Avoid Highways



Distance

278 km

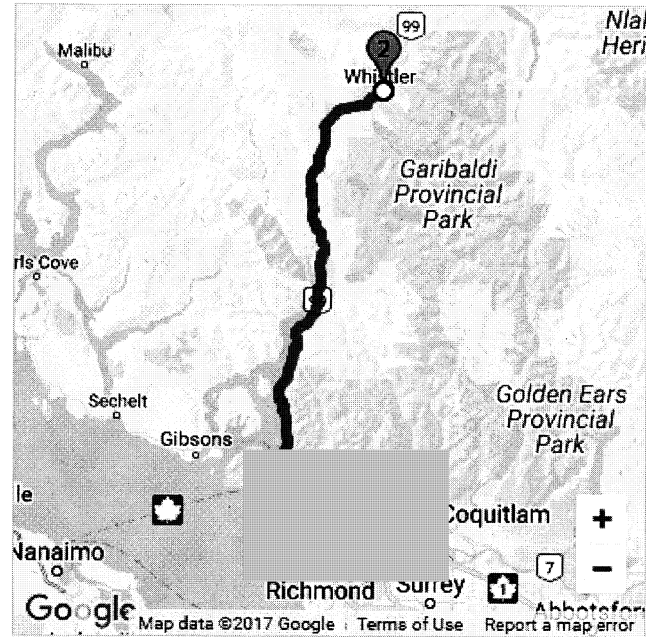
Non-Reimbursable

0 km

Reimbursable

278 km

Map



Out of Pocket Expenses: Details

Out of Pocket Expense: 22/09/2016
 Amount: \$113.90 CAD
 CCSA Conf - Sep19-21/16-meals&incidentals

Expense Report Details
 #1645 22/09/2016
 CCSA Conf - Sep19-21/16-1
 Out of Pocket Expenses: Copy

- Expenses
- Coding
- Approval
- Summary

2) Allowance: Meals, Incidentals & Private Accommodation

Use this expense type to estimate or claim meal, incidental and private non-commercial accommodation allowances for up to 365 days. If your trip covers more than 10 unique destinations, add another instance of this expense type after you have saved this entry. If you are staying at the same location for more than 30 consecutive calendar days, the allowance rates may be reduced by up to 50%. It is important to note that since the allowance rates can be selected flexibly it is advisable that you refer to Appendices C and D of the Travel Directive for more information. If your location changes during your trip, the allowance rate should be reset to 100% again.

Enter the date range of travel.

Start Date	End Date
19/09/2016	21/09/2016

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

View by: Month Year
 September 2016

Date	Country/Location	Meal Rate	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
19/09/2016	Canada - British Columbia	100% ▼	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼
20/09/2016	Canada - British Columbia	100% ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼
21/09/2016	Canada - British Columbia	100% ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 100% ▼	<input type="checkbox"/> 100% ▼

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	British Columbia	62.00	51.90	0.00

THE Fairmont
CHATEAU WHISTLER

4599 Chateau Boulevard
Whistler, BC V0N 1B4
T 604 938 8000 F 604 938 2055
G.S.T. / H.S.T. Registration # 84968 1721

Room : 0952
Folio # : 681210
Invoice # :
Cashier # : 1145
Page # : 1 of 2
Group Name : Canadian Cable Systems Alliance

Canadian Cable Systems Alliance
Mr Stephen Simpson
290-858 Beatty Street
Vancouver BC
V6B 1C1 Canada

Arrival : 09-19-16
Departure : 09-21-16
Fairmont President's Club

Date	Description	Additional Information	Charges	Credits
09-19-16	Deposit Transferred at C/I			549.70
09-19-16	Room Charge*		239.00	
09-19-16	Room PST		23.90	
09-19-16	Room GST		11.95	
09-19-16	Resort Fee		15.00	
09-19-16	Resort Fee - PST		1.50	
09-19-16	Resort Fee - GST		0.75	
09-19-16	Valet Parking*	v118	39.00	
09-19-16	Parking - GST		1.95	
09-19-16	Resort Fee - Adjustment		-3.00	
09-19-16	Resort Fee - PST		-0.30	
09-19-16	Resort Fee - GST		-0.15	
09-20-16	Room Charge*		239.00	
09-20-16	Room PST		23.90	
09-20-16	Room GST		11.95	
09-20-16	Resort Fee		15.00	
09-20-16	Resort Fee - PST		1.50	
09-20-16	Resort Fee - GST		0.75	
09-20-16	Valet Parking*	v118	39.00	
09-20-16	Parking - GST		1.95	
09-20-16	Resort Fee - Adjustment		-3.00	
09-20-16	Resort Fee - PST		-0.30	
09-20-16	Resort Fee - GST		-0.15	
09-21-16	American Express			178.98

\$288.65/night x 2 nights = \$577.30 (room)
\$40.95 x 2 days = \$81.90 (parking)

THE Fairmont
CHATEAU WHISTLER

4599 Chateau Boulevard
Whistler, BC V0N 1B4
T 604 938 8000 F 604 938 2055
G.S.T. / H.S.T. Registration # 84968 1721

Room : 0952
Folio # : 681210
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Cashier # : 1145
Page # : 2 of 2
Group Name : Canadian Cable Systems Alliance

Canadian Cable Systems Alliance
Mr Stephen Simpson
290-858 Beatty Street
Vancouver BC
V6B 1C1 Canada

Arrival : 09-19-16
Departure : 09-21-16
Fairmont President's Club
[REDACTED]

Date	Description	Additional Information	Charges	Credits
Total			728.68	728.68
Balance Due			0.00	

<u>GST Summary</u>		<u>HST Summary</u>	
Room :	23.90	Room :	0.00
F&B :	2.78	F&B :	0.00
Other :	3.90	Other :	0.00
Total :	30.58	Total :	0.00

Thank you for choosing Fairmont Hotels & Resorts.
To provide feedback about your stay please contact Norman Mastalir, Managing Director, at Norman.Mastalir@fairmont.com
We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

For information or reservations, visit us at
www.fairmont.com or call Fairmont Hotels & Resorts from :
United States or Canada 1 800 441 1414

Thank you for choosing to stay with Fairmont Hotels & Resorts

Platt, Jo-Anne

From: Doucet, Claude
Sent: August-18-2016 12:49 PM
To: Platt, Jo-Anne
Cc: Simpson, Stephen; Charron, Rachel
Subject: RE: Registration fee for CCSA conference

On January 20, 2016, the Commissioner of Lobbying published some guidance on providing gifts to public office holders. You can find it here: <https://lobbycanada.gc.ca/eic/site/012.nsf/eng/01183.html>.

Under the Lobbying Act, CRTC's Chairperson, Vice-Chairpersons and Secretary General are designated public office holders.

As stated in the guidance, exceptions to the gift rules are typically when gifts are expressions of courtesy, protocol or hospitality provided when a public office holder is carrying out job-related duties. To avoid any perception of conflict of interest, the CRTC encourages Commissioners to plan for these types of events in their travel and conference budgets.

Claude Doucet

Directeur exécutif, Communications et relations externes | Executive Director, Communications and External Relations

Conseil de la radiodiffusion et des télécommunications canadiennes |



Canadian Radio-television and Telecommunications Commission

1, prom. du Portage, Édifice central, Les Terrasses de la Chaudière, Gatineau QC J8X 4B1

Claude.Doucet@crtc.gc.ca

Téléphone | Telephone 819-997-9372

Gouvernement du Canada | Government of Canada

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[Aimez-nous sur Facebook](#) | [Like us on Facebook](#)

From: Platt, Jo-Anne

Sent: August-18-2016 3:37 PM

To: Doucet, Claude <Claude.Doucet@crtc.gc.ca>

Cc: Simpson, Stephen <Stephen.simpson@crtc.gc.ca>; Charron, Rachel <rachel.charron@crtc.gc.ca>

Subject: Registration fee for CCSA conference

Good afternoon Mr. Doucet,

I've just spoken with [REDACTED] from the CCSA and she has explained that you have gotten back to her about the decision being made that CRTC attendees to the annual conference will be required to pay the \$800 conference fee so as to not have the appearance of undue preference.

By reply email, can you please confirm this. I will need the reply email to attach to Commissioner Simpson's Travel Request.

Thank you,

Jo-Anne

Assistant to Commissioner Simpson

604-666-8661

Platt, Jo-Anne

From: May-Cuconato, Danielle
Sent: August-30-2016 9:36 AM
To: Platt, Jo-Anne; Charron, Rachel
Cc: Khouri, Micheline
Subject: RE: Registration fee for CCSA conference

Inclusion of fees approved.

From: Platt, Jo-Anne
Sent: August-29-2016 2:15 PM
To: May-Cuconato, Danielle <Danielle.May-Cuconato@crtc.gc.ca>; Charron, Rachel <rachel.charron@crtc.gc.ca>
Cc: Khouri, Micheline <micheline.khouri@crtc.gc.ca>
Subject: FW: Registration fee for CCSA conference

Good morning to you both,

My apologies for the delay in emailing you about this issue. I needed to wait for Steve [REDACTED] so I could discuss the matter with him.

Originally, the CCSA was going to provide complimentary registration (\$800) to any participant from the CRTC but the CCSA's Communications Officer contact M. Doucet and it was decided that CRTC participants would be required to pay for the conference registration fee. Please see M. Doucet's email below.

In Steve's budget for the year, I included the amount for conference fee in case this situation were to occur.

I've spoken with Micheline and she has informed me that with email approval from Danielle, I will not have to create a new travel request. I'll simply be able to include the registration fee as part of Steve's expense claim.

Of note, I'm only here Monday through Wednesday of this week and then [REDACTED] it would be much appreciated if I could get this completed before I leave as the conference run Sep18-20.

I will be calling the CCSA today and requesting an invoice for Finance so that they may pay the registration fee.

Thanks so much,

Jo-Anne
604-666-8661

From: Doucet, Claude
Sent: August-18-2016 12:49 PM
To: Platt, Jo-Anne <Jo-anne.Platt@crtc.gc.ca>
Cc: Simpson, Stephen <Stephen.simpson@crtc.gc.ca>; Charron, Rachel <rachel.charron@crtc.gc.ca>
Subject: RE: Registration fee for CCSA conference

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Claude Doucet

Directeur exécutif, Communications et relations externes | Executive Director, Communications and External Relations

Conseil de la radiodiffusion et des télécommunications canadiennes |



Canadian Radio-television and Telecommunications Commission

1, prom. du Portage, Édifice central, Les Terrasses de la Chaudière, Gatineau QC J8X 4B1

Claude.Doucet@crtc.gc.ca

Téléphone | Telephone 819-997-9372

Gouvernement du Canada | Government of Canada

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[Aimez-nous sur Facebook](#) | [Like us on Facebook](#)

From: Platt, Jo-Anne

Sent: August-18-2016 3:37 PM

To: Doucet, Claude <Claude.Doucet@crtc.gc.ca>

Cc: Simpson, Stephen <Stephen.simpson@crtc.gc.ca>; Charron, Rachel <rachel.charron@crtc.gc.ca>

Subject: Registration fee for CCSA conference

Good afternoon Mr. Doucet,

I've just spoken with [REDACTED] from the CCSA and she has explained that you have gotten back to her about the decision being made that CRTC attendees to the annual conference will be required to pay the \$800 conference fee so as to not have the appearance of undue preference.

By reply email, can you please confirm this. I will need the reply email to attach to Commissioner Simpson's Travel Request.

Thank you,

Jo-Anne

Assistant to Commissioner Simpson

604-666-8661



CCSA

Canadian Cable Systems Alliance Inc.
447 Gondola Point Road
Quispamsis, New Brunswick
E2E 1E1

ph. 506.849.1334
fax. 506.849.1338
email info@ccsa.cable.ca
www.ccsa.cable.ca

Invoice

Number:	INV000005820
Date:	15/09/2016
Customer No.	2315
Terms	Net 30 Days

Sold	CRTC
To:	Government of Canada Ottawa, ON K1A 0N2

Description/Comments	Amount
Conference Registration Connect Conference: Whistler, BC (represents meals and entertainment charge)	850.00

HST # 896656055RT

Subtotal before taxes	850.00
Total taxes	42.50
Total amount	892.50



SUNDAY, September 18th

- 10:00 am – 4:00 pm Board Meeting (CCSA Board Members) Offsite
- 6:30 pm – 10:00 pm Board Dinner (CCSA Board Members) Offsite

MONDAY, September 19th

- 9:00 am – 5:00 pm Registration Frontenac Windows
- 10:00 am – 11:00 am Shareholders Meeting (CCSA Members) Macdonald A, B
- 11:30 am – 1:00 pm Luncheon (CCSA Members) Frontenac C
- 1:15 pm – 4:00 pm Interactive Workshops and Sponsor Promos (CCSA Members) Empress B, C
 - Member Panel: Packaging Strategies
 - Regulatory 103
 - Panel: Cord Nevers and Shavers
- 4:00 pm – 4:30 pm Board Meeting (CCSA Board Members) Saskatchewan Room
- 6:30 pm – 9:00 pm The Social (All Delegates) Squamish Lil'Wat Cultural Centre

TUESDAY, September 20th

(All Delegates)

- 7:30 am – 11:00 am Registration Frontenac Windows
- 8:00 am – 9:00 am Drop-in Hot Breakfast Buffet Empress A, B, C
- 9:00 am – 10:00 am Key-Note Speaker: Curt Steinhorst Macdonald A, B
 - The Divide between Millennials and Gen Z
- 10:15 am – 2:15 pm Showcase Macdonald C, D, E, F
 - With Café / Lunch
- 2:30 pm – 3:30 pm Speaker Macdonald A, B
- 3:30 pm – 6:30 pm On Your Own: Opportunity to book private meetings Empress A
- 6:30 pm – 7:00 pm Connect for Cocktails Macdonald Foyer
- 7:00 pm – 9:30 pm Board of Directors' Hosted Dinner Macdonald A, B, C
 - Tuned In Canada Awards with MC, Darrin Rose

WEDNESDAY, September 21st

(Optional)

- 8:30 am – 9:00 am Golf Registration Fairmont Chateau Whistler Golf Club
- 9:00 am – 3:00 pm Golf (includes breakfast-to-go, lunch on the course, reception and awards)
- or
- 12:00 pm & 3:00 pm White Water Rafting – Wet & Wild! Whistler Village to Green River
 - (includes snack)

Updated: June 8, 2016; Subject to change

Expense Report Statement

Expense Report Name: Oct FCM - Oct24-27/16-1

Traveller Name: Stephen Simpson
TIN: [REDACTED]
Prepared By: Jo Anne Platt
Policy Module: M3D - Domestic - Overnight Stay
Trip Purpose: Core Mandate - Meetings
Other Trip Purpose:
Travel Request Name: Oct FCM - Oct24-27/16
Travel Start Date: 24/10/2016
Travel End Date: 27/10/2016
ER Approval Status: Approved
Primary Location:
Secondary Location:

Online TAN: AKU734576
Fiscal Year: 2016-2017
Travel Outside Default: N
Division:
Vendor Code: [REDACTED]
Event:
Comments:

Expense Report Summary

Expense Summary

Total allocated expenses :	4,720.65
(Minus) Total non-reimbursable expenses :	4,321.90
Total reimbursable expenses :	398.75
Total due traveller :	398.75

Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
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Expense Type	Date		Foreign Amount	Tax Amount	Amount
13) Other modes of transportation Air Can 0142168698051	18/10/2016	P101 - 940 - 134 - S - 22 - E			395.85 <hr/> 395.85
16) Commercial Accommodation Manual Prepaid Indigo Hotels	08/11/2016	P101 - 940 - 134 - S - 22 - E			388.74 <hr/> 388.74
25) Transaction/Service Charges Hrg Aku734576 5.01 Air Can 0142168698051 Hrg Aku734576 5.15	12/09/2016	P101 - 940 - 134 - S - 22 - E			31.24 <hr/> 31.24
Original HRG fee for online booking					
25) Transaction/Service Charges Hrg Aku734576 5.01 Air Can 0142168698051 Hrg Aku734576 5.15	18/10/2016	P101 - 940 - 134 - S - 22 - E			52.50 <hr/> 52.50
25) Transaction/Service Charges Hrg Aku734576 5.01 Air Can 0142168698051 Hrg Aku734576 5.15	08/11/2016	P101 - 940 - 134 - S - 22 - E			56.50 <hr/> 56.50

Expense Type	Date		Foreign Amount	Tax Amount	Amount
Commercial Air (estimate direct from OBT)	09/09/2016	P101 - 940 - 134 - S - 22 - E			3,397.07
Air Can 0142167132261					<u>3,397.07</u>
Original flight booking					
Total non-reimbursable expenses (CAD)					4,321.90

Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi Capital Tax (663)	08/11/2016	P101 - 940 - 134 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON*HST 1.18	9.82 <u>11.00</u>
Oct25-16 - hotel to HQ					
11) Taxi Capital Tax (663)	08/11/2016	P101 - 940 - 134 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON*HST 1.61	13.39 <u>15.00</u>
Oct26-16 - hotel to HQ (paid by Mastercard but amount has yet to show up on linking list)					
11) Taxi Capital Tax (663)	08/11/2016	P101 - 940 - 134 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON*HST 1.07	8.93 <u>10.00</u>
Oct25/16 - HQ to hotel					
11) Taxi Capital Tax (663)	24/10/2016	P101 - 940 - 134 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON*HST 3.99	33.26 <u>37.25</u>
2) Allowance: Meals, Incidentals & Private Accommodation	10/11/2016	P101 - 940 - 134 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON#H ... 18.36	141.24 <u>159.60</u>
	10/11/2016	P101 - 940 - 134 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON#H ... 5.97	45.93 <u>51.90</u>

s.19(1)

Expense Type	Date		Foreign Amount	Tax Amount	Amount
9) Parking Gateway Valet And Conc	27/10/2016	P101 - 940 - 134 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA*G ... 4.38	109.62 <hr/> 114.00
Commissioner Simpson's SUV broke down and he wasn't able to drive himself to the airport and use Park n'Fly (estimate cost of \$70). He had to drive [REDACTED] car and park it in the safest lot and where she could pick it up later. As this fee is an unusual one, he will not be claiming mileage for the drives to and from the airport.					
Total reimbursable expenses (CAD)					398.75

Tax Coding Summary

GST	Total Amount
- 899 - 000 - 9 - 60 - I	4.38
HST	Total Amount
- 899 - 000 - 9 - 60 - I	32.18

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
P101 - 940 - 134 - S - 22 - E	4,684.09	4,720.65

Approval History

Date And Time	Approver	Approval Status	Comment
16/11/2016 16:35:36	Micheline Khouri	Approved	
16/11/2016 14:03:35	Danielle May-Cuconato	Approved	
16/11/2016 11:18:30	Finance Recommender	Approved	
16/11/2016 11:17:54	Finance Recommender	Selected Approver Changed	

Date And Time	Approver	Approval Status	Comment
16/11/2016 11:17:40	Finance Recommender	Approval Required	<p>2016-11-16 ER over TR by \$165.16 because of approved flight changes (HRG applied service charge under incorrect travel but travel arranger applied under this corresponding travel expense report). Valet parking had to be used because of vehicle breakdown, lack of available taxi services and time to make flight. ER reviewed and recommended by Lori-Ann Roque.</p>
14/11/2016 14:38:31	Jo Anne Platt	Comments Submitted	<p>NOTES: Nov14/16 1. Oct FCM shortened. Approval emails for change in flights attached. 2. There is no HRG invoice for the difference in fare (\$395.85). I called HRG 3 times on Nov10 to request one. An HRG agent said that an invoice was never generated for the difference in fare so she would put in urgent request. It was never was received. Instead I was emailed one for only the HRG agent fee of \$56.50. 3. Steve's SUV broke down just as he was leaving for airport. It was pouring rain so no taxis available & he didn't have time to wait. He drove [REDACTED] car. There was no time to use the Park n'Fly service & wait for shuttle to airport so he used the only other option for parking. He picked up the car upon his return & drove home. Since this is an unexpected high cost expense, I will not be claiming mileage for trips to & from the airport. 4. \$52.50 (Air Can 0142168698051) will need to be investigated – double charged?</p>

Date And Time	Approver	Approval Status	Comment
10/11/2016 14:27:56	Jo Anne Platt	Comments Submitted	<p>NOTES: Nov10/16 1. Oct FCM shortened by one day. Emails showing approval to change in flights attached. 2. There is no HRG invoice for the flight change fee for when the FCM dates were changed. I called HRG three times to request it (it was never sent, only the one for the HRG agent fee) and left two voicemails messages for Micheline though she didn't call me back. 3. Steve;s SUV broke down right before he needed to leave for the airport so he drove [REDACTED] car. The only option for parking (other than longer term or VERY expensive short term) is what the airport calls "valet" parking. Steve used this service so [REDACTED] could pick-up her car later. Since this is an unexpected high cost expense, I will not be claiming mileage for trips to and from the airport. 4. \$15 Capital Tax charge on Mastercard from Oct26/16 has not shown up in linking list. Including it as it will probably show up eventually.</p>

Date And Time	Approver	Approval Status	Comment
10/11/2016 13:32:26	Jo Anne Platt	Comments Submitted	<p>NOTES: Nov10/16 1. Oct FCM shortened by one day. Emails showing approval to change in flights attached. 2. There is no HRG invoice for the flight change fee for when the FCM dates were changed. I called HRG three times to request it (it was never sent, only the one for the HRG agent fee) and left two voicemails messages for Micheline though she didn't call me back. 3. Steve;s SUV broke down right before he needed to leave for the airport so he drove [REDACTED] car. The only option for parking (other than longer term or VERY expensive short term) is what the airport calls "valet" parking. Steve used this service so [REDACTED] could pick-up her car later. Since this is an unexpected high cost expense, I will not be claiming mileage for trips to and from the airport.</p>
10/11/2016 13:26:08	Jo Anne Platt	Comments Submitted	<p>NOTES: Nov10/16 1. There is no HRG invoice for the flight change fee for when the FCM dates were changed. I called HRG three times to request it (it was never sent, only the one for the HRG agent fee) and left two voicemails messages for Micheline though she didn't call me back. 2. Steve;s SUV broke down right before he needed to leave for the airport so he drove [REDACTED] car. The only option for parking (other than longer term or VERY expensive short term) is what the airport calls "valet" parking. Steve used this service so [REDACTED] could pick-up her car later. Since this is an unexpected high cost expense, I will not be claiming mileage for trips to and from the airport.</p>

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name *Stephen Simpson*

Submit Date *10/11/2016*

Signature

Submitted on behalf of the Traveller.

Delegate Name *Jo Anne Platt*

Submit Date *10/11/2016*

Signature

Recommender Name *Finance Recommender*

Recommended Date *16/11/2016*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name *Danielle May-Cuconato*

Approval Date *16/11/2016*

Signature

Processor Name *Micheline Khouri*

Processed Date 16/11/2016

Signature

Out of Pocket Expenses: Details

Out of Pocket Expense: 10/11/2016
 Amount: \$211.50 CAD
 Oct FCM - Oct24-27/16 - meals&incidentals

Expense Report Details
 #1750 10/11/2016
 Oct FCM - Oct24-27/16-1
 Out of Pocket Expenses: Copy

Expenses Coding Approval Summary

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

View by: Month: **October** Year: **2016**

Date	Country/Location	Meal Rate	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
24/10/2016	Canada - Ontario	100% <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% <input type="checkbox"/>	<input type="checkbox"/> 100% <input type="checkbox"/>
25/10/2016	Canada - Ontario	100% <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% <input type="checkbox"/>	<input type="checkbox"/> 100% <input type="checkbox"/>
26/10/2016	Canada - Ontario	100% <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 100% <input type="checkbox"/>	<input type="checkbox"/> 100% <input type="checkbox"/>

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Ontario	159.60	51.90	0.00



11

10-26-16

CRTC	Folio No. :	171388	Room No. :	410
Canadian Radio-television and Telecommunications Commission	A/R Number :	100314	Arrival :	10-24-16
Ottawa ON K1A 0N2	Group Code :		Departure :	10-26-16
Simpson, Stephen	Company :	CRTC	Conf. No. :	61314834
	Membership No. :		Rate Code :	IMCGV
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
10-24-16	*Accommodation	167.00	
10-24-16	Ottawa DMF	5.01	
10-24-16	HST	22.36	
10-25-16	*Accommodation	167.00	
10-25-16	Ottawa DMF	5.01	
10-25-16	HST	22.36	

Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews. We look forward to welcoming you back soon.

Total	388.74	0.00
--------------	---------------	-------------

Balance	388.74
----------------	---------------

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. 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 associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Hotel Indigo Ottawa
 123 Metcalfe Street
 Ottawa, ON K1P 5L9
 Telephone: (613) 231-6555 Fax: (613) 231-7555



STS SVP
 Shared Travel Services Services de voyage partagés

HRG

E-Ticket Itinerary Receipt and Invoice

09 September 2016

THANK YOU FOR BOOKING WITH THE HOGG ROBINSON GROUP (HRG) GOVERNMENT OF CANADA TRAVEL SERVICES. THIS DOCUMENTATION CONFIRMS YOUR TRAVEL ARRANGEMENTS.

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IMPORTANT INFORMATION

THE REQUEST FOR SEATS ON YOUR FLIGHT AC463 WAS UNSUCCESSFUL. PLEASE CONTACT YOUR TRAVEL CENTRE TO BOOK YOUR SEATS.

Itinerary details	Account references
Trip locator: KGD1WG	Traveller Category : Public Servants
Traveller: Mr STEPHEN SIMPSON	Travel Directive Module : M3D - Domestic - Overnight stay
	THCEE Trip Category : Core Mandate
	Trip Purpose : Core Mandate - Meetings
	TAN : AKU734576
	Fiscal Year : 2016-2017
	Rationale for not using virtual presence : Personal attendance required

Itinerary summary						
Traffic	Date	From-to/location	Supplier	Times	Class/room	Status
	24 Oct 2016	<u>YVR - YOW</u>	AC166	09:40-17:18	Business	Booked
	27 Oct 2016	<u>YOW - YYZ</u>	AC463	18:00-19:05	Business	Booked
	27 Oct 2016	<u>YYZ - YVR</u>	AC33	20:15-22:10	Business	Booked

Frequent flyer cards:

	Air Canada	
	Flight # AC166	Status: Booked
Departing:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M	
Date/time:	24 October 2016, 09:40	
Arriving:	Ottawa Intl Airport, Ottawa, Canada (YOW)	
Date/time:	24 October 2016, 17:18	
Duration:	4h38m	
Aircraft:	Airbus A321 Narrowbody Jet	
Cabin class:	Business (P)	Add to calendar



Air Canada
Flight # AC463



Status: Booked

Departing:	Ottawa Intl Airport, Ottawa, Canada (YOW)
Date/time:	27 October 2016, 18:00
Arriving:	Pearson International, Toronto, Canada (YYZ), Terminal 1
Date/time:	27 October 2016, 19:05
Duration:	1h5m
Aircraft:	Airbus A319 Narrowbody Jet
Cabin class:	Business (P) <input type="checkbox"/> Add to calendar



Air Canada
Flight # AC33



Status: Booked

Departing:	Pearson International, Toronto, Canada (YYZ), Terminal 1
Date/time:	27 October 2016, 20:15
Arriving:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M
Date/time:	27 October 2016, 22:10
Duration:	4h55m
Aircraft:	BOEING 777-200LR Widebody Jet
Cabin class:	Business (P) <input type="checkbox"/> Add to calendar



Fare details

Fare accepted:	2826.00 CAD
Taxes and fees:	160.31 XG / 3.51 RC / 0.00 XQ / 407.25 XT
Total amount:	3397.07 CAD
Fare routing:	YYZ - YVR



Service Fees

Fee 1 Base:	29.75 CAD
Fee 1 Taxes:	1.49 CAD GST
Fee 1 Total:	31.24 CAD

GENERAL INFORMATION

 VENDOR TICKET NUMBER-2167132261

 VENDOR NAME-AIR CANADA
 VENDOR LOCATOR-S6UARR

GST REGISTRATION NO. R136445095 QST REGISTRATION NO. TVQ M1015857826

GST is represented by tax code XG; HST is represented by tax code RC; QST is represented by tax code XQ.

FOR ASSISTANCE OR IN TRANSIT EMERGENCY SERVICE PLEASE CONTACT HRG ANYTIME AT 1-866-857-3578 WITHIN NORTH AMERICA OR FROM OUTSIDE CANADA / USA; CALL COLLECT AT 1-613-822-3873.

FOR CREDIT CARD SUPPORT DUE TO LOST OR STOLEN CARDS PLEASE USE PHONE NUMBER ABOVE; SELECT OPTION 4 IMPORTANT; THE NAME ON THE IDENTIFICATION MUST MATCH THE NAME ON THE RESERVATION; BOARDING PASS.

FOR FLIGHTS WITHIN CANADA ALL PASSENGERS MUST PRESENT ONE PIECE OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION THAT INCLUDES NAME / DATE OF BIRTH AND GENDER.

FOR FLIGHTS TO/FROM THE UNITED STATES ALL PASSENGERS ARE REQUIRED TO PRESENT A VALID PASSPORT.

CITIZENS OF COUNTRIES OTHER THAN CANADA AND THE UNITED STATES SHOULD CONTACT THEIR CONSULATE OR EMBASSY FOR BOARDING REQUIREMENTS OR CONSULT HRG GOVERNMENT TRAVEL SERVICE.

PROOF OF ONWARD OR RETURN TRAVEL MAY BE REQUIRED AT CHECK-IN.

PASSPORT AND VISA REQUIREMENTS:

PLEASE ENSURE PASSPORT IS VALID FOR 6 MONTHS BEYOND EXPECTED RETURN DATE.

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EMBASSY FOR PASSPORT AND VISA REQUIREMENTS OR CONSULT HRG GOVERNMENT TRAVEL SERVICE.

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FOR FREE BAGGAGE ALLOWANCE AND/OR APPLICABLE FEES FOR CARRY-ON//CHECKED BAGGAGE RELATED TO YOUR FLIGHT - PLEASE VERIFY THE CARRIERS WEBSITE.

ACCOMMODATIONS:

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NO-SHOWS:

NO-SHOWS ARE NOT PERMITTED AND RESULT IN THE FORFEIT OF THE FULL AMOUNT OF THE FARE AT DEPARTURE TIME; PLEASE NOTE THAT NO-SHOWS AT ORIGINAL POINT OF DEPARTURE WILL ALSO RESULT IN CANCELLATION OF THE REMAINDER OF THE FLIGHTS.

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Travel Industry regulations require the travel agency to advise the customer about the availability of optional trip cancellation insurance and optional out of province health insurance. Individuals may contact the travel insurance provider of their choice to obtain a personal quote. TICO NO. 1355825

HRG North America, 370 King St. W., Suite 700, Toronto ON M5V 1J9, 1-866-857-3578



STS SVP
 Shared Travel Services Services de voyage partagés

HRG

E-Ticket Itinerary Receipt and Invoice

07 November 2016

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Itinerary details		Account references	
Trip locator:	KGD1WG	Traveller Category :	Public Servants
Traveller:	Mr STEPHEN SIMPSON	Travel Directive Module :	M3D - Domestic - Overnight stay
		THCEE Trip Category :	Core Mandate
		Trip Purpose :	Core Mandate - Meetings
		TAN :	AKU734576
		Fiscal Year :	2016-2017
		Rationale for not using virtual presence :	Personal attendance required

Itinerary summary						
Traffic	Date	From-to/location	Supplier	Times	Class/room	Status
Frequent flyer cards:						

Service Fees	
Fee 1 Base:	50.00 CAD
Fee 1 Taxes:	6.50 CAD HST
Fee 1 Total:	56.50 CAD

GENERAL INFORMATION

VENDOR TICKET NUMBER-2167132261

VENDOR NAME-AIR CANADA

VENDOR LOCATOR-S6UARR

ITEM/3723074

GST REGISTRATION NO. R136445095 QST REGISTRATION NO. TVQ M1015857826

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HRG North America, 370 King St. W., Suite 700, Toronto ON M5V 1J9, 1-866-857-3578

Platt, Jo-Anne

Subject: FW: Question about valet parking invoice

From: Simpson, Stephen

Sent: November-14-2016 10:49 AM

To: Platt, Jo-Anne <Jo-anne.Platt@crtc.gc.ca>

Subject: Re: Question about valet parking invoice

I drove because I couldn't get a taxi in time for my flight after the truck wouldn't start. Taxis were booked up because of the rain and I didn't have time to park in the long term lot then wait for their shuttle.

Just plain ran out of time so had to use closest parking which was the Gateway.

Sent from my BlackBerry 10 smartphone on the Bell network.

Platt, Jo-Anne

Subject: Email re: changes in dates for Oct FCM incl approvals

From: Wickenheiser, Faye
Sent: October-18-2016 12:27 PM
To: Simpson, Stephen <Stephen.simpson@crtc.gc.ca>
Cc: Grossi, Cheryl <cheryl.grossi@crtc.gc.ca>; Platt, Jo-Anne <Jo-anne.Platt@crtc.gc.ca>
Subject: RE: FCM 2016.10.25: AMENDMENTS

Hi Commissioner Simpson,

Your flights are now changed. I will forward your confirmation from Air Canada in a separate email.

Return flight Wednesday October 26:

Departing Ottawa 6:00 pm, arriving Toronto 7:05 pm – via Toronto, same return flight you have now only a day earlier
Departing Toronto 8:15 pm, arriving Vancouver 10:10 pm

Regards,

Faye Wickenheiser
Regina
306-780-3426

From: Simpson, Stephen
Sent: October-18-2016 10:41 AM
To: Wickenheiser, Faye <Faye.Wickenheiser@crtc.gc.ca>
Subject: Re: FCM 2016.10.25: MODIFICATIONS/AMENDMENTS

Yes please. Ideally leaving Ottawa anytime after 5 on Wednesday via Toronto and getting into Vancouver before 11PM would be perfect. Similar to what was already planned only a day earlier

Sent from my BlackBerry 10 smartphone on the Bell network.

From: Wickenheiser, Faye
Sent: Tuesday, October 18, 2016 8:40 AM
To: Simpson, Stephen
Cc: Grossi, Cheryl
Subject: RE: FCM 2016.10.25: MODIFICATIONS/AMENDMENTS

Hi Commissioner Simpson,

I have approval to change your return flight for the October FCM.

I called HRG and there are no business class seats left on the direct flight to Vancouver.

Do you want me to change your current return flight to the same flight via Toronto only leaving one day earlier?

Regards,

Faye Wickenheiser
Regina
306-780-3426

From: Simpson, Stephen
Sent: October-17-2016 2:15 PM
To: Wickenheiser, Faye <Faye.Wickenheiser@crtc.gc.ca>
Subject: Fwd: FCM 2016.10.25: MODIFICATIONS/AMENDMENTS

In light of the cancelation of the third day of the FCM is it possible to get out Wednesday night instead of Thursday?

Either on the direct to Vancouver or a flight with connections similar to the Thursday booking I have now?

Cheers

ss

Sent from my iPad

Begin forwarded message:

From: Secretariat/Meetings <Info2@crtc.gc.ca>
Date: October 13, 2016 at 4:25:15 AM PDT
To: *Commissioners <*Commissioners@crtc.gc.ca>, *Commissioners Assistants <CommissionersAssistants@crtc.gc.ca>, "Fortin, Courtney" <Courtney.Fortin@crtc.gc.ca>
Cc: *Broadcast - Directors <*Broadcast-Directors@crtc.gc.ca>, *CASP – Multi-platform Technology <CASP_Multi-platformTechnology@crtc.gc.ca>, *CASP - Social and Consumer Policy/Politique sociale et des consommateurs <_CASP-Socialandconsumerpolicy/politiquesocialetdesconsommateurs@crtc.gc.ca>, *CRTC Decisions <*CRTCDecisions@crtc.gc.ca>, *Legal <*Legal@crtc.gc.ca>, *Secrétariat <*Secretariat@crtc.gc.ca>, *Telecom - Admins <telecom-admin@crtc.gc.ca>, *Telecom - Competition & Emergency Service Policy <Telecom-Competition&EmergencyServicePolicy@crtc.gc.ca>, *Telecom - Directors <*Telecom-Directors@crtc.gc.ca>, "Aguiar, Joe" <joe.aguiar@crtc.gc.ca>, "Auger, Manon" <manon.auger@crtc.gc.ca>, "Bailey, Christine" <christine.bailey@crtc.gc.ca>, "Berlad, Terry" <terry.berlad@crtc.gc.ca>, "Bernier, Julien" <julien.bernier@crtc.gc.ca>, "Bertrand, Janie" <janie.bertrand@crtc.gc.ca>, "Bettencourt, Teresa" <teresa.bettencourt@crtc.gc.ca>, "Blais, Marianne" <marianne.blais@crtc.gc.ca>, "Bombardier, Manon" <Manon.Bombardier@crtc.gc.ca>, "Boulangier, Donald" <Donald.Boulangier@crtc.gc.ca>, "Brosseau, Marie" <marie.brosseau@crtc.gc.ca>, "Carriere, Paula" <Paula.Carriere@crtc.gc.ca>, "Carvalho, Sergio" <Sergio.Carvalho@crtc.gc.ca>, "Charron, Rachel" <rachel.charron@crtc.gc.ca>, Clément, Sylvie <sylvie.clement@crtc.gc.ca>, "Coulombe, Danielle" <Danielle.Coulombe@crtc.gc.ca>, "Curtis, Jonathan" <jonathan.curtis@crtc.gc.ca>, "Daigle, Martin" <martin.daigle@crtc.gc.ca>, "Dare, Jessica" <jessica.dare@crtc.gc.ca>, "Desrochers-Lanthier, Yolaine" <Yolaine.Desrochers-Lanthier@crtc.gc.ca>, "Dion, Mireille" <mireille.dion@crtc.gc.ca>, "Doucet, Claude" <Claude.Doucet@crtc.gc.ca>, "Gravelle, Sonia" <sonia.gravelle@crtc.gc.ca>, "Harroun, Steven" <steven.harroun@crtc.gc.ca>, "Henry, Judy" <judy.henry@crtc.gc.ca>, "Hines, Shannon" <shannon.hines@crtc.gc.ca>, "Kent, Philippe" <Philippe.kent@crtc.gc.ca>, "King, Martha" <martha.king@crtc.gc.ca>, "Laflamme, Vincent" <Vincent.Laflamme@crtc.gc.ca>, "Lee, Tse Wae" <tsewae.lee@crtc.gc.ca>, Legault, Céline <Celine.Legault@crtc.gc.ca>, "Lehoux, Manon" <Manon.Lehoux@crtc.gc.ca>, "Leroy, Raynald" <raynald.leroy@crtc.gc.ca>, Lévesque, Sylvie

<sylyie.levessue@crtc.gc.ca>, "Lloyd, William" <William.Lloyd@crtc.gc.ca>, "Lord, Josiane" <josiane.lord@crtc.gc.ca>, "Maisonneuve, Diane" <diane.maisonneuve@crtc.gc.ca>, "Maisonneuve, Tina" <tina.maisonneuve@crtc.gc.ca>, "Marleau, Rachel" <Rachel.Marleau@crtc.gc.ca>, "Massie, Diane" <diane.massie@crtc.gc.ca>, "May-Cuconato, Danielle" <Danielle.May-Cuconato@crtc.gc.ca>, "Meyer, Stephan" <Stephan.Meyer@crtc.gc.ca>, "Moreau, Danny" <danny.moreau@crtc.gc.ca>, "Motzney, Barbara" <Barbara.Motzney@crtc.gc.ca>, "Nebout, Peggy" <peggy.nebout@crtc.gc.ca>, "Pagani, Raffaele" <raffaele.pagani@crtc.gc.ca>, "Paquette, Julie" <Julie.Paquette@crtc.gc.ca>, "Perrault, Lynne" <lynne.perrault@crtc.gc.ca>, "Pilon, Marc" <marc.pilon@crtc.gc.ca>, Plouffe, Hélène <helene.plouffe@crtc.gc.ca>, Poirier, Mélanie <Melanie.Poirier@crtc.gc.ca>, "Prince, Patricia" <patricia.prince@crtc.gc.ca>, Processus-Process <processus-process@crtc.gc.ca>, "Pye, Daniel" <daniel.pye@crtc.gc.ca>, "Rancourt, Eric" <eric.rancourt@crtc.gc.ca>, Rancourt, Mélanie <melanie.rancourt@crtc.gc.ca>, Rita, Mélanie <melanie.rita@crtc.gc.ca>, "Rocheleau, Annie" <Annie.Rocheleau@crtc.gc.ca>, "Roy, Jade" <jade.roy@crtc.gc.ca>, "Roy, Lynda" <lynda.roy@crtc.gc.ca>, "Sartor, Sandi" <sandi.sartor@crtc.gc.ca>, "Sirois, Martine" <Martine.Sirois@crtc.gc.ca>, "Stakic, Zeljka" <zeljka.stakic@crtc.gc.ca>, "Taylor, Kathleen" <kathleen.taylor@crtc.gc.ca>, "Tousignant, Philippe" <Philippe.Tousignant@crtc.gc.ca>, "Tremblay Morissette, Sophie" <sophie.tremblaymorissette@crtc.gc.ca>, "Ventura, Cindy" <cindy.ventura@crtc.gc.ca>, "Warsalee, Rehana" <Rehana.Warsalee@crtc.gc.ca>, "Webster Cole, Nancy" <nancy.webstercole@crtc.gc.ca>

Subject: FCM 2016.10.25: MODIFICATIONS/AMENDMENTS

Veillez prendre note que la Réunion Plénière du Conseil aura maintenant seulement lieu le mardi, 25 octobre 2016. Veuillez également prendre note des changements aux réunions du 26 et 27 octobre 2016 dans le tableau ci-dessous.

Mardi, le 25 octobre 2016

8 h 30 à 9 h : Réunion comparante/non-comparante pour l'audience du 22 novembre 2016 (Laval) – 28 novembre 2016 (Gatineau)
****Membres du comité seulement****

9 h à 14 h : Réunion plénière du Conseil

14 h : Réunion de breffage pour l'audience du 31 octobre 2016 à Gatineau ****Membres du comité seulement****

Mercredi, le 26 octobre 2016

9 h à 12 h : Réunion de débrefage pour l'audience du 11 avril 2016 à Gatineau (Partie 2) ****Membres du comité seulement****

13 h à 13 h 30 : Réunion comparante/Non-comparante pour l'audience du 16 janvier 2017 à Gatineau ****Membres du comité seulement****

13 h 30 : Réunion de pré-breffage pour l'audience du 16 janvier 2017 à Gatineau ****Membres du comité seulement****

Please note that the Full Commission Meeting will now be held only on Tuesday, 25 October 2016. Also, please note the following changes to the meetings of the 26 and 27 October 2016 noted in the table below.

Tuesday, 25 October 2016

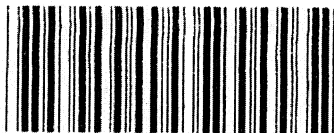
- 8:30 to 9:00 A.M.:** Appearing/Non-appearing meeting for 22 November 2016 (Laval) – 28 November 2016 (Gatineau) hearing
****Panel members only****
- 9:00 to 2:00 P.M.:** Full Commission meeting
- 2:00 P.M.:** Briefing meeting for 31 October 2016 Gatineau hearing
****Panel members only****

Wednesday, 26 October 2016

- 9:00 to 12:00 P.M.:** Debriefing meeting for 11 April 2016 Gatineau hearing (Part 2)
****Panel members only****
- 1:00 to 1:30 P.M.:** Appearing/Non-appearing meeting for 16 January 2017 Gatineau hearing
****Panel members only****
- 1:30 P.M.:** Pre-briefing meeting for 16 January 2017 Gatineau hearing
****Panel members only****

ATEWAY

GST# 83975 1864
VALET CONCIERGE
604-303-3415
Thank you!



* 1 9 6 1 8 9 *

Cashier: DRL CHECKOUT
CheckIn D/T: 10/24/16 07:35
CheckOut D/T: 10/26/16 23:00
Duration Time: 2d 15h 25m
Plate# AV308M BC
Make/Model: HYUNDAI/EQUUS
Color: GOLD
MasterCard [redacted]
Charge: \$31.65
Ttl Svc Chrgs: \$70.60
Service #1: ACCESS-VALET FEE
@ Rate: \$74.13 (Tax Included)
Sub Total: \$102.25
PST %21: \$6.64
GST %5: \$1.58
Svc GST: \$3.53
Total: \$114.00
Amount: \$114.00
Due: \$0.00

Oct 24 / 16
Steve's
SUV broke
down and
he had to
borrow

[redacted]
Car to the
airport as
no taxis avail
due to weather.

No time to
use 'park
n-fly' & wait
for shuttles so
parked at
lot closest
to airport.
Picked up
car upon return.

455 COVENTRY RD
OTTAWA ON K1K 2C5
TEL: 613-884-8844

Oct 24 / 16
\$ 37.25
Airport
-> hotel

TERM # 78024500
RECORD # 000827
HOST INVOICE # 0000796
HOST SEQ # 1000698

CARD [redacted]
CREDIT/MASTERCARD D
2016/10/24* 17:51:48

PURCHASE
AMOUNT \$32.25
TTP \$5.00
TOTAL \$37.25

AUTH#: 175157 B: 0339
HTS#: 20161024175157

00 TRANSACTION
APPROVED 000
THANK YOU

MasterCard
ATD: [redacted]
FC: 893659036480DAD5
TVR: 0200008000
TSI: E800

CAPITAL TAXI
613) 744 - 3333

Oct 26 / 16
Hotel
-> HQ
\$ 15.

IDENTAL ID: 09-392-061
WHEEL ID: 2214
DRIVER ID: 00654718
TRIP NUMBER: 2343
PASSENGERS: 1
DATE: 10-23-16
TIME: 11:32
FARE AMOUNT: \$ 15.00

TOTAL: \$ 15.00
NET AMOUNT: [redacted]
GRAND TOTAL: [redacted]
*****CASH RECEIPT*****
CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXI.TAB.COM
TAXI.TAB



Job # [redacted]



RECEIPT FOR CAB FARE

Amount 11.00 Date 25 Oct 16

From [redacted]

To [redacted]

Cab No. 578

H.S.T. included in meter fare
Le prix inclus la T.V.H.



Oct 25 / 16
\$ 11
Hotel
-> HQ

Job # [redacted]



RECEIPT FOR CAB FARE

Amount 10.00 Date Oct 25 '16

From [redacted]

To [redacted]

Cab No. [redacted]

H.S.T. included in meter fare
Le prix inclus la T.V.H.



Oct 25 / 16
\$ 10
HQ ->
Hotel

Expense Report Statement

Expense Report Name: GroupRenew PH-Nov27-Dec3/16-1

Traveller Name: *Stephen Simpson*
 TIN: XXXXXXXXXX
 Prepared By: *Jo Anne Platt*
 Policy Module: *M3D - Domestic - Overnight Stay*
 Trip Purpose: *Core Mandate - Other*
 Other Trip Purpose:
 Travel Request Name: *GroupRenew PH-Nov27-Dec3/16*
 Travel Start Date: *27/11/2016*
 Travel End Date: *02/12/2016*
 ER Approval Status: *Approved*
 Primary Location:
 Secondary Location:

Online TAN: *AKU789201*
 Fiscal Year: *2016-2017*
 Travel Outside Default *N*
 Division:
 Vendor Code: XXXXXXXXXX
 Event:
 Comments:

Expense Report Summary

Expense Summary

Total allocated expenses :	5,450.51
(Minus) Total non-reimbursable expenses :	4,667.01
Total reimbursable expenses :	783.50
Total due traveller :	783.50

Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount
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Expense Type	Date		Foreign Amount	Tax Amount	Amount
13) Other modes of transportation	16/11/2016	P101 - 920 - 123 - S - 22 - E			52.50
Air Can 0142169874816					<u>52.50</u>
16) Commercial Accommodation	12/12/2016	P101 - 615 - 632 - S - 22 - E			744.88
Manual Prepaid Indigo Hotels					<u>744.88</u>
25) Transaction/Service Charges	12/10/2016	P101 - 920 - 123 - S - 22 - E			31.24
Hrg Aku789201 5.01 Hrg Aku789201 5.10					<u>31.24</u>
Fee for booking flight online with HRG.					
25) Transaction/Service Charges	17/11/2016	P101 - 920 - 123 - S - 22 - E			54.60
Hrg Aku789201 5.01 Hrg Aku789201 5.10					<u>54.60</u>
Fee charged by HRG when called in to make change to return flight.					
Commercial Air (estimate direct from OBT)	11/10/2016	P101 - 920 - 123 - S - 22 - E			3,783.79
Air Can 0142168405161					<u>3,783.79</u>
Lower class business allowed					
Total non-reimbursable expenses (CAD)					4,667.01

Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
--------------	------	--	----------------	------------	--------

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi	12/12/2016	P101 - 920 - 123 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON*HST 12.43	103.57 <u>116.00</u>
16) Commercial Accommodation Hilton Garden Inn	12/12/2016	P101 - 920 - 123 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON*HST 17.46	145.49 <u>162.95</u>
2) Allowance: Meals, Incidentals & Private Accommodation	12/12/2016	P101 - 920 - 123 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON#H ... 43.92	337.83 <u>381.75</u>
	12/12/2016	P101 - 920 - 123 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON#H ... 11.94	91.86 <u>103.80</u>
3) Allowance: Private Motor Vehicle	12/12/2016	P101 - 920 - 123 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA#G ... 0.45	9.05 <u>9.50</u>
3) Allowance: Private Motor Vehicle	12/12/2016	P101 - 920 - 123 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA#G ... 0.45	9.05 <u>9.50</u>
Total reimbursable expenses (CAD)					783.50

Tax Coding Summary

	Total Amount
GST	
- 899 - 000 - 9 - 60 - I	0.90
HST	
- 899 - 000 - 9 - 60 - I	85.75

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
P101 - 920 - 123 - S - 22 - E	4,618.98	4,705.63
P101 - 615 - 632 - S - 22 - E	744.88	744.88

Approval History

Date And Time	Approver	Approval Status	Comment
14/12/2016 09:56:45	Lori Ann Roque	Approved	
14/12/2016 08:57:15	Guy Desjardins	Approved	
14/12/2016 07:28:17	Finance Recommender	Approved	2016-12-14 ER within TR approved amount. Policy breach due to business class flight selected and hotel booked outside OBT. Approved flight change made that incurred service charges. ER reviewed and recommended by Lori-Ann Roque.
14/12/2016 07:10:03	Finance Recommender	Selected Approver Changed	
12/12/2016 18:17:25	Jo Anne Platt	Comments Submitted	NOTES - Dec12/16 1. BMO Taxi receipt for \$15 not showing up in linking list 2. Flight home changed when hearing shortened by one day. Emails to and from Secretary General attached to AC change fee. 3. \$40 taxi fare labelled "HQ to airport" should read "HQ to Hilton Inn"

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name *Stephen Simpson*

Submit Date *12/12/2016*

Signature

Submitted on behalf of the Traveller.

Delegate Name *Jo Anne Platt*

Submit Date *12/12/2016*

Signature

Recommender Name *Finance Recommender*

Recommended Date *14/12/2016*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name *Guy Desjardins*

Approval Date *14/12/2016*

Signature

Processor Name *Lori Ann Roque*

Processed Date *14/12/2016*

Signature

Mileage Calculator

From

[Redacted location]

To

3211 Grant McConachie Way, Richmond, BC V7B 1
3211 Grant McConachie Way, Richmond, BC V7B 1M8, Canada

Return Journey

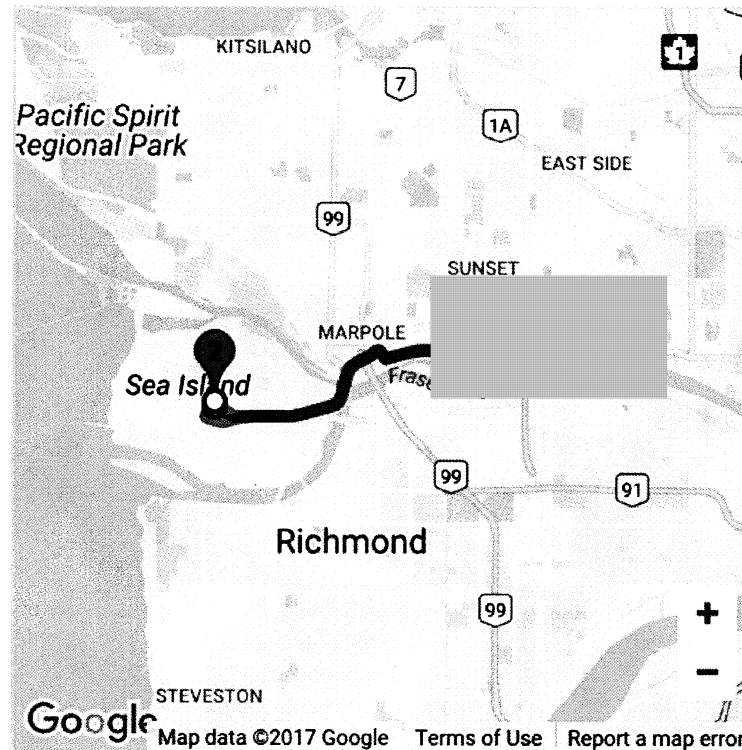
Avoid Tolls

Avoid Highways

Distance 19 km

Non-Reimbursable 0 km

Reimbursable 19 km



Close

Out of Pocket Expenses: Details

Expense Report Details

#1830 12/12/2016

GroupRenew PH-Nov27-Dec3/16-1

Out of Pocket Expenses: Copy

Out of Pocket Expense: 12/12/2016

Amount: \$9.50 CAD

GroupRenew PH-Nov27-Dec3/16 - personal transport

Expenses	Coding	Approval	Summary
Start Date		End Date	
27/11/2016		27/11/2016	
Country	State/Province	Location	
Canada <input type="checkbox"/>	British Columbia <input type="checkbox"/>	All locations <input type="checkbox"/>	
Tax Status	Distance Type	Rationale for choice of Transport	
Tax Paid <input type="checkbox"/>	Kilometres <input type="checkbox"/>	Steve <input type="checkbox"/> drove him to airport - less expensive than taxi fare.	
Calculated Mileage	9.50	20 km	<input type="checkbox"/>
Estimated Mileage	0.00	0 km	
Total Allocated	9.50 CAD		

Out of Pocket Expenses: Details

Out of Pocket Expense: 12/12/2016
 Amount: \$485.55 CAD
 GroupRenew PH-Nov27-Dec3/16 - Meal&Incidentals

Expense Report Details
 #1830 12/12/2016
 GroupRenew PH-Nov27-Dec3/16-1
 Out of Pocket Expenses: Copy

Expenses Coding Approval Summary

View by: November 2016

Date	Country/Location	Meal Rate	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
27/11/2016	Canada - Ontario	100%	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100%	<input type="checkbox"/> 100%
28/11/2016	Canada - Ontario	100%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100%	<input type="checkbox"/> 100%
29/11/2016	Canada - Ontario	100%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100%	<input type="checkbox"/> 100%
30/11/2016	Canada - Ontario	100%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100%	<input type="checkbox"/> 100%

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Ontario	381.75	103.80	0.00

Platt, Jo-Anne

From: Platt, Jo-Anne on behalf of Simpson, Stephen
Sent: November-16-2016 11:43 AM
To: Platt, Jo-Anne
Subject: FW: Air Canada - MR STEPHEN SIMPSON - 27-Nov/YVR-YOW (booking ref K6KXYV) - Booking modified

From: Air Canada [mailto:confirmation@aircanada.ca]
Sent: November-16-2016 11:28 AM
To: Simpson, Stephen <Stephen.simpson@crtc.gc.ca>
Subject: Air Canada - MR STEPHEN SIMPSON - 27-Nov/YVR-YOW (booking ref K6KXYV) - Booking modified

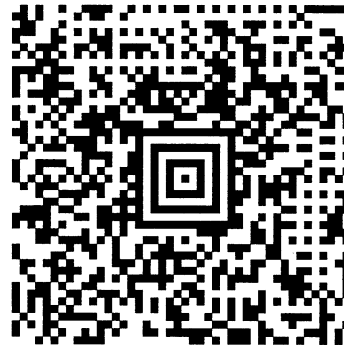
***** PLEASE DO NOT REPLY TO THIS E-MAIL *****



Booking modified

Your booking is confirmed. Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check in kiosk.



Booking Date: **Oct 11, 2016** Passengers **MR STEPHEN SIMPSON**
Agent Name: **HRG6**
Agency ID: **6752419**



Purchase a travel option Purchase a meal voucher. Purchase On My Way travel assistance.

Booking Information

Booking Reference	K6KXYV	Customer Care
Electronic Ticketing confirmed. This is your official itinerary/receipt. Main Contact hrg North America SUPPLIERS.GC@HRGWORLDWIDE.COM 44 1252 16046662914		Air Canada 1-888-247-2262* Flight Arrivals and Departures 1-888-422-7533
Online Services Select Seats get more seating options for my flight.		

Manage My Booking (change, cancel, upgrade).

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures check online if my flight is on time.

Check-in online and print my boarding pass.

*For use from phones in Canada, the continental USA, Hawaii and Alaska.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meals
AC142	Vancouver (YVR) Sun 27-Nov 2016 08:00 - M	Toronto Lester B Pearson Intl (YYZ) Sun 27-Nov 2016 15:23 - 1	0	4hr23	77W	<u>Business Class (lowest)</u> P	B
AC458	Toronto Lester B Pearson Intl (YYZ) Sun 27-Nov 2016 16:10 - 1	McDonald - Cartier Intl (YOW) Sun 27-Nov 2016 17:13	0	1hr03	320	<u>Business Class (lowest)</u> P	S
AC453	McDonald - Cartier Intl (YOW) Fri 02-Dec 2016 13:00	Toronto Lester B Pearson Intl (YYZ) Fri 02-Dec 2016 14:20 - 1	0	1hr20	319	<u>Business Class (lowest)</u> P	S
AC161	Toronto Lester B Pearson Intl (YYZ) Fri 02-Dec 2016 16:00 - 1	Vancouver (YVR) Fri 02-Dec 2016 18:15 - M	0	5hr15	321	<u>Business Class (lowest)</u> P	M

B: Breakfast, S: Snack or Brunch, M: Meal (Lunch or Dinner)

Operated by ¹ Air Georgian Dba Air Alliance

Passenger Information

1: MR STEPHEN SIMPSON : Adult (16+), Ticket Number: 0142169874816			
Frequent Flyer Pgm :		Meal Preference :	None
Payment Card :	None	Special Needs :	None
Seat Selection :	AC 142 (YVR-YYZ) - 2K AC 458 (YYZ-YOW) - 2C		

Additional charges and/or refund summary

	Additional charges	Refund
Airfare (includes <u>Surcharges</u>)	0.00	0.00
Taxes, Fees and Charges		
* Air Travellers Security Charge (ATSC)	0.00	0.00
* Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	0.00	0.00
* Canada Airport Improvement Fee	0.00	0.00
* Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	0.00	0.00
Number Of Passengers	1	1
Total Additional Fare	0.00	0.00
Extra Charges (Change Fee)		
* Change Fee	50.00	0.00

*Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	2.50	0.00
Number Of Passengers	1	1
Total Extra Charges (Change Fee)	52.50	0.00
Grand Total - Canadian Dollar (CAD)	\$52.50	\$0.00

Payment Information

The following charges (tax inclusive) will appear on your MasterCard card statement:

- Air Canada: **\$52.50** (Change Fee per Adult ticket)

Ticket number 0142169874816

Fare Rules

Departing Flight Vancouver (YVR) To Ottawa (YOW) - Business Class (lowest)

- Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket and may be subject to a change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
 - Advance seat selection** on Air Canada Rouge flights, Air Canada flights and Air Canada Express (operated by Jazz), subject to availability.
 - Priority** check-in, boarding and baggage handling.
 - Complimentary access to Maple Leaf™ Lounges.**
 - 150% Air Canada Status Miles for Air Canada-operated flights.
 - Read complete fare rules applicable to this fare.

Returning Flight Ottawa (YOW) To Vancouver (YVR) - Business Class (lowest)

- Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket and may be subject to a change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
 - Advance seat selection** on Air Canada Rouge flights, Air Canada flights and Air Canada Express (operated by Jazz), subject to availability.
 - Priority** check-in, boarding and baggage handling.

- **Complimentary access to Maple Leaf™ Lounges.**
- 150% Air Canada Status Miles for Air Canada-operated flights.
- Read complete fare rules applicable to this fare.

Please read important information and notices regarding Air Canada's general conditions of carriage.

Baggage Allowance and Fees

Carry-On Baggage Policy

Oversized carry-on bags are not permitted on our aircraft, and may cause flight delays for all passengers. Please ensure your carry-on bags are inside the maximum allowed size as indicated below; **they are required to fit in the double-size verification device** at check-in or boarding time.

Items which fall within the 2-piece carry on allowance include: One (1) carry-on bag or suitcase (wheels and handles included in the size) and one (1) personal article like a briefcase, laptop computer, diaper bag, camera case, cartons or other similar item. Learn more about Carry-on Baggage restrictions.

Checked Baggage Policy

Ensure your checked bags are properly identified. Please do not pack valuables in your checked baggage. The baggage allowance rules stated herein do not apply to passengers who have specifically declined the checked baggage option. Learn more about checked baggage.

* Standard Allowance	Maximum overall measurement Length+Width+Height	Max. weight per bag	
Economy Class 1 or 2 bags	158cm 62"	23kg 50lbs	Bags weighing between 24kg - 32kg (51 lbs - 70 lbs) will be subject to excess fees payable at the airport.
Premium Class 1 or 2 bags (Free)	158cm 62"	23kg 50lbs	Bags weighing between 24kg - 32kg (51 lbs - 70 lbs) will be subject to excess fees payable at the airport.
Business Class 1 or 2 bags (Free)	158cm 62"	32kg 70lbs	

- Total weight of the three bags must not exceed 69kg (150lbs).
- Bags exceeding 32 kg (70 lbs) in weight, 292cm (115 in) in linear dimensions (length + width + height, wheels and handles included) or 203 cm (80 in) in length are not accepted as checked baggage
- If more than one carrier is providing the transportation for your journey, each carrier may apply different rules on baggage.

Checked Baggage Allowance and Fee

Please see below your allowance for bags you plan on checking at the baggage counter.

Departing Flight Vancouver (YVR) To Ottawa (YOW) - Business Class (lowest)		
Air Canada Super Elite, Elite or Star Alliance Gold members	1st bag: Complimentary Weight: up to 70lb/ 32kg Linear dimensions: up to 62in/ 158cm	2nd bag: Complimentary Weight: up to 70lb/ 32kg Linear dimensions: up to 62in/ 158cm
Returning Flight Ottawa (YOW) To Vancouver (YVR) - Business Class (lowest)		
Air Canada Super Elite, Elite or Star Alliance Gold members	1st bag: Complimentary Weight: up to 70lb/ 32kg Linear dimensions: up to 62in/ 158cm	2nd bag: Complimentary Weight: up to 70lb/ 32kg Linear dimensions: up to 62in/ 158cm

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to 1st and 2nd bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to the 2nd bag

fee. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to the 2nd bag fee. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

For **baggages exceeding your allowance** (in number, size and/or weight), please read our [additional checked baggage page](#).

Codeshare Flights and Other Airlines

Passengers who purchase travel on a codeshare flight or that includes a flight with another airline may be subject to the baggage policy, fees and other rules of the airline operating the first flight in their itinerary, which may be different from Air Canada's baggage policy, fees and other rules. For specific terms and conditions of any Air Canada [codeshare](#) partner or other airline, please, visit the operating carrier's website directly.

Embargoes

Certain restrictions apply for travel to Mexico City (Mexico) as well as Kingston and Montego Bay (Jamaica). For details, please visit [Air Canada's baggage policy](#) and refer to the section 'Between Canada and Mexico / Costa Rica / the Caribbean / Bermuda.

Important Information

Please review this itinerary/receipt and should you have any questions, please call 1-888-247-2262 within 24 hours of receipt of this itinerary/receipt.

Before you go: 'A 'To-Do' List'

Travel Documents

For **air travel within Canada**, Air Canada is required by federal government regulations to check identification at the departure gate for all passengers who appear to be 18 years of age or older. The name on the identification must match the name used on the Itinerary/receipt. The passenger must present: one (1) piece of government-issued ID with photo or two (2) pieces of government-issued ID without photo. For **air travel between Canada and the United States**, all passengers including Canadian and U.S. citizens, are required to present a valid passport or other valid travel document. In addition, passengers must present this Itinerary/receipt to immigration authorities upon request. For **air travel to a foreign country**, passengers must ensure that they have all necessary travel documents such as a passport or visa, as directed by embassies and consulates. All passengers are advised to view the [Travel documentation](#) page for important information on identification required for travel.

Flight Confirmation

Although reconfirmation of flights is not required, we strongly recommend that you check [your flight status](#) online at [aircanada.com](#) or by calling our flight information system at 1-888-422-7533 prior to your departure.

Schedule Change

If a schedule change occurs more than 48 hours prior to departure, the main contact will be notified by email. If a schedule change occurs within 48 hours of departure, the main contact will be notified by phone.

Travel Insurance

Protect your travel investment and also protect yourself against the high cost of medical expenses while out of province. Purchase travel insurance offered by Air Canada and underwritten by RBC Travel Insurance Company by calling 1-866-610-7102. Enjoy your trip knowing you are properly protected. Travel insurance purchased is solely and directly offered, provided and underwritten by RBC Travel Insurance Company ("RBC"). Air Canada expressly disclaims any responsibility in regard to any travel insurance purchased by the customer from RBC Insurance.

Travel insurance is offered and administered solely and directly by RBC Insurance. Air Canada expressly disclaims any responsibility in regard to any travel insurance purchased by the customer from RBC Insurance.

Normal check-in and boarding gate deadlines

- You must obtain your boarding pass and check in any baggage by the check-in cut-off time shown below. We recommend allowing plenty of time at the airport for check-in, especially if you have baggage and for security checks.

- You must also be available for boarding at the boarding gate by the cut-off time shown below. Failure to meet the boarding gate cut-off time may result in the loss of your assigned seat, the cancellation of your reservation, and your ineligibility for denied boarding compensation.

Check-in online... and get your boarding pass.

	Check-in		Boarding Gate
	Recommended	Cut-off time	Cut-off time
Within Canada (except from Toronto City Airport)	90 min.	45 min.	20 min.
Departing from Toronto City Airport (YTZ)	90 min.	20 min.	20 min.
To or from USA	120 min.	60 min.	20 min.
International (including Mexico and Caribbean)	120 min.	60 min.	30 min.
From Caracas, Venezuela	180 min.	90 min.	60 min.
From Tel Aviv, Israel	180 min.	75 min.	60 min.

Recommended check-in time

To ensure you have plenty of time to check in, drop off your checked baggage and pass through security, use the table above to determine how much in advance of your flight's departure time you should check in. E.g. if your flight from Paris leaves at 4 pm, we recommend that you check in at 2:00 pm (120 minutes before your flight).

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked baggage at the baggage drop-off counter before the check-in deadline for your flight. E.g. if your flight to or from a U.S. city leaves at 7 am, you are required to have checked in and deposited your checked baggage by 6 am (60 minutes before your flight).

Boarding gate deadline

You must be available for boarding at the boarding gate by the boarding gate deadline. E.g. if your flight from Toronto to Ottawa leaves at 11 am, you must be at the boarding gate no later than 10:40 am (i.e. 20 minutes before your flight).

Information and Services

Visit our [Information and Services](#) section at aircanada.com to find all the information you will need to plan your trip. Learn more about travel documents, baggage information, health tips, Maple Leaf™ Lounges and a preview of onboard meals and entertainment.

Carriage of pets

Please read important information regarding carriage of pets in the Travelling with your Pet section at aircanada.com.



Reduce your carbon footprint!

You can now take the initiative to directly offset the carbon emissions of your flight. Air Canada and ZeroFootprint have partnered to allow you to make a difference for the environment.

[Offset now](#) | [Learn more](#)



STS SVP
 Shared Travel Services / Services de voyage partagés



E-Ticket Itinerary Receipt and Invoice

11 October 2016

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ACCEPTANCE OF YOUR ITINERARY CONSTITUTES AGREEMENT WITH ITS CONTENTS./p>

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HRG WILL NOT INCREASE THE PRICE AFTER TICKET ISSUANCE.




Itinerary details		Account references	
Trip locator:	SZMDDM	Traveller Category :	Public Servants
Traveller:	Mr STEPHEN SIMPSON	Travel Directive Module :	M3D - Domestic - Overnight stay
		THCEE Trip Category :	Core Mandate
		Trip Purpose :	Core Mandate - Other
		TAN :	AKU789201
		Fiscal Year :	2016-2017
		Rationale for not using virtual presence :	Personal attendance required

Itinerary summary						
Traffic	Date	From-to/location	Supplier	Times	Class/room	Status
	27 Nov 2016	YVR - YYZ	AC142	08:00-15:23	Business	Booked
	27 Nov 2016	YYZ - YOW	AC458	16:10-17:13	Business	Booked
	03 Dec 2016	YOW - YYZ	AC7553	15:00-16:09	Business	Booked
	03 Dec 2016	YYZ - YVR	AC137	18:00-20:06	Business	Booked


Frequent flyer cards:

Air Canada Flight # AC142		
		Status: Booked
Departing:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M	
Date/time:	27 November 2016, 08:00	
Arriving:	Pearson International, Toronto, Canada (YYZ), Terminal 1	
Date/time:	27 November 2016, 15:23	
Duration:	4h23m	
Aircraft:	Boeing 777-300ER Widebody Jet	
Cabin class:	Business (P)	Add to calendar

	Air Canada Flight # AC458	
		Status: Booked
Departing:	Pearson International, Toronto, Canada (YYZ), Terminal 1	
Date/time:	27 November 2016, 16:10	
Arriving:	Ottawa Intl Airport, Ottawa, Canada (YOW)	
Date/time:	27 November 2016, 17:13	
Duration:	1h3m	
Aircraft:	Airbus A320-100/200 Narrowbody Jet	
Cabin class:	Business (P)	 Add to calendar

	Air Canada Operated By: Air Canada Express - Sky Regional Flight # AC7553	
		Status: Booked
Departing:	Ottawa Intl Airport, Ottawa, Canada (YOW)	
Date/time:	03 December 2016, 15:00	
Arriving:	Pearson International, Toronto, Canada (YYZ), Terminal 1	
Date/time:	03 December 2016, 16:09	
Duration:	1h9m	
Aircraft:	EMBRAER 175 Narrowbody Jet	
Cabin class:	Business (P)	 Add to calendar

	Air Canada Flight # AC137	
		Status: Booked
Departing:	Pearson International, Toronto, Canada (YYZ), Terminal 1	
Date/time:	03 December 2016, 18:00	
Arriving:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M	
Date/time:	03 December 2016, 20:06	
Duration:	5h6m	
Aircraft:	Boeing 777-300ER Widebody Jet	
Cabin class:	Business (P)	 Add to calendar

 Fare details	
Fare accepted:	2890.00 CAD
Taxes and fees:	178.51 XG / 4.03 RC / 0.00 XQ / 711.25 XT
Total amount:	3783.79 CAD
Fare routing:	YYZ - YVR

 Service Fees	
Fee 1 Base:	29.75 CAD
Fee 1 Taxes:	1.49 CAD GST
Fee 1 Total:	31.24 CAD

GENERAL INFORMATION

 VENDOR TICKET NUMBER-2168405161

 VENDOR NAME-AIR CANADA
 VENDOR LOCATOR-K6KXYV

GST REGISTRATION NO. R136445095 QST REGISTRATION NO. TVQ M1015857826

GST is represented by tax code XG; HST is represented by tax code RC; QST is represented by tax code XQ.

FOR ASSISTANCE OR IN TRANSIT EMERGENCY SERVICE PLEASE CONTACT HRG ANYTIME AT 1-866-857-3578 WITHIN NORTH AMERICA OR FROM OUTSIDE CANADA / USA; CALL COLLECT AT 1-613-822-3873.

FOR CREDIT CARD SUPPORT DUE TO LOST OR STOLEN CARDS PLEASE USE PHONE NUMBER ABOVE; SELECT OPTION 4 IMPORTANT; THE NAME ON THE IDENTIFICATION MUST MATCH THE NAME ON THE RESERVATION; BOARDING PASS.

FOR FLIGHTS WITHIN CANADA ALL PASSENGERS MUST PRESENT ONE PIECE OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION THAT INCLUDES NAME / DATE OF BIRTH AND GENDER.

FOR FLIGHTS TO/FROM THE UNITED STATES ALL PASSENGERS ARE REQUIRED TO PRESENT A VALID PASSPORT.

CITIZENS OF COUNTRIES OTHER THAN CANADA AND THE UNITED STATES SHOULD CONTACT THEIR CONSULATE OR EMBASSY FOR BOARDING REQUIREMENTS OR CONSULT HRG GOVERNMENT TRAVEL SERVICE.

PROOF OF ONWARD OR RETURN TRAVEL MAY BE REQUIRED AT CHECK-IN.

PASSPORT AND VISA REQUIREMENTS:

PLEASE ENSURE PASSPORT IS VALID FOR 6 MONTHS BEYOND EXPECTED RETURN DATE.

ALL CHILDREN REGARDLESS OF AGE MUST HAVE THEIR OWN PASSPORT

CITIZENS OF COUNTRIES OTHER THAN CANADA AND THE UNITED STATES SHOULD CONTACT THE CONSULATE OR EMBASSY FOR PASSPORT AND VISA REQUIREMENTS OR CONSULT HRG GOVERNMENT TRAVEL SERVICE.

CHECK-IN:

* PLEASE ALLOW 2HRS FOR DOMESTIC (CANADA); TRANSBORDER (USA) CHECK-IN

* ALLOW 3HRS FOR ALL INTERNATIONAL CHECK-IN

THE AIRLINES RESERVE THE RIGHT TO DENY BOARDING IF MINIMUM CHECK-IN TIMES ARE NOT MET

FLIGHT TIMES ARE SUBJECT TO CHANGE; PLEASE RE-CONFIRM FLIGHT TIMES PRIOR TO DEPARTURE.

IF YOU ARE TRAVELLING TO AN INTERNATIONAL DESTINATION, PLEASE RECONFIRM YOUR RESERVATIONS 72 HOURS PRIOR TO DEPARTURE DIRECTLY WITH THE AIR CARRIER.

FOR FREE BAGGAGE ALLOWANCE AND/OR APPLICABLE FEES FOR CARRY-ON//CHECKED BAGGAGE RELATED TO YOUR FLIGHT - PLEASE VERIFY THE CARRIERS WEBSITE.

ACCOMMODATIONS:

PLEASE VERIFY THE RATE AT CHECK-IN AS LOCAL MARKET CONDITIONS MAY DICTATE A LOWER RATE.

THE SUPPLIERS PROVIDING SERVICES FOR YOUR RESERVATION MAY HAVE IMPOSED RESTRICTIONS CONCERNING THE ABILITY TO CHANGE OR MODIFY YOUR RESERVATION. THE DETAILS OF THESE RESTRICTIONS WERE PROVIDED EITHER TO YOU OR TO THE PERSON MAKING THE RESERVATION ON YOUR BEHALF. DURING THE ONLINE RESERVATION PROCESS THESE RESTRICTIONS WERE ACCEPTED PRIOR TO SUBMITTING YOUR RESERVATION FOR PURCHASE. SHOULD YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT AN HRG NORTH AMERICA TRAVEL COUNSELLOR.

NO-SHOWS:

NO-SHOWS ARE NOT PERMITTED AND RESULT IN THE FORFEIT OF THE FULL AMOUNT OF THE FARE AT DEPARTURE TIME; PLEASE NOTE THAT NO-SHOWS AT ORIGINAL POINT OF DEPARTURE WILL ALSO RESULT IN CANCELLATION OF THE REMAINDER OF THE FLIGHTS.

CHANGES OR CANCELLATIONS MUST BE MADE PRIOR TO SCHEDULED TRAVEL DATE AND; FLIGHT TIME TO PREVENT NO SHOWS AND AVOID FORFEIT OF VALUE OF TICKET.

PLEASE NOTE THAT FARES MAY BE SUBJECT TO CHANGE AND ARE GUARANTEED ONLY ONCE TICKETED.

Travel Industry regulations require the travel agency to advise the customer about the availability of optional trip cancellation insurance and optional out of province health insurance. Individuals may contact the travel insurance provider of their choice to obtain a personal quote. TICO NO. 1355825

HRG North America, 370 King St. W., Suite 700, Toronto ON M5V 1J9, 1-866-857-3578

Platt, Jo-Anne

From: May-Cuconato, Danielle
Sent: November-16-2016 3:53 PM
To: Platt, Jo-Anne
Cc: Charron, Rachel; Simpson, Stephen
Subject: Re: Changes to Commissioner Simpson's travel for the GBL PH

Sounds good and understood. Thanks, Danielle

Danielle May-Cuconato
CRTC

From: Platt, Jo-Anne
Sent: Wednesday, November 16, 2016 4:47 PM
To: May-Cuconato, Danielle
Cc: Charron, Rachel; Simpson, Stephen
Subject: Changes to Commissioner Simpson's travel for the GBL PH

Good afternoon Danielle,




The Group Based license renewal hearing has been shortened by one day and thus changes needed to be made to Steve travel itinerary. Changes are shown on the hearing schedule but not in APPS so I double checked with the Hearing Secretary. As there was going to be a savings in making the changes and to get those savings I needed to book the new return flights ASAP (there were only three seats left), I went ahead and made the changes in advance of touching base with you. I do apologize.

Here are the changes:

- Steve will be flying home on the Friday rather than the Saturday and we picked a flight where the only costs are the HRG change fee (\$56.50) and the Air Canada change fee (\$52.50). There was no difference in price for the actual flight.
- He will be staying at the Hilton Hotel near the airport on Thursday night rather than the Indigo and rooms there are \$16 less per night

With the charges related to the change in flight and the change/reduction in hotel costs, there will be a very small savings of approximately \$85.33 to the expenses for this trip.

Just for your information, here is a screenshot from the Air Canada website showing the scarcity of seats for the flight chosen due to it costing the same as the one booked originally. Many times in the past I haven't grabbed a scarce flight right away and ended up costing the Commission a considerable amount in the difference in flight price:

13:00 YOW - 14:20 YYZ A319-100 Wi-Fi View seats	 AC453	8hr15 1 Stop		\$501 2 tickets left	\$630
16:00 YYZ - 18:15 YVR A321-200 Wi-Fi View seats	 AC161				

I hope the above makes sense. I will be attaching this email to the Expense Report.

Thanks so much,

Jo-Anne
604-666-8661

BLUELINE Job # _____
RECEIPT FOR CAB FARE

Amount \$ 36.00 Date 27-11-2016
 From _____
 To _____
 Cab No. 53 _____
 H.S.T. Included in meter fare

Nov 27/16

\$36

Airport → hotel

WEST-WAY TAXI RECEIPT : TRIP ID: _____
 Amount/Montant : \$ 10.00 Date: 11-28-16
 Account/Compte # _____ Ref # : _____
 Name/Nom : _____
 From/De: _____
 To/A: _____
 THANK YOU / MERCI TAXI # 784 Nam _____

Nov 28/16

\$10

HQ → hotel

BLUELINE Job # _____
RECEIPT FOR CAB FARE

Amount 15.00 Date Nov 30-16
 From Met
 To Hotel
 Cab No. 733 Driver _____
 H.S.T. Included in meter fare

Total \$116

THE BEST WAY TAXI

OTTAWA, ON
TEL (613) 727-0101

TERM ID: C6530173 BATCH#: 014
EMPLOYEE ID: 2345 SHIFT#: 000

Sale

INVT: 000000003
MCARD Chip
SEON: 014001001003
Application Label: MASTERCARD
AU: _____
TVR: 00 00 00 00 00
ISI: 68 00
*****3020

Total: CAD\$ 15.00

APPROVED R01541
001/00

29-Nov -16 07:36:23

CUSTOMER COPY
BEST WAY TAXI
4052
2345



Nov 30/16

\$15

HQ → hotel

TAXI REGAL 819 777-5231
 CROWN 819 777-1645

TEMPS TIME _____ AM _____ PM _____ DATE 30-11-16
 NOM NAME _____
 ADRESSE ADDRESS _____
 CHARGÉ À CHARGE TO _____
 VOYAGE DE TRIP FROM _____
 A TO _____
 A TO _____
 s. 40,- CHARGE
 NOTRE NO OUR NO 19 PAR _____ CHAUFFEUR _____

Nov 29/16

hotel → HQ \$15

Nov 30/16

\$40 HQ → airport



9

12-01-16

CRTC	Folio No. :	173026	Room No. :	410
Canadian Radio-television and Telecommunications Commission	A/R Number :	100314	Arrival :	11-27-16
Ottawa ON K1A 0N2	Group Code :		Departure :	12-01-16
Simpson, Stephen	Company :	CRTC	Conf. No. :	67632959
	Membership No. :		Rate Code :	IMCGV
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits	
11-27-16	*Accommodation	160.00		
11-27-16	Ottawa DMF	4.80		
11-27-16	HST	21.42		
11-28-16	*Accommodation	160.00		
11-28-16	Ottawa DMF	4.80		
11-28-16	HST	21.42		
11-29-16	*Accommodation	160.00		
11-29-16	Ottawa DMF	4.80		
11-29-16	HST	21.42		
11-30-16	*Accommodation	160.00		
11-30-16	Ottawa DMF	4.80		
11-30-16	HST	21.42		
Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews . We look forward to welcoming you back soon.		Total	744.88	0.00
		Balance	744.88	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. 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 associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Hotel Indigo Ottawa
 123 Metcalfe Street
 Ottawa, ON K1P 5L9
 Telephone: (613) 231-6555 Fax: (613) 231-7555

HST# 808219976RT0005

Hilton Garden Inn
Ottawa Airport

2400 Alert Road • Ottawa, Ontario K1V 1S1
Phone (613) 288-9001 • Fax (613) 249-8729
Reservations
www.ottawaairport.hgi.com or 1 877 STAY HGI

Nom & Adresse
Name & Address

Simpson, Stephen

Chambre/Room 706/K1RZ
Arrivee/Arrival Date 12/1/2016 5:58:00 PM
Départ/Departure Date 12/2/2016

Adult/Enfant/Adult/Child 1/0
Tarif/Room Rate 140.00

Rate Plan: GC
HH # 502548694 BLUE
AL:
Car:

Folio

Confirmation Number: 3295517783

Total \$ 162.95

HHONORS
HILTON WORLDWIDE

12/2/2016

DATE	DESCRIPTION	ID	REF. NO	CHARGES	CREDITS	BALANCE
12/1/2016	THE GARDEN GRILLE & BAR	LINTR	1492213	\$30.43		
12/1/2016	GUEST ROOM	CDALE	1492450	\$140.00		
12/1/2016	HARMONIZED TAX 808219976RT0005	CDALE	1492450	\$18.20		
12/1/2016	DMP	CDALE	1492450	\$4.20		
12/1/2016	HST1	CDALE	1492450	\$0.55		
	WILL BE SETTLED TO AX*1000					\$193.38
	EFFECTIVE BALANCE OF					\$0.00
EXPENSE REPORT SUMMARY						
		12/1/2016	STAY TOTAL			
ROOM AND TAX	\$162.95		\$162.95			
FOOD AND BEVERAGE	\$30.43		\$30.43			
DAILY TOTAL	\$193.38		\$193.38			
Hilton HHonors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 4,000 hotels and resorts in 100 countries, please visit HHonors.com.						
HARMONIZED TAX	\$140.00	\$18.20				
LIQUOR TAX	\$0.00	\$0.00				
HARMONIZED TAX	\$0.00	\$0.00				
Total Invoice Amount	\$170.43	\$22.95				



Numéro de compte / Account No.

Nom du membre / Card member name

de l'établissement & Location
Establishment No. & Location
HST ID # 808219976RT0005

Signature du membre / Card member's Signature
X

Date de la charge / Date of charge

Folio/Facture 352760 A

Autorisation / Authorization Initial

Achats & Services / Purchases & Services

Taxes TPS/GST TVQ/PST

Pourboires & Divers / Tips & Misc.

Montant Total / Total Amount

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE REBILLED OR RETURNED FOR A CASH REFUND.

PAIEMENT DÙ SUR RECEPTION PAYMENT DUE UPON RECEIPT



STS SVP
 Shared Travel Services Services de voyage partagés

HRG

E-Ticket Itinerary Receipt and Invoice

16 November 2016

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Itinerary details		Account references	
Trip locator:	SZMDDM	Traveller Category :	Public Servants
Traveller:	Mr STEPHEN SIMPSON	Travel Directive Module :	M3D - Domestic - Overnight stay
		THCEE Trip Category :	Core Mandate
		Trip Purpose :	Core Mandate - Other
		TAN :	AKU789201
		Fiscal Year :	2016-2017
		Rationale for not using virtual presence :	Personal attendance required

Itinerary summary						
Traffic	Date	From-to/location	Supplier	Times	Class/room	Status
	27 Nov 2016	<u>YVR - YYZ</u>	AC142	08:00-15:23	Business	Booked
	27 Nov 2016	<u>YYZ - YOW</u>	AC458	16:10-17:13	Business	Booked
	02 Dec 2016	<u>YOW - YYZ</u>	AC453	13:00-14:20	Business	Booked
	02 Dec 2016	<u>YYZ - YVR</u>	AC161	16:00-18:15	Business	Booked
Frequent flyer cards:						

Air Canada		✈	
	Flight # AC142	Booking reference:	K6KXYV
		Status:	Booked
Departing:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M		
Date/time:	27 November 2016, 08:00		
Arriving:	Pearson International, Toronto, Canada (YYZ), Terminal 1		
Date/time:	27 November 2016, 15:23		
Duration:	4h23m		
Aircraft:	Boeing 777-300ER Widebody Jet		
Cabin class:	Business (P)		Add to calendar

**Air Canada**

Flight # AC458

Booking reference: K6KXYV
Status: Booked

Departing: Pearson International, Toronto, Canada (YYZ), Terminal 1
Date/time: 27 November 2016, 16:10
Arriving: Ottawa Intl Airport, Ottawa, Canada (YOW)
Date/time: 27 November 2016, 17:13
Duration: 1h3m
Aircraft: Airbus A320-100/200 Narrowbody Jet
Cabin class: Business (P)

[Add to calendar](#)**Air Canada**

Flight # AC453

Booking reference: K6KXYV
Status: Booked

Departing: Ottawa Intl Airport, Ottawa, Canada (YOW)
Date/time: 02 December 2016, 13:00
Arriving: Pearson International, Toronto, Canada (YYZ), Terminal 1
Date/time: 02 December 2016, 14:20
Duration: 1h20m
Aircraft: Airbus A319 Narrowbody Jet
Cabin class: Business (P)

[Add to calendar](#)**Air Canada**

Flight # AC161

Booking reference: K6KXYV
Status: Booked

Departing: Pearson International, Toronto, Canada (YYZ), Terminal 1
Date/time: 02 December 2016, 16:00
Arriving: Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M
Date/time: 02 December 2016, 18:15
Duration: 5h15m
Aircraft: Airbus A321 Narrowbody Jet
Cabin class: Business (P)

[Add to calendar](#)**Fare details**

Fare accepted: 50.00 CAD
Taxes and fees: 2.50 XG / 0.00 RC / 0.00 XQ / 0.00 XT
Total amount: 52.50 CAD
Fare routing: YOW - YYZ
 YYZ - YVR

**Service Fees**

Fee 1 Base: 52.00 CAD
Fee 1 Taxes: 2.60 CAD GST
Fee 1 Total: 54.60 CAD

GENERAL INFORMATION*****
VENDOR TICKET NUMBER-2168405161
*****VENDOR NAME-AIR CANADA
VENDOR LOCATOR-K6KXYV

VENDOR TICKET NUMBER-2169874816

GST REGISTRATION NO. R136445095 QST REGISTRATION NO. TVQ M1015857826

GST is represented by tax code XG; HST is represented by tax code RC; QST is represented by tax code XQ.

FOR ASSISTANCE OR IN TRANSIT EMERGENCY SERVICE PLEASE CONTACT HRG ANYTIME AT 1-866-857-3578 WITHIN NORTH AMERICA OR FROM OUTSIDE CANADA / USA; CALL COLLECT AT 1-613-822-3873.

FOR CREDIT CARD SUPPORT DUE TO LOST OR STOLEN CARDS PLEASE USE PHONE NUMBER ABOVE; SELECT OPTION 4 IMPORTANT; THE NAME ON THE IDENTIFICATION MUST MATCH THE NAME ON THE RESERVATION; BOARDING PASS.

FOR FLIGHTS WITHIN CANADA ALL PASSENGERS MUST PRESENT ONE PIECE OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION THAT INCLUDES NAME / DATE OF BIRTH AND GENDER.

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CITIZENS OF COUNTRIES OTHER THAN CANADA AND THE UNITED STATES SHOULD CONTACT THEIR CONSULATE OR EMBASSY FOR BOARDING REQUIREMENTS OR CONSULT HRG GOVERNMENT TRAVEL SERVICE.

PROOF OF ONWARD OR RETURN TRAVEL MAY BE REQUIRED AT CHECK-IN.

PASSPORT AND VISA REQUIREMENTS:

PLEASE ENSURE PASSPORT IS VALID FOR 6 MONTHS BEYOND EXPECTED RETURN DATE.

ALL CHILDREN REGARDLESS OF AGE MUST HAVE THEIR OWN PASSPORT

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CHECK-IN:

* PLEASE ALLOW 2HRS FOR DOMESTIC (CANADA); TRANSBORDER (USA) CHECK-IN

* ALLOW 3HRS FOR ALL INTERNATIONAL CHECK-IN

THE AIRLINES RESERVE THE RIGHT TO DENY BOARDING IF MINIMUM CHECK-IN TIMES ARE NOT MET

FLIGHT TIMES ARE SUBJECT TO CHANGE; PLEASE RE-CONFIRM FLIGHT TIMES PRIOR TO DEPARTURE.

IF YOU ARE TRAVELLING TO AN INTERNATIONAL DESTINATION, PLEASE RECONFIRM YOUR RESERVATIONS 72 HOURS PRIOR TO DEPARTURE DIRECTLY WITH THE AIR CARRIER.

FOR FREE BAGGAGE ALLOWANCE AND/OR APPLICABLE FEES FOR CARRY-ON//CHECKED BAGGAGE RELATED TO YOUR FLIGHT - PLEASE VERIFY THE CARRIERS WEBSITE.

ACCOMMODATIONS:

PLEASE VERIFY THE RATE AT CHECK-IN AS LOCAL MARKET CONDITIONS MAY DICTATE A LOWER RATE.

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NO-SHOWS:

NO-SHOWS ARE NOT PERMITTED AND RESULT IN THE FORFEIT OF THE FULL AMOUNT OF THE FARE AT DEPARTURE TIME; PLEASE NOTE THAT NO-SHOWS AT ORIGINAL POINT OF DEPARTURE WILL ALSO RESULT IN CANCELLATION OF THE REMAINDER OF THE FLIGHTS.

CHANGES OR CANCELLATIONS MUST BE MADE PRIOR TO SCHEDULED TRAVEL DATE AND; FLIGHT TIME TO PREVENT NO SHOWS AND AVOID FORFEIT OF VALUE OF TICKET.

PLEASE NOTE THAT FARES MAY BE SUBJECT TO CHANGE AND ARE GUARANTEED ONLY ONCE TICKETED.

Travel Industry regulations require the travel agency to advise the customer about the availability of optional trip cancellation insurance and optional out of province health insurance. Individuals may contact the travel insurance provider of their choice to obtain a personal quote. TICO NO. 1355825

HRG North America, 370 King St. W., Suite 700, Toronto ON M5V 1J9, 1-866-857-3578

Expense Report Statement

Expense Report Name: CES Las Vegas - Jan4-8/17-1

Traveller Name: *Stephen Simpson*
 TIN: XXXXXXXXXX
 Prepared By: *Jo Anne Platt*
 Policy Module: *M3T - Transborder - Overnight Stay*
 Trip Purpose: *Core Mandate - Conferences*
 Other Trip Purpose:
 Travel Request Name: *CES Las Vegas - Jan4-8/17*
 Travel Start Date: *04/01/2017*
 Travel End Date: *08/01/2017*
 ER Approval Status: *Approved*
 Primary Location:
 Secondary Location:

Online TAN: *AKU775104*
 Fiscal Year: *2016-2017*
 Travel Outside Default Division: *N*
 Vendor Code: XXXXXXXXXX
 Event:
 Comments:

Expense Report Summary

Expense Summary

Total allocated expenses :	1,918.11
(Minus) Total non-reimbursable expenses :	881.56
Total reimbursable expenses :	19.39
Total due traveller :	19.39

Non-Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
25) Transaction/Service Charges	17/08/2016	P101 - 615 - 632 - S - 22 - E			31.24
Hrg Aku775104 5.01					31.24

Expense Type	Date		Foreign Amount	Tax Amount	Amount
Commercial Air (estimate direct from OBT)	16/08/2016	P101 - 615 - 632 - S - 22 - E			850.32
Air Can 0142166190176					<u>850.32</u>
Return flight Vancouver/Las Vegas					
Total non-reimbursable expenses (CAD)					881.56

Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
13) Other modes of transportation	12/12/2016	P101 - 615 - 632 - S - 22 - E			31.54
Las Vegas Monorail Co			24.00 (USD)		<u>31.54</u>
16) Commercial Accommodation	10/08/2016	P101 - 615 - 632 - S - 22 - E			496.43
Hilton Gv Elara			379.68 (USD)		<u>496.43</u>
Hilton International					
16) Commercial Accommodation	03/01/2017	P101 - 615 - 632 - S - 22 - E			-508.58
Hilton Gv Elara			379.68 (USD)		<u>-508.58</u>
Hilton International					
Total reimbursable expenses (CAD)					19.39

Tax Coding Summary

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
P101 - 615 - 632 - S - 22 - E	900.95	900.95

Approval History

Date And Time	Approver	Approval Status	Comment
25/01/2017 12:53:22	Lori Ann Roque	Approved	
25/01/2017 12:47:43	Danielle May-Cuconato	Approved	
24/01/2017 09:09:03	Finance Recommender	Approved	2017-01-24 Traveller cancelled travel [REDACTED] Reimbursing traveller for difference between hotel credit received (after currency exchange) and monorail purchase that is non-refundable. ER reviewed and recommended by Lori-Ann Roque.
23/01/2017 14:04:20	Jo Anne Platt	Comments Submitted	NOTES: 1. Steve unable to attend [REDACTED] attached to hotel refund credit 2. Elara Hilton deposit returned in full due to submission of [REDACTED] - emails to and from Elara hotel attached to refund credit 3. Monorail pass non-refundable 4. Flight total \$850.32 - non-refundable but credit on file, change fee of \$200 + difference in fare
23/01/2017 14:03:49	Jo Anne Platt	Comments Submitted	NOTES: 1. Steve unable to attend [REDACTED] attached under hotel credit 2. Elara Hilton deposit returned in full due to submission of [REDACTED] - emails to and from Elara hotel attached to refund credit 3. Monorail pass non-refundable 4. Flight total \$850.32 - non-refundable but credit on file, change fee of \$200 + difference in fare
23/01/2017 13:42:32	Jo Anne Platt	Selected Approver Changed	

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name *Stephen Simpson*

Submit Date *23/01/2017*

Signature

Submitted on behalf of the Traveller.

Delegate Name *Jo Anne Platt*

Submit Date *23/01/2017*

Signature

Recommender Name *Finance Recommender*

Recommended Date *24/01/2017*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name *Danielle May-Cuconato*

Approval Date *25/01/2017*

Signature

Processor Name *Lori Ann Roque*

Processed Date *25/01/2017*

Signature

Platt, Jo-Anne

From: Platt, Jo-Anne
Sent: January-03-2017 12:42 PM
To: 'rentalreservationslv@hgvc.com'
Subject: Cancellation of reservation #3273766339 - Stephen Simpson - [REDACTED]
Attachments: CES Las Vegas - [REDACTED].pdf; CES Las Vegas - room reservation - Jan4-8_17.pdf
Importance: High

Good afternoon,

This morning I contacted your reservations desk to cancel reservation #3273766339 [REDACTED]

[REDACTED] for Commissioner Simpson's cancellation of his trip to Las Vegas for the CES conference under the Leadership in Technology program for government appointees, the penalty fee of one night's stay plus applicable taxes would be waived and he would receive a full refund.

Please find attached a [REDACTED]

I would appreciate a reply in this matter including documentation that a full refund has been processed.

Best regards,

Jo-Anne Platt
Assistant to Commissioner Simpson
604-666-8661

This transmission is not a digital or electronic signature and cannot be used to form, document, or authenticate a contract. Hilton and its affiliates accept no liability arising in connection with this transmission. Copyright 2017 Hilton Worldwide Proprietary and Confidential

Thank you for your order!

Thank you for your order and congratulations for getting the extra day of rides from NXP. Please keep this confirmation information for your records.

Your Monorail ticket will be loaded to your CES convention badge when you pick it up at any of our registration locations. [Click here for a full list of locations and times.](#) Your Monorail ticket will become active upon first use at any Monorail station.

While you're at CES don't forget to stop by and visit NXP in the following locations.

LVCC, Central Plaza - CP25

LVCC, North Plaza - NP-2

Monorail Customer Service Hours are as follows: MGM Grand, Sunday-Thursday 9 a.m. to 7 p.m. and Friday-Saturday 9 a.m. to 9 p.m. Bally's/Paris, 10 a.m. to 6 p.m. Flamingo, 10 a.m. to 6 p.m. Harrah's/The LINQ, 10 a.m. to 6 p.m. Westgate, Sunday-Thursday 9 a.m. to 7 p.m. and Friday-Saturday 9 a.m. to 9 p.m. SLS Las Vegas, 10 a.m. to 6 p.m.

ORDER ID: 2214815819482645522-00336


NAME: Steve Simpson

TICKET TYPE	QUANTITY	TICKET PRICE	TOTAL
Three-Day Pass + Bonus Day	1	\$24.00	\$24.00
SUB-TOTAL			\$24.00
DELIVERY COST			\$0.00
TOTAL			\$24.00

SHIPPING METHOD: CES VIP Badge

**BILLING
INFORMATION:**

Steve Simpson
290 - 858 Beatty Street
Vancouver
BC
V6B 1C1
Canada


stephen.simpson@crtc.gc.ca

**SHIPPING
INFORMATION:**

Platt, Jo-Anne

From: Elara Customer Care <Elaracustomer@hgvc.com>
Sent: January-03-2017 3:34 PM
To: Platt, Jo-Anne
Subject: RE: Cancellation of reservation #3273766339 - Stephen Simpson - [REDACTED]

Hello,

I have cancelled and refunded the reservation form Mr. Simpson. Please allow at least 3-7 business days for the refund back to the credit card.

[REDACTED]
Business Management Specialist

HILTON GRAND VACATIONS
T 702-669-6910 | F 702-669-6989
80 E Harmon, Las Vegas, NV 89109
hgvc.com | [REDACTED]@hgvc.com

From: Platt, Jo-Anne [<mailto:Jo-anne.Platt@crtc.gc.ca>]
Sent: Tuesday, January 3, 2017 12:42 PM
To: Rental Reservations LV <Rental_Reservations_LV@hilton.com>
Subject: Cancellation of reservation #3273766339 - Stephen Simpson - [REDACTED]
Importance: High

Good afternoon,

This morning I contacted your reservations desk to cancel reservation #3273766339 [REDACTED]

[REDACTED] for Commissioner Simpson's cancellation of his trip to Las Vegas for the CES conference under the Leadership in Technology program for government appointees, the penalty fee of one night's stay plus applicable taxes would be waived and he would receive a full refund.

Please find attached a [REDACTED]

I would appreciate a reply in this matter including documentation that a full refund has been processed.

Best regards,

Jo-Anne Platt
Assistant to Commissioner Simpson
604-666-8661

Page 302

**is withheld pursuant to section
est retenue en vertu de l'article**

19(1)

**of the Access to Information Act
de la Loi sur l'accès à l'information**



STS SVP
 Shared Travel Services Services de voyage partagés

HRG

E-Ticket Itinerary Receipt and Invoice

16 August 2016
 THANK YOU FOR BOOKING WITH THE HOGG ROBINSON GROUP (HRG) GOVERNMENT OF CANADA TRAVEL SERVICES.
 THIS DOCUMENTATION CONFIRMS YOUR TRAVEL ARRANGEMENTS.

THE INFORMATION CONTAINED IN THIS DOCUMENT IS PROVIDED BY HRG NORTH AMERICA VIA TRAVELPORT AND OTHER THIRD-PARTY VENDORS. AS SUCH, SOME CONTENT IS AVAILABLE IN ENGLISH ONLY.

PLEASE REVIEW TO ENSURE THAT ALL INFORMATION IS CORRECT.

TRAVELLERS ARE RESPONSIBLE FOR VERIFYING THEIR TRAVEL DOCUMENTS UPON RECEIPT.

ACCEPTANCE OF YOUR ITINERARY CONSTITUTES AGREEMENT WITH ITS CONTENTS./p>

ANY DISCREPANCY MUST BE REPORTED TO HRG NORTH AMERICA PRIOR TO 8PM EST THE SAME BUSINESS DAY.

HRG WILL NOT INCREASE THE PRICE AFTER TICKET ISSUANCE.

Itinerary details		Account references	
Trip locator:	K5VPFO	Traveller Category :	Public Servants
Traveller:	Mr STEPHEN SIMPSON	Travel Directive Module :	M3T - Transborder - Overnight stay
		THCEE Trip Category :	Core Mandate
		Trip Purpose :	Core Mandate - Conferences
		TAN :	AKU775104
		Fiscal Year :	2016-2017
		Rationale for not using virtual presence :	Personal attendance required

Itinerary summary						
Traffic	Date	From-to/location	Supplier	Times	Class/room	Status
	04 Jan 2017	<u>YVR - LAS</u>	AC1832	09:20-12:04	Economy	Booked
	08 Jan 2017	<u>LAS - YVR</u>	AC1833	13:25-16:21	Economy	Booked

Frequent flyer cards:

Air Canada	
Operated By: Air Canada Rouge Flight # AC1832	
Status: Booked	
Departing:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M
Date/time:	04 January 2017, 09:20
Arriving:	Mc Carran International, Las Vegas, United States (LAS), Terminal 3
Date/time:	04 January 2017, 12:04
Duration:	2h44m
Aircraft:	Boeing 767-300/300ER Widebody Jet
Cabin class:	Economy (G)

[Add to calendar](#)



Air Canada
 Operated By: Air Canada Rouge
 Flight # AC1833



Status: Booked

Departing: Mc Carran International, Las Vegas, United States (LAS), Terminal 3
Date/time: 08 January 2017, 13:25
Arriving: Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M
Date/time: 08 January 2017, 16:21
Duration: 2h56m
Aircraft: Boeing 767-300/300ER Widebody Jet
Cabin class: Economy (V)

Add to calendar



Fare details

Fare accepted: 636.00 CAD
Taxes and fees: 36.66 XG / 0.00 RC / 0.00 XQ / 177.66 XT
Total amount: 850.32 CAD
Fare routing: LAS - YVR



Service Fees

Fee 1 Base: 29.75 CAD
Fee 1 Taxes: 1.49 CAD GST
Fee 1 Total: 31.24 CAD

GENERAL INFORMATION

THE US DEPARTMENT OF TRANSPORTATION ADVISES THAT WHEN TRAVELLING TO CERTAIN DESTINATIONS THE AIRCRAFTS PASSENGER CABIN WILL BE TREATED WITH INSECTICIDES PLEASE REVIEW THE FOLLOWING SITE FOR AN UPDATED LIST OF FLIGHTS WHERE THIS WILL OCCUR
WWW.DOT.GOV/OFFICE-POLICY/AVIATION-POLICY/AIRCRAFT-DISINSECTION-REQUIREMENTS

 VENDOR TICKET NUMBER-2166190176

 VENDOR NAME-AIR CANADA
 VENDOR LOCATOR-MRFB85

GST REGISTRATION NO. R136445095 QST REGISTRATION NO. TVQ M1015857826

GST is represented by tax code XG; HST is represented by tax code RC; QST is represented by tax code XQ.

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HOURS PRIOR TO DEPARTURE DIRECTLY WITH THE AIR CARRIER.

FOR FREE BAGGAGE ALLOWANCE AND/OR APPLICABLE FEES FOR CARRY-ON//CHECKED BAGGAGE RELATED TO
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ACCOMMODATIONS:

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RESERVATION PROCESS THESE RESTRICTIONS WERE ACCEPTED PRIOR TO SUBMITTING YOUR RESERVATION FOR
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TRAVEL COUNSELLOR.

NO-SHOWS:

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obtain a personal quote. TICO NO. 1355825

HRG North America, 370 King St. W., Suite 700, Toronto ON M5V 1J9, 1-866-857-3578



Elara by Hilton Grand Vacations

80 East Harmon Avenue, Las Vegas, Nevada, 89109, USA
+1-702-669-6700

Reservation Confirmation # 3273766339

Hotel

Elara by Hilton Grand Vacations
80 East Harmon Avenue
Las Vegas, Nevada 89109
USA
Phone: +1-702-669-6700
Email: LASCs-SalesAdm@hilton.com

[Maps and directions](#), [Local guide](#)

Room and Plan Selection

Room:	
1 adult	
KING BED STUDIO 	
Price (4 nights x 339.00)	1,356.00
Taxes	162.72
Room Subtotal	1,518.72
<u>CES 2017</u>	

Total for stay: \$1,518.72 USD

Stay Information


Arrival:	Wednesday, 04 Jan 2017
Departure:	Sunday, 08 Jan 2017
	1 room for 4 nights

Early check-in cannot be guaranteed. Contact the hotel to inquire about early check-in or late check-out. Hotel check-in time is 4:00 pm and check-out is at 10:00 am.

Guest Information

Guest name:	Stephen Simpson
Additional Guests:	
Address type:	Work
Address:	On file
Email:	On file
Phone:	On file

Payment Information

Card type:	MasterCard
Card number:	
Expiration:	Oct 2017

Driving directions

To our hotel: From California, go North on I-15 to Flamingo Rd Exit (38). Keep right at the fork, follow signs for East Flamingo Road and merge onto E Flamingo Rd. Turn right onto Koval Ln. Take the 1st right onto E Harmon Ave. Hotel will be on the right.

From Utah, go South on I-15 to exit 38B toward Flamingo Rd East. Merge onto W Flamingo Rd. Turn right onto Koval Ln. Take the 1st right onto E Harmon Ave. Hotel will be on the right.

From McCarran International Airport: From the McCarran Airport, head southeast on Wayne Newton Blvd. Keep left at the fork and merge onto Wayne Newton Blvd. Continue onto Swenson St. Turn left onto E Harmon Ave. Hotel will be on the right.

Rules & Restrictions

Taxes

- 12.00 % per room per night

Guarantee Policy

This reservation requires a credit card deposit of \$1,139.04 USD which will be charged to your card.

If you use a debit/credit card to check in, a hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.

Cancellation Policy

If you wish to cancel, please do so 7 days prior to arrival to avoid cancellation penalties.

At check in, the front desk will verify your check-out date. Rates quoted are based on check-in date and length of stay. Should you choose to depart early, price is subject to change.

We reserve the right to cancel or modify reservations where it appears that a customer has engaged in fraudulent or inappropriate activity or under other circumstances where it appears that the reservations contain or resulted from a mistake or error.

Totals listed here are estimated based on current taxes and exchange rates (if applicable) and do not include additional fees/charges that may be incurred during your stay.

Optional services for an additional charge

- Parking charges: Self parking - Complimentary, Garage Parking. Valet parking - \$15.00, Valet Parking
- Standard In-Room and Lobby Wi-Fi: Free for HHonors members who book direct; \$9.95 for all other guests.
- Free Wi-Fi does not apply to meeting spaces or at properties with resort charges.

Booking Terms & Conditions

AIR CANADA

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.
Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: MRFB85

Name: Mr Stephen Simpson
E-mail: [REDACTED]@HRGWORLDWIDE.COM
Payment: AGT6752419/004/HRG6#00
 CC [REDACTED]

Customer Care
Air Canada Reservations
 1-888-247-2262

Air Canada Flight Information
 1-888-422-7533
International Reservations

Alert me of flight changes
Flight notification

Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
ACOPEN	(QET)	(QEU)		Economy (Y)	Open
	Wed 16-Aug 2017	Wed 16-Aug 2017			

Passenger Information

Passenger: 1 **Mr Stephen Simpson**

Ticket number: 014 2166 190176

Frequent Flyer Pgm: Air Canada Aeroplan

Program number: [REDACTED]

Purchase Summary

Passenger: 1 Ticket number 014 2166 190176

Date of issue

16-Aug 2016

Fare Amount in Canadian dollars:

701.00

(including navigational & other charges)

Taxes, Fees & Charges

Air Travellers Security Charge (CA)	12.10
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) (XG)	36.66
Combined Taxes *see fare calculation below (XT)	100.56

Total Fare in Canadian dollars: 850.32

Ticket particularities:
AC ONLY/NONREF/CHGFEE -BG:AC

*Fare calculation:
04JAN17YVR AC LAS Q20.00R270.00AC YVR Q45.00R366.00CAD701.00
END ROE1.00 XT20.00SQ7.13YC46.14US5.13XA9.07XY7.26AY XF5.83
LAS4.50

Canadian tax registration numbers:
XG Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)
RC Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)
XQ Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)

Fare Rules Summary

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable.
- Seat selection charges are per passenger and apply to each individual one-way flight segment in your itinerary. Flight segments are identified by a change in flight number, with each new flight number representing a flight segment. Taxes are not included.
- Please note that you may be moved from your selected seat without notice in the event of an involuntary schedule or airport change (e.g. flight disruption, cancellation), to accommodate a passenger with a disability, or for any other reason that requires Air Canada to move you prior to departure or during the flight. If you are moved from your seat for one of these reasons, you may request a refund for your seat charges. We invite you to read additional [terms and conditions](#) related to seat selection

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Baggage Information

Please see below for details on the bags you plan on checking at the baggage counter.

Baggage Information for: Stephen Simpson	
Air Canada baggage rules apply. For flight(s): ACOPEN	1st bag: 25.00 CAD + taxes* per direction 2nd bag: 35.00 CAD + taxes* per direction
Air Canada baggage rules apply. For flight(s): ERROR	1st bag: 25.00 CAD + taxes* per direction 2nd bag: 35.00 CAD + taxes* per direction
Max. weight per bag: 23 KG (50 lb)	Max. linear dimensions: 158 CM (62 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to bags fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to bag fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to bag fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Customers may be reassessed checked baggage fees when itineraries include an enroute stopover in excess of 24 hours.

Baggage Policy

Baggage Allowance for Altitude and Star Alliance Members

Baggage check-in must occur with Air Canada, Air Canada Express (flights operated by Jazz, Sky Regional, Air Georgian, Exploits Valley Air) or Air Canada rouge. Air Canada Altitude status level must be valid at time of check-in to qualify for waiver of charges related to baggage.

Frequent Flyer Status	Economy Class	Premium Economy	Business Class
Air Canada Altitude Super Elite 100k, Elite 75k, Elite 50k & Elite 35k	3 complimentary bags 32 kg (70 lb)	3 complimentary bags 32 kg (70 lb)	3 complimentary bags 32 kg (70 lb)
Air Canada Altitude Prestige 25k	2 complimentary bags 23 kg (50 lb)	2 complimentary bags 23 kg (50 lb)	2 complimentary bags 32 kg (70 lb)
Star Alliance Gold	3 complimentary bags 32 kg (70 lb)	3 complimentary bags 32 kg (70 lb)	3 complimentary bags 32 kg (70 lb)
Star Alliance Silver	1 complimentary bag 23 kg (50 lb)	2 complimentary bags 23 kg (50 lb)	2 complimentary bags 32 kg (70 lb)

Excess Baggage

If your baggage exceeds the free allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section. For specific terms and conditions of Air Canada codeshare and interline partners oversized and excess rules, visit the carrier's website. View the [additional checked baggage policy of Air Canada's codeshare and interline partners](#). View [Air Canada's additional checked baggage policy](#).

Embargos: Certain restrictions apply for travel to Mexico City (Mexico) as well as Kingston and Montego Bay (Jamaica). For details, please visit [Air Canada's additional checked baggage policy](#).

Currency of Fees

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Carry-On Baggage Allowance

Oversized carry-on bags are not permitted on our aircraft and may cause flight delays for all passengers. Please ensure your carry-on bags are within the maximum allowed size as indicated below; **they are required to fit in the double-size verification device** at check-in and boarding gates.

You may carry onboard items which fall within the two (2) piece carry-on allowance: one (1) carry-on bag or suitcase (wheels and handles included in the size) and one (1) personal article such as a briefcase, laptop computer, diaper bag, camera case, cartons or other similar item. Learn more about Air Canada's Carry-on Baggage restrictions.

	Maximum Size	Maximum Weight
1 standard article	23cm x 40cm x 55cm 9" x 15.5" x 21.5"	10 kg 22 lb
1 personal article	16cm x 33cm x 43cm 6" x 13" x 17"	10 kg 22 lb

It is recommended that documents and medication be packed in your carry-on baggage. All prescription medications must be properly labelled with the names of the patient, the medication and the issuing medical office or pharmacy.

For safety reasons, dangerous goods must not be packed in checked or carry-on baggage, except as specifically permitted. Dangerous goods * include, but are not limited to compressed gases (e.g. oxygen bottles or tear gas), corrosives, explosives (e.g.

fireworks), flammable liquids and solids (e.g. paints and lighter fluid), radioactive materials (e.g. radio-pharmaceuticals), oxidizing materials, poisons, infectious substances and briefcases with installed alarm devices. For security reasons, other restrictions may apply. Please refer to the [Security Requirements and Dangerous Goods](#) page for more information.

There are special exceptions for small quantities (up to 70 ounces total) of medication and toiletry articles carried in your luggage and certain smoking materials carried on your person. United States federal law forbids the carriage of hazardous materials aboard the aircraft in your baggage or on your person. A violation can result in five years' imprisonment and penalties of \$250,000 or more.

*also referred as hazardous materials

Codeshare Flights and Other Airlines

Passengers with itineraries that include flights operated by other airlines or codeshare flights may be subject to the carry-on rules and fees of the other airline, which may be different from Air Canada's baggage policy.

For specific terms and conditions of Air Canada [codeshare and interline partners](#) carry-on rules, visit the carrier's website.

Important Information & Conditions

Please review this itinerary/receipt and should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

Before You Go: A 'To-Do' List

All passengers are advised to view the [Travel documentation](#) and US Secure Flight Program for important information on documents and identification required for travel.

Travel Insurance

Canadian Residents - RBC Travel Insurance Company offers Canadian travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip cancellation or other unforeseen circumstances. Residents of Canada can purchase travel insurance from RBC Travel Insurance Company via www.aircanada.com/insurance or by calling 1-866-530-6021. To make sure you get the best possible protection, purchase insurance prior to your departure.

U.S. Residents - CSA Travel Protection offers American travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip cancellation or other unforeseen circumstances. Residents of the United States can purchase travel insurance from CSA Travel Protection via www.aircanada.com/us/en/insurance or by calling 1-866-473-3315. To make sure you get the best possible protection, purchase insurance prior to your departure.

Comments, Compliments and Complaints

Would you like to comment on a past travel experience? Your comments, compliments and complaints will help us improve the services we offer. Send us an e-mail (aircanada.com/customerrelations) or write to us at: Air Canada - Customer Relations, PO Box 64239, RPO Thorncliffe, Calgary, AB, Canada T2K 6J7.

Schedules and Timetables

Time and aircraft type shown in timetables or elsewhere are approximate and not guaranteed, and form no part of the contract. Schedules are subject to change without notice and carrier assumes no responsibility for passenger making connections not included as part of the itinerary set out in the ticket. Carrier is not responsible for changes, errors or omissions either in timetables or other representations of schedules.

Check-in and Boarding Gate Deadlines

You can check in for your flight at any time within 24 hours of departure when you use our convenient Web check-in or Mobile check-in options, or within 12 hours at one of our self-service check-in kiosks located in most of the airports Air Canada serves.

You must obtain your boarding pass and check in any baggage by the check-in deadline shown below.

Additionally, you must be available for boarding at the boarding gate by the boarding gate deadline shown below. Failure to respect check-in and boarding gate deadlines may result in the reassignment of any pre-reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.

+ Exception: 20 minutes for flights departing from Toronto City Airport (YTZ).

NOTICE - SOLD SUBJECT TO CARRIER'S TARIFF

CONDITIONS OF CONTRACT AND OTHER IMPORTANT NOTICES

PASSENGERS ON A JOURNEY INVOLVING AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE ARE ADVISED THAT INTERNATIONAL TREATIES KNOWN AS THE MONTREAL CONVENTION, OR ITS PREDECESSOR, THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS (THE WARSAW CONVENTION SYSTEM), MAY APPLY TO THE ENTIRE JOURNEY, INCLUDING ANY PORTION THEREOF WITHIN A COUNTRY. FOR SUCH PASSENGERS, THE APPLICABLE TREATY, INCLUDING SPECIAL CONTRACTS OF CARRIAGE EMBODIED IN ANY APPLICABLE TARIFFS, GOVERNS AND MAY LIMIT THE LIABILITY OF THE CARRIER.

NOTICE of Liability Limitations

The Montreal Convention or the Warsaw Convention system may be applicable to your journey and these Conventions govern and may limit the liability of air carriers for death or bodily injury, for loss of or damage to baggage, and for delay.

Where the Montreal Convention applies, the limits of liability are as follows:

1. **There are no financial limits in respect of death or bodily injury.**
2. **In respect of destruction, loss of, or damage or delay to baggage, 1,131 Special Drawing Rights (approximately EUR 1,357; US \$1,663) per passenger in most cases.**
3. **For damage occasioned by delay to your journey, 4,694 Special Drawing Rights (approximately EUR 5,655; US \$6,786) per passenger in most cases.**

Where the Warsaw Convention system applies, the following limits of liability may apply:

1. 16,600 Special Drawing Rights (approximately EUR 20,000; US \$20,000) in respect of death or bodily injury if the Hague Protocol to the Convention applies, or 8,300 Special Drawing Rights (approximately EUR 10,000; US \$10,000) if only the Warsaw Convention applies. Many carriers have voluntarily waived these limits in their entirety, and US regulations require that, for journeys to, from or with an agreed stopping place in the US, the limit may not be less than US \$75,000.
2. 17 Special Drawing Rights (approximately EUR 20; US \$20) per kg for loss of or damage or delay to checked baggage, and 332 Special Drawing Rights (approximately EUR 400; US \$400) for unchecked baggage.
3. The carrier may also be liable for damage occasioned by delay.

Where neither the Montreal Convention nor the Warsaw Convention system applies: For travel wholly between points in Canada, the liability limit is \$1,500 CAD per passenger.

Further information may be obtained from the carrier as to the limits applicable to your journey. If your journey involves carriage by different carriers, you should contact each carrier for information on the applicable limits of liability.

Regardless of which Convention applies to your journey, you may benefit from a higher limit of liability for loss of, damage or delay to baggage by making at check-in a special declaration of the value of your baggage and paying any supplementary fee that may apply. Alternatively, if the value of your baggage exceeds the applicable limit of liability, you should fully insure it before you travel.

Time limit for action: Any action in court to claim damages must be brought within two years from the date of arrival of the aircraft, or from the date on which the aircraft ought to have arrived. Baggage claims: Written notice to the carrier must be made within 7 days of the receipt of checked baggage in the case of damage, and, in the case of delay, within 21 days from the date on which it was placed at the disposal of the passenger.

Notice of Contract Terms Incorporated by Reference

1. Your contract of carriage with the carrier that provides you with carriage by air, whether international, domestic or a domestic portion of an international journey is subject to this notice; to any notice or receipt of the carrier; and to the carrier's individual terms and conditions (Conditions), related rules, regulations and policies (Regulations) and any applicable tariffs.
2. If your carriage is by more than one carrier, different Conditions, Regulations and any applicable tariffs may apply for each carrier.

3. The Conditions, Regulations and any applicable tariffs of each carrier are, by this notice, incorporated by reference into and made part of your contract of carriage.
4. The Conditions may include, but are not restricted to:
 - Conditions and limits on the carrier's liability for the bodily injury or death of passengers.
 - Conditions and limits on the carrier's liability for the loss of, damage to or delay of goods and baggage, including fragile or perishable goods.
 - Rules for declaring a higher value for baggage and for paying any supplementary fee that may apply.
 - Application of the carrier's Conditions and limits of liability to the acts of the carrier's agents, servants and representatives, including any person providing either equipment or services to the carrier.
 - Claims restrictions, including time limits by which passengers must file claims or bring actions against the carrier.
 - Rules about reconfirmations or reservations; check in times; the use, duration and validity of air transportation services; and the carrier's right to refuse carriage.
 - Rights of the carrier and limits on the carrier's liability for delay or failure to perform a service, including schedule changes, substitution of alternative carriers or aircraft and re-routing, and, when required by applicable law, the obligation of the carrier to notify passengers of the identity of the operating carrier or substituted aircraft.
 - Rights of the carrier to refuse carriage to passengers who fail to comply with applicable laws or who fail to present all necessary travel documents.
5. You can obtain more information about your contract of carriage, and find out how to request a copy, at places where transportation on the carrier is sold. Many carriers also have this information on their websites. When required by applicable law, you have the right to inspect the full text of your contract of carriage at the carrier's airport and sales offices, and upon request, to receive a copy by mail or other delivery service from each carrier free of charge.
6. If a carrier sells air transportation services or checks baggage specifying carriage with another carrier, it does so only as agent for the other carrier.

GOVERNMENTS MAY REQUIRE YOUR CARRIER TO PROVIDE INFORMATION ON OR PERMIT ACCESS TO PASSENGER DATA.

OVERBOOKING NOTICE

Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for a payment of the airline's choosing. If there are not enough volunteers, the airline will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, persons denied boarding involuntarily are entitled to compensation. The complete rules for the payment of compensation and boarding priorities are available at airport ticket counters and boarding locations.

Platt, Jo-Anne

From: Platt, Jo-Anne
Sent: January-03-2017 10:11 AM
To: [REDACTED]
Cc: 'LITdinner@CTA.tech'
Subject: RE: CES 2017 LIT Program confirmation

Hi again [REDACTED]

Sadly Steve will have to cancel his attendance at this year's CES and LIT [REDACTED] I'm copying the LITdinner email address so they will know to cancel his seat for the dinner on Friday.

Thank you once again for all your help. Each year you've been positively wonderful and so helpful.

All the best for the new year,

Jo-Anne

From: [REDACTED] [mailto:[REDACTED]@cta.tech]
Sent: January-03-2017 7:42 AM
To: Platt, Jo-Anne <Jo-anne.Platt@crtc.gc.ca>
Subject: RE: CES 2017 LIT Program confirmation

I am sorry to hear that. Please do keep me posted. If he does cancel, can you copy LITdinner@CTA.tech so that I make sure we also cancel his seat for the dinner on Friday.

Unfortunately, I am not familiar with the monorail policies as that is independently run. I did find this on their website. <http://www.lvmonorail.com/refund-request/>

Best,

From: Platt, Jo-Anne [mailto:Jo-anne.Platt@crtc.gc.ca]
Sent: Tuesday, January 03, 2017 10:36 AM
To: [REDACTED]
Subject: RE: CES 2017 LIT Program confirmation

Happy New Year [REDACTED]!

At the moment there is a chance that Steve might have to cancel his trip to Vegas. I'll let you know for sure once I do.

One small question, do you know if the CES monorail pass can be cancelled and refunded. It doesn't give terms and conditions on the receipt.

Thanks!

From: [redacted] [mailto:[redacted]@cta.tech]
Sent: December-30-2016 2:00 PM
To: Simpson, Stephen <Stephen.simpson@crtc.gc.ca>
Cc: Platt, Jo-Anne <Jo-anne.Platt@crtc.gc.ca>
Subject: FW: CES 2017 LIT Program confirmation

Happy New Year! Please see below for the CES Confirmation for Commissioner Simpson. Please let me know if you have any questions.

Best, [redacted]

From: [redacted]
Sent: Wednesday, December 21, 2016 5:32 PM
To: 'stephen.simpson@crtc.gc.ca'
Subject: CES 2017 LIT Program confirmation

Dear Commissioner,

Thank you for scheduling time to attend the CES 2017 as a guest of the Consumer Technology Association (CTA)tm.

The CES LIT briefing book is available for your review. You are welcome to download this for reading on the airplane! A print copy will also be available for pick up onsite at the registration suite.

You will receive an email with the Encore at Wynn registration suite number on January 2. You will pick up your badge and other conference materials in the registration suite. You may also contact the Encore at Wynn front desk (702-770-8000), they will provide you with the room number of the suite.

Please do not hesitate to contact me if you have any questions. I am available in the office through December 30 at [redacted] beginning January 1 on my cell phone at [redacted] and anytime at [redacted]@CTA.tech

Happy Holidays and Safe Travels,

[redacted signature block]



CES Projects

Expense Report Statement

Expense Report Name: Dec FCM - Dec12-15/16-1

Traveller Name: *Stephen Simpson*
 TIN: XXXXXXXXXX
 Prepared By: *Jo Anne Platt*
 Policy Module: *M3D - Domestic - Overnight Stay*
 Trip Purpose: *Core Mandate - Meetings*
 Other Trip Purpose:
 Travel Request Name: *Dec FCM - Dec12-15/16*
 Travel Start Date: *12/12/2016*
 Travel End Date: *14/12/2016*
 ER Approval Status: *Approved*
 Primary Location:
 Secondary Location:

Online TAN: *AKU792860*
 Fiscal Year: *2016-2017*
 Travel Outside Default Division: *N*
 Vendor Code: XXXXXXXXXX
 Event:
 Comments:

Expense Report Summary

Expense Summary

Total allocated expenses :	3,662.20
(Minus) Total non-reimbursable expenses :	3,274.71
Total reimbursable expenses :	387.49
Total due traveller :	387.49

Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount

Expense Type	Date		Foreign Amount	Tax Amount	Amount
13) Other modes of transportation	02/12/2016	P101 - 940 - 135 - S - 22 - E			52.50
Air Can 0142170558052					<u>52.50</u>
Manual Prepaid					
13) Other modes of transportation	23/01/2017	P101 - 940 - 135 - S - 22 - E			4.52
Air Can 0142170558052					<u>4.52</u>
Manual Prepaid					
16) Commercial Accommodation	28/12/2016	P101 - 940 - 135 - S - 22 - E			357.28
Manual Prepaid					<u>357.28</u>
Indigo Hotels					
16) Commercial Accommodation	23/01/2017	P101 - 940 - 135 - S - 22 - E			1.20
Manual Prepaid					<u>1.20</u>
Indigo Hotels					
25) Transaction/Service Charges	23/11/2016	P101 - 940 - 135 - S - 22 - E			31.24
Hrg Aku792860 5.01					<u>31.24</u>
Hrg Aku792860 5.15					
Online booking fee for original booking					
25) Transaction/Service Charges	05/12/2016	P101 - 930 - 123 - S - 22 - E			52.50
Hrg Aku792860 5.01					<u>52.50</u>
Hrg Aku792860 5.15					
HRG fee for change made to flight					

Expense Type	Date		Foreign Amount	Tax Amount	Amount
Commercial Air (estimate direct from OBT)	22/11/2016	P101 - 615 - 632 - S - 22 - E			2,775.47
Air Can 0142170120915					<u>2,775.47</u>
Flight					
Total non-reimbursable expenses (CAD)					3,274.71

Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi	23/01/2017	P101 - 940 - 135 - S - 22 - E			90.37
Regal Et Crown Taxi		- 899 - 000 - 9 - 60 - I		ON*HST 10.85	<u>101.22</u>
Taxi Service 11					
Taxi best way to travel between hotel and HQ					
11) Taxi	14/12/2016	P101 - 940 - 135 - S - 22 - E			35.16
Regal Et Crown Taxi		- 899 - 000 - 9 - 60 - I		QC*G ... 4.84	<u>40.00</u>
Taxi Service 11					
HQ to Airport Dec14/16					
11) Taxi	12/12/2016	P101 - 940 - 135 - S - 22 - E			31.04
Regal Et Crown Taxi		- 899 - 000 - 9 - 60 - I		ON*HST 3.73	<u>34.77</u>
Taxi Service 11					
Airport to hotel - Dec12/16					
2) Allowance: Meals, Incidentals & Private Accommodation	28/12/2016	P101 - 940 - 135 - S - 22 - E			141.24
		- 899 - 000 - 9 - 60 - I		ON#H ... 18.36	<u>159.60</u>
	28/12/2016	P101 - 940 - 135 - S - 22 - E			45.93
		- 899 - 000 - 9 - 60 - I		ON#H ... 5.97	<u>51.90</u>
Total reimbursable expenses (CAD)					387.49

Tax Coding Summary

	Total Amount
GST	
- 899 - 000 - 9 - 60 - I	4.84
HST	
- 899 - 000 - 9 - 60 - I	38.91

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
P101 - 940 - 135 - S - 22 - E	790.48	834.23
P101 - 615 - 632 - S - 22 - E	2,775.47	2,775.47
P101 - 930 - 123 - S - 22 - E	52.50	52.50

Approval History

Date And Time	Approver	Approval Status	Comment
25/01/2017 12:53:31	Lori Ann Roque	Approved	
25/01/2017 12:48:18	Danielle May-Cuconato	Approved	
24/01/2017 09:26:39	Finance Recommender	Approved	2017-01-24 ER within TR approved amount. Flight change from Dec. 15 to Dec. 14 incurred charges. ER reviewed and recommended by Lori-Ann Roque.
23/01/2017 16:16:04	Jo Anne Platt	Comments Submitted	1. Dates changed from Dec12-15 to Dec12-14 - see email to Danielle 2. For the first time Air Canada invoiced separately for an Airport Improvement fee of \$4.52 3. HRG system would not allow me to included the extra \$1.20 for Hotel Indigo - calculations done incorrectly in TR.
23/01/2017 16:14:17	Jo Anne Platt	Selected Approver Changed	

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name *Stephen Simpson*

Submit Date *23/01/2017*

Signature

Submitted on behalf of the Traveller.

Delegate Name *Jo Anne Platt*

Submit Date *23/01/2017*

Signature

Recommender Name *Finance Recommender*

Recommended Date *24/01/2017*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name *Danielle May-Cuconato*

Approval Date *25/01/2017*

Signature

Processor Name *Lori Ann Roque*

Processed Date *25/01/2017*

Signature

Out of Pocket Expenses: Details

Out of Pocket Expense: 28/12/2016
 Amount: \$211.50 CAD
 Dec FCM - Dec12-15/16 - Meals & incidentals

Expense Report Details
 #1863 23/01/2017
 Dec FCM - Dec12-15/16-1
 Out of Pocket Expenses: Copy

Expenses Coding Approval Summary

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

View by: Month: December Year: 2016

Date	Country/Location	Meal Rate	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
12/12/2016	Canada - Ontario	100% <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% <input type="checkbox"/>	<input type="checkbox"/> 100% <input type="checkbox"/>
13/12/2016	Canada - Ontario	100% <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% <input type="checkbox"/>	<input type="checkbox"/> 100% <input type="checkbox"/>
14/12/2016	Canada - Ontario	100% <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 100% <input type="checkbox"/>	<input type="checkbox"/> 100% <input type="checkbox"/>

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Ontario	159.60	51.90	0.00

Transaction: Details

Expense Report Details
#1863 23/01/2017
Dec FCM - Dec12-15/16-1

Purchase: 23/01/2017
Amount: \$1.20 CAD
Manual Prepaid

- Expenses
- Coding
- Approval
- Summary

Spend Wizard Options > 16) Commercial Accommodation

This relates to commercial accommodation such as hotels, motels and B&B's.

Allocation

Accommodation Type	Amount	Sub Type
Commercial	1.20	Hotel - daily room rate
Total Allocated	1.20	+ 0.00 Other Allocations
		= 0.00 Balance

Comments

* Mandatory field

*Commercial Accommodation Vendor: Indigo Hotels

Nightly Room Rate: Calculation in TR done incorrectly and room \$1.20/night more than calculated. System wouldn't let me include overage with actual hotel charges.

Description of Other Subtype

Comments



STS SVP
 Shared Travel Services / Services de voyage partagés



E-Ticket Itinerary Receipt and Invoice

22 November 2016
 THANK YOU FOR BOOKING WITH THE HOGG ROBINSON GROUP (HRG) GOVERNMENT OF CANADA TRAVEL SERVICES. THIS DOCUMENTATION CONFIRMS YOUR TRAVEL ARRANGEMENTS.

THE INFORMATION CONTAINED IN THIS DOCUMENT IS PROVIDED BY HRG NORTH AMERICA VIA TRAVELPORT AND OTHER THIRD-PARTY VENDORS. AS SUCH, SOME CONTENT IS AVAILABLE IN ENGLISH ONLY.

PLEASE REVIEW TO ENSURE THAT ALL INFORMATION IS CORRECT.

TRAVELLERS ARE RESPONSIBLE FOR VERIFYING THEIR TRAVEL DOCUMENTS UPON RECEIPT.

ACCEPTANCE OF YOUR ITINERARY CONSTITUTES AGREEMENT WITH ITS CONTENTS./p>

ANY DISCREPANCY MUST BE REPORTED TO HRG NORTH AMERICA PRIOR TO 8PM EST THE SAME BUSINESS DAY.

HRG WILL NOT INCREASE THE PRICE AFTER TICKET ISSUANCE.

IMPORTANT INFORMATION

THE REQUEST FOR SEATS ON YOUR FLIGHT AC166 WAS UNSUCCESSFUL. PLEASE CONTACT YOUR TRAVEL CENTRE TO BOOK YOUR SEATS.

Itinerary details		Account references	
Trip locator:	PR8B2E	Traveller Category :	Public Servants
Traveller:	Mr STEPHEN SIMPSON	Travel Directive Module :	M3D - Domestic - Overnight stay
		THCEE Trip Category :	Core Mandate
		Trip Purpose :	Core Mandate - Meetings
		TAN :	AKU792860
		Fiscal Year :	2016-2017
		Rationale for not using virtual presence :	Personal attendance required

Itinerary summary						
Traffic	Date	From-to/location	Supplier	Times	Class/room	Status
✈	12 Dec 2016	<u>YVR - YOW</u>	AC166	08:50-16:29	Business	Booked
✈	15 Dec 2016	<u>YOW - YYZ</u>	AC461	17:00-18:20	Business	Booked
✈	15 Dec 2016	<u>YYZ - YVR</u>	AC33	20:15-22:21	Business	Booked

Frequent flyer cards:

Air Canada	
Flight # AC166	
Status: Booked	
Departing:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M
Date/time:	12 December 2016, 08:50
Arriving:	Ottawa Intl Airport, Ottawa, Canada (YOW)
Date/time:	12 December 2016, 16:29
Duration:	4h39m
Aircraft:	Airbus A321 Narrowbody Jet
Cabin class:	Business (P)

Add to calendar

**Air Canada**

Flight # AC461



Status: Booked

Departing: Ottawa Intl Airport, Ottawa, Canada (YOW)**Date/time:** 15 December 2016, 17:00**Arriving:** Pearson International, Toronto, Canada (YYZ), Terminal 1**Date/time:** 15 December 2016, 18:20**Duration:** 1h20m**Aircraft:** Boeing 767-300/300ER Widebody Jet**Cabin class:** Business (P)

Add to calendar

**Air Canada**

Flight # AC33



Status: Booked

Departing: Pearson International, Toronto, Canada (YYZ), Terminal 1**Date/time:** 15 December 2016, 20:15**Arriving:** Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M**Date/time:** 15 December 2016, 22:21**Duration:** 5h6m**Aircraft:** BOEING 777-200LR Widebody Jet**Cabin class:** Business (P)

Add to calendar

**Fare details****Fare accepted:** 2234.00 CAD**Taxes and fees:** 130.71 XG / 3.51 RC / 0.00 XQ / 407.25 XT**Total amount:** 2775.47 CAD**Fare routing:** YYZ - YVR**Service Fees****Fee 1 Base:** 29.75 CAD**Fee 1 Taxes:** 1.49 CAD GST**Fee 1 Total:** 31.24 CAD**GENERAL INFORMATION*******
VENDOR TICKET NUMBER-2170120915*****
VENDOR NAME-AIR CANADA

VENDOR LOCATOR-PJZALV

GST REGISTRATION NO. R136445095 QST REGISTRATION NO. TVQ M1015857826

GST is represented by tax code XG; HST is represented by tax code RC; QST is represented by tax code XQ.

FOR ASSISTANCE OR IN TRANSIT EMERGENCY SERVICE PLEASE CONTACT HRG ANYTIME AT 1-866-857-3578 WITHIN NORTH AMERICA OR FROM OUTSIDE CANADA / USA; CALL COLLECT AT 1-613-822-3873.

FOR CREDIT CARD SUPPORT DUE TO LOST OR STOLEN CARDS PLEASE USE PHONE NUMBER ABOVE; SELECT OPTION 4 IMPORTANT; THE NAME ON THE IDENTIFICATION MUST MATCH THE NAME ON THE RESERVATION; BOARDING PASS.

FOR FLIGHTS WITHIN CANADA ALL PASSENGERS MUST PRESENT ONE PIECE OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION THAT INCLUDES NAME / DATE OF BIRTH AND GENDER.

FOR FLIGHTS TO/FROM THE UNITED STATES ALL PASSENGERS ARE REQUIRED TO PRESENT A VALID PASSPORT.

CITIZENS OF COUNTRIES OTHER THAN CANADA AND THE UNITED STATES SHOULD CONTACT THEIR CONSULATE OR EMBASSY FOR BOARDING REQUIREMENTS OR CONSULT HRG GOVERNMENT TRAVEL SERVICE.

PROOF OF ONWARD OR RETURN TRAVEL MAY BE REQUIRED AT CHECK-IN.

PASSPORT AND VISA REQUIREMENTS:

PLEASE ENSURE PASSPORT IS VALID FOR 6 MONTHS BEYOND EXPECTED RETURN DATE.

ALL CHILDREN REGARDLESS OF AGE MUST HAVE THEIR OWN PASSPORT

CITIZENS OF COUNTRIES OTHER THAN CANADA AND THE UNITED STATES SHOULD CONTACT THE CONSULATE OR

EMBASSY FOR PASSPORT AND VISA REQUIREMENTS OR CONSULT HRG GOVERNMENT TRAVEL SERVICE.

CHECK-IN:

* PLEASE ALLOW 2HRS FOR DOMESTIC (CANADA); TRANSBORDER (USA) CHECK-IN

* ALLOW 3HRS FOR ALL INTERNATIONAL CHECK-IN

THE AIRLINES RESERVE THE RIGHT TO DENY BOARDING IF MINIMUM CHECK-IN TIMES ARE NOT MET

FLIGHT TIMES ARE SUBJECT TO CHANGE; PLEASE RE-CONFIRM FLIGHT TIMES PRIOR TO DEPARTURE.

IF YOU ARE TRAVELLING TO AN INTERNATIONAL DESTINATION, PLEASE RECONFIRM YOUR RESERVATIONS 72 HOURS PRIOR TO DEPARTURE DIRECTLY WITH THE AIR CARRIER.

FOR FREE BAGGAGE ALLOWANCE AND/OR APPLICABLE FEES FOR CARRY-ON/CHECKED BAGGAGE RELATED TO YOUR FLIGHT - PLEASE VERIFY THE CARRIERS WEBSITE.

ACCOMMODATIONS:

PLEASE VERIFY THE RATE AT CHECK-IN AS LOCAL MARKET CONDITIONS MAY DICTATE A LOWER RATE.

THE SUPPLIERS PROVIDING SERVICES FOR YOUR RESERVATION MAY HAVE IMPOSED RESTRICTIONS CONCERNING THE ABILITY TO CHANGE OR MODIFY YOUR RESERVATION. THE DETAILS OF THESE RESTRICTIONS WERE PROVIDED EITHER TO YOU OR TO THE PERSON MAKING THE RESERVATION ON YOUR BEHALF. DURING THE ONLINE RESERVATION PROCESS THESE RESTRICTIONS WERE ACCEPTED PRIOR TO SUBMITTING YOUR RESERVATION FOR PURCHASE. SHOULD YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT AN HRG NORTH AMERICA TRAVEL COUNSELLOR.

NO-SHOWS:

NO-SHOWS ARE NOT PERMITTED AND RESULT IN THE FORFEIT OF THE FULL AMOUNT OF THE FARE AT DEPARTURE TIME; PLEASE NOTE THAT NO-SHOWS AT ORIGINAL POINT OF DEPARTURE WILL ALSO RESULT IN CANCELLATION OF THE REMAINDER OF THE FLIGHTS.

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Travel Industry regulations require the travel agency to advise the customer about the availability of optional trip cancellation insurance and optional out of province health insurance. Individuals may contact the travel insurance provider of their choice to obtain a personal quote. TICO NO. 1355825

HRG North America, 370 King St. W., Suite 700, Toronto ON M5V 1J9, 1-866-857-3578



STS SVP
 Shared Travel Services Services de voyage partagés

HRG

E-Ticket Itinerary Receipt and Invoice

02 December 2016

THANK YOU FOR BOOKING WITH THE HOGG ROBINSON GROUP (HRG) GOVERNMENT OF CANADA TRAVEL SERVICES. THIS DOCUMENTATION CONFIRMS YOUR TRAVEL ARRANGEMENTS.

THE INFORMATION CONTAINED IN THIS DOCUMENT IS PROVIDED BY HRG NORTH AMERICA VIA TRAVELPORT AND OTHER THIRD-PARTY VENDORS. AS SUCH, SOME CONTENT IS AVAILABLE IN ENGLISH ONLY.

PLEASE REVIEW TO ENSURE THAT ALL INFORMATION IS CORRECT.

TRAVELLERS ARE RESPONSIBLE FOR VERIFYING THEIR TRAVEL DOCUMENTS UPON RECEIPT.

ACCEPTANCE OF YOUR ITINERARY CONSTITUTES AGREEMENT WITH ITS CONTENTS./p>

ANY DISCREPANCY MUST BE REPORTED TO HRG NORTH AMERICA PRIOR TO 8PM EST THE SAME BUSINESS DAY.

HRG WILL NOT INCREASE THE PRICE AFTER TICKET ISSUANCE.




IMPORTANT INFORMATION

THE REQUEST FOR SEATS ON YOUR FLIGHT AC166 WAS UNSUCCESSFUL. PLEASE CONTACT YOUR TRAVEL CENTRE TO BOOK YOUR SEATS.

Itinerary details		Account references	
Trip locator:	PR8B2E	Traveller Category :	Public Servants
Traveller:	Mr STEPHEN SIMPSON	Travel Directive Module :	M3D - Domestic - Overnight stay
		THCEE Trip Category :	Core Mandate
		Trip Purpose :	Core Mandate - Meetings
		TAN :	AKU792860
		Fiscal Year :	2016-2017
		Rationale for not using virtual presence :	Personal attendance required

Itinerary summary						
Traffic	Date	From-to/location	Supplier	Times	Class/room	Status
✈	12 Dec 2016	<u>YVR - YOW</u>	AC166	08:50-16:29	Business	Booked
✈	14 Dec 2016	<u>YOW - YVR</u>	AC189	18:55-21:34	Business	Booked

Frequent flier cards:

Air Canada 		
Flight # AC166		Booking reference: PJZALV Status: Booked
Departing:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M	
Date/time:	12 December 2016, 08:50	
Arriving:	Ottawa Intl Airport, Ottawa, Canada (YOW)	
Date/time:	12 December 2016, 16:29	
Duration:	4h39m	
Aircraft:	Airbus A321 Narrowbody Jet	
Cabin class:	Business (P)	 Add to calendar



Air Canada
Flight # AC189



Booking reference: PJZALV
Status: Booked

Departing:	Ottawa Intl Airport, Ottawa, Canada (YOW)
Date/time:	14 December 2016, 18:55
Arriving:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M
Date/time:	14 December 2016, 21:34
Duration:	5h39m
Aircraft:	Airbus A321 Narrowbody Jet
Cabin class:	Business (P)

[Add to calendar](#)



Fare details

Fare accepted:	50.00 CAD
Taxes and fees:	2.50 XG / 0.00 RC / 0.00 XQ / 0.00 XT
Total amount:	52.50 CAD
Fare routing:	YOW - YVR



Service Fees

Fee 1 Base:	50.00 CAD
Fee 1 Taxes:	2.50 CAD GST
Fee 1 Total:	52.50 CAD

GENERAL INFORMATION

VENDOR TICKET NUMBER-2170120915

VENDOR NAME-AIR CANADA
VENDOR LOCATOR-PJZALV

TOTAL ADDITIONAL COLLECTION FOR EXCHANGE IS 52.50

VENDOR TICKET NUMBER-2170558052

GST REGISTRATION NO. R136445095 QST REGISTRATION NO. TVQ M1015857826

GST is represented by tax code XG; HST is represented by tax code RC; QST is represented by tax code XQ.

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HRG North America, 370 King St. W., Suite 700, Toronto ON M5V 1J9, 1-866-857-3578

Platt, Jo-Anne

From: Platt, Jo-Anne on behalf of Simpson, Stephen
Sent: December-02-2016 9:25 AM
To: Platt, Jo-Anne
Subject: FW: Air Canada - MR STEPHEN SIMPSON - 12-Dec/YVR-YOW (booking ref PJZALV) - Booking modified

From: Air Canada [mailto:confirmation@aircanada.ca]
Sent: December-02-2016 8:55 AM
To: Simpson, Stephen <Stephen.simpson@crtc.gc.ca>
Subject: Air Canada - MR STEPHEN SIMPSON - 12-Dec/YVR-YOW (booking ref PJZALV) - Booking modified

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****



Booking modified

Your booking is confirmed. Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

[Scan this barcode to check in at any Air Canada check in kiosk.](#)



Booking Date: **Nov 22, 2016** Passengers **MR STEPHEN SIMPSON**
 Agent Name: **HRG6**
 Agency ID: **6752419**



Purchase a travel option Purchase a meal voucher. Purchase On My Way travel assistance.

Booking Information

Booking Reference	PJZALV	Customer Care
Electronic Ticketing confirmed. This is your official itinerary/receipt. Main Contact HRG North America SUPPLIERS.GC@HRGWORLDWIDE.COM 44 1252 16046662914		Air Canada 1-888-247-2262* Flight Arrivals and Departures 1-888-422-7533
Online Services Select Seats get more seating options for my flight. Manage My Booking (change, cancel, upgrade). Alert me of flight status changes directly to my mobile phone or email.		*For use from phones in Canada, the continental USA, Hawaii and Alaska.

Flight Arrivals & Departures check online if my flight is on time.
Check-in online and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meals
<input checked="" type="checkbox"/> AC166	Vancouver (YVR) Mon 12-Dec 2016 08:50 - M	McDonald - Cartier Intl (YOW) Mon 12-Dec 2016 16:29	0	4hr39	321	Business Class (lowest) P	<input checked="" type="checkbox"/> B
<input checked="" type="checkbox"/> AC189	McDonald - Cartier Intl (YOW) Wed 14-Dec 2016 18:55	Vancouver (YVR) Wed 14-Dec 2016 21:34 - M	0	5hr39	321	Business Class (lowest) P	<input checked="" type="checkbox"/> M

B: Breakfast, M: Meal (Lunch or Dinner)

Passenger Information

1: MR STEPHEN SIMPSON : Adult (16+), Ticket Number: 0142170558052			
Frequent Flyer Pgm :		Meal Preference :	None
Payment Card :	None	Special Needs :	None
Seat Selection :	AC 166 (YVR-YOW) - 3C		

Additional charges and/or refund summary

	Additional charges	Refund
Airfare (includes Surcharges)	0.00	0.00
Taxes, Fees and Charges		
<input checked="" type="checkbox"/> Air Travellers Security Charge (ATSC)	0.00	0.00
<input checked="" type="checkbox"/> Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	0.00	0.00
<input checked="" type="checkbox"/> Canada Airport Improvement Fee	0.00	0.00
<input checked="" type="checkbox"/> Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	0.00	0.00
Number Of Passengers	1	1
Total Additional Fare	0.00	0.00
Extra Charges (Change Fee)		
<input checked="" type="checkbox"/> Change Fee	50.00	0.00
<input checked="" type="checkbox"/> Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	2.50	0.00
Number Of Passengers	1	1
Total Extra Charges (Change Fee)	52.50	0.00

Grand Total - Canadian Dollar (CAD)	\$52.50	\$0.00
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Payment Information

The following charges (tax inclusive) will appear on your MasterCard card statement:

- Air Canada: **\$52.50** (Change Fee per Adult ticket)

Ticket number 0142170558052

Fare Rules

Departing Flight Vancouver (YVR) To Ottawa (YOW) - Business Class (lowest)

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket and may be subject to a change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
 - **Advance seat selection** on Air Canada Rouge flights, Air Canada flights and Air Canada Express (operated by Jazz), subject to availability.
 - **Priority** check-in, boarding and baggage handling.
 - **Complimentary access to Maple Leaf™ Lounges.**
 - 150% Air Canada Status Miles for Air Canada-operated flights.
 - Read complete fare rules applicable to this fare.

Returning Flight Ottawa (YOW) To Vancouver (YVR) - Business Class (lowest)

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
 - **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket and may be subject to a change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
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 - 150% Air Canada Status Miles for Air Canada-operated flights.
 - Read complete fare rules applicable to this fare.
-

Please read important information and notices regarding Air Canada's general conditions of carriage.

Baggage Allowance and Fees

Carry-On Baggage Policy

Oversized carry-on bags are not permitted on our aircraft, and may cause flight delays for all passengers. Please ensure your carry-on bags are inside the maximum allowed size as indicated below; **they are required to fit in the double-size verification device** at check-in or boarding time.

Items which fall within the 2-piece carry-on allowance include: One (1) carry-on bag or suitcase (wheels and handles included in the size) and one (1) personal article like a briefcase, laptop computer, diaper bag, camera case, cartons or other similar item. Learn more about Carry-on Baggage restrictions.

Checked Baggage Policy

Ensure your checked bags are properly identified. Please do not pack valuables in your checked baggage. The baggage allowance rules stated herein do not apply to passengers who have specifically declined the checked baggage option. Learn more about checked baggage.

* Standard Allowance	Maximum overall measurement Length+Width+Height	Max. weight per bag	
Economy Class 1 or 2 bags	158cm 62"	23kg 50lbs	Bags weighing between 24kg - 32kg (51 lbs - 70 lbs) will be subject to excess fees payable at the airport.
Premium Class 1 or 2 bags (Free)	158cm 62"	23kg 50lbs	Bags weighing between 24kg - 32kg (51 lbs - 70 lbs) will be subject to excess fees payable at the airport.
Business Class 1 or 2 bags (Free)	158cm 62"	32kg 70lbs	

- Total weight of the three bags must not exceed 69kg (150lbs).
- Bags exceeding 32 kg (70 lbs) in weight, 292cm (115 in) in linear dimensions (length + width + height, wheels and handles included) or 203 cm (80 in) in length are not accepted as checked baggage.
- If more than one carrier is providing the transportation for your journey, each carrier may apply different rules on baggage.

Checked Baggage Allowance and Fee

Please see below your allowance for bags you plan on checking at the baggage counter.

Departing Flight Vancouver (YVR) To Ottawa (YOW) - Business Class (lowest)		
Air Canada Super Elite, Elite or Star Alliance Gold members	1st bag: Complimentary Weight: up to 70lb/ 32kg Linear dimensions: up to 62in/ 158cm	2nd bag: Complimentary Weight: up to 70lb/ 32kg Linear dimensions: up to 62in/ 158cm
Returning Flight Ottawa (YOW) To Vancouver (YVR) - Business Class (lowest)		
Air Canada Super Elite, Elite or Star Alliance Gold members	1st bag: Complimentary Weight: up to 70lb/ 32kg Linear dimensions: up to 62in/ 158cm	2nd bag: Complimentary Weight: up to 70lb/ 32kg Linear dimensions: up to 62in/ 158cm

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to 1st and 2nd bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to the 2nd bag fee. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to the 2nd bag fee. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts

may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

For **baggages exceeding your allowance** (in number, size and/or weight), please read our [additional checked baggage page](#).

Codeshare Flights and Other Airlines

Passengers who purchase travel on a codeshare flight or that includes a flight with another airline may be subject to the baggage policy, fees and other rules of the airline operating the first flight in their itinerary, which may be different from Air Canada's baggage policy, fees and other rules. For specific terms and conditions of any Air Canada [codeshare](#) partner or other airline, please, visit the operating carrier's website directly.

Embargoes

Certain restrictions apply for travel to Mexico City (Mexico) as well as Kingston and Montego Bay (Jamaica). For details, please visit [Air Canada's baggage policy](#) and refer to the section 'Between Canada and Mexico / Costa Rica / the Caribbean / Bermuda'.

Important Information

Please review this itinerary/receipt and should you have any questions, please call 1-888-247-2262 within 24 hours of receipt of this itinerary/receipt.

Before you go: 'A 'To-Do' List'

Travel Documents

For **air travel within Canada**, Air Canada is required by federal government regulations to check identification at the departure gate for all passengers who appear to be 18 years of age or older. The name on the identification must match the name used on the Itinerary/receipt. The passenger must present: one (1) piece of government-issued ID with photo or two (2) pieces of government-issued ID without photo. For **air travel between Canada and the United States**, all passengers including Canadian and U.S. citizens, are required to present a valid passport or other valid travel document. In addition, passengers must present this Itinerary/receipt to immigration authorities upon request. For **air travel to a foreign country**, passengers must ensure that they have all necessary travel documents such as a passport or visa, as directed by embassies and consulates. All passengers are advised to view the [Travel documentation](#) page for important information on identification required for travel.

Flight Confirmation

Although reconfirmation of flights is not required, we strongly recommend that you check [your flight status](#) online at [aircanada.com](#) or by calling our flight information system at 1-888-422-7533 prior to your departure.

Schedule Change

If a schedule change occurs more than 48 hours prior to departure, the main contact will be notified by email. If a schedule change occurs within 48 hours of departure, the main contact will be notified by phone.

Travel Insurance

Protect your travel investment and also protect yourself against the high cost of medical expenses while out of province. Purchase travel insurance offered by Air Canada and underwritten by RBC Travel Insurance Company by calling 1-866-610-7102. Enjoy your trip knowing you are properly protected. Travel insurance purchased is solely and directly offered, provided and underwritten by RBC Travel Insurance Company ("RBC"). Air Canada expressly disclaims any responsibility in regard to any travel insurance purchased by the customer from RBC Insurance.

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Normal check-in and boarding gate deadlines

- You must obtain your boarding pass and check in any baggage by the check-in cut-off time shown below. We recommend allowing plenty of time at the airport for check-in, especially if you have baggage and for security checks.

- You must also be available for boarding at the boarding gate by the cut-off time shown below. Failure to meet the boarding gate cut-off time may result in the loss of your assigned seat, the cancellation of your reservation, and your ineligibility for denied boarding compensation.

Check-in online... and get your boarding pass.

	Check-in		Boarding Gate
	Recommended	Cut-off time	Cut-off time
Within Canada (except from Toronto City Airport)	90 min.	45 min.	20 min.
Departing from Toronto City Airport (YTZ)	90 min.	20 min.	20 min.
To or from USA	120 min.	60 min.	20 min.
International (including Mexico and Caribbean)	120 min.	60 min.	30 min.
From Caracas, Venezuela	180 min.	90 min.	60 min.
From Tel Aviv, Israel	180 min.	75 min.	60 min.

Recommended check-in time

To ensure you have plenty of time to check in, drop off your checked baggage and pass through security, use the table above to determine how much in advance of your flight's departure time you should check in. E.g. if your flight from Paris leaves at 4 pm, we recommend that you check in at 2:00 pm (120 minutes before your flight).

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked baggage at the baggage drop-off counter before the check-in deadline for your flight. E.g. if your flight to or from a U.S. city leaves at 7 am, you are required to have checked in and deposited your checked baggage by 6 am (60 minutes before your flight).

Boarding gate deadline

You must be available for boarding at the boarding gate by the boarding gate deadline. E.g. if your flight from Toronto to Ottawa leaves at 11 am, you must be at the boarding gate no later than 10:40 am (i.e. 20 minutes before your flight).

Information and Services

Visit our [Information and Services](#) section at aircanada.com to find all the information you will need to plan your trip. Learn more about travel documents, baggage information, health tips, Maple Leaf™ Lounges and a preview of onboard meals and entertainment.

Carriage of pets

Please read important information regarding carriage of pets in the Travelling with your Pet section at aircanada.com.



Reduce your carbon footprint!

You can now take the initiative to directly offset the carbon emissions of your flight. Air Canada and ZeroFootprint have partnered to allow you to make a difference for the environment.

[Offset now](#) | [Learn more](#)

Platt, Jo-Anne

From: Platt, Jo-Anne
Sent: December-02-2016 9:03 AM
To: May-Cuconato, Danielle
Cc: Charron, Rachel; Simpson, Stephen
Subject: Changes made to Steve's flight home from Dec FCM - shortened by one day

Hi Danielle,

As per the changes posted to the APPS calendar yesterday, FCM for December has been shortened by one day. This meant I had to change the date for Steve's flight home to Wed Dec14 and there will one less night for Hotel Indigo.

Air Canada

Change fee: \$52.50
HRG fee: \$56.50
No change to flight cost
TOTAL: \$109

Hotel Indigo – one night cancellation

\$178.647

$\$178.64 - \$109.00 = \$69.64$ savings to the trip

I've changed the booking immediately due to there being almost no seats left on this particular flight. The other flight option with a number of seats left would have him go through Toronto, need to leave an hour earlier and he would have gotten home at 1.10am.

All changes and required documentation will be attached to the Expense Report.

I hope you have a lovely weekend,

Jo-Anne
604-666-8661



02-DEC-2016

Mr Stephen Simpson
 858 Beatty St
 Suite 290
 Vancouver BC V6B 1C1
 Canada

Dear Mr. Stephen Simpson,

Thank you for making your reservation at the Hotel Indigo Ottawa. We have reserved the following accommodations for you:

Arrival Date	Departure Date	Nightly Rate	Room Type
12-12-16	12-14-16	154.00 CAD	King Bed Leisure

Your Confirmation Number is 61316441, and you are guaranteed for late arrival.

The above room rate is per night and is subject to applicable taxes, as well as the 3% Ottawa Destination Marketing Fee. If you wish to cancel your reservation, please contact the hotel directly to determine whether or not a cancellation charge may apply. Please be informed that photo identification will be required at time of check in.

Should you require parking during your stay you may park in front of the hotel in the Guest Loading Zone while checking in & we will provide you with the parking details at that time. We recommend our guests unload their luggage prior to parking their vehicle.

Hotel Indigo Ottawa is proud to be a 100% non-smoking facility. Guests who choose to smoke in the hotel will be subject to a \$250.00 (plus tax) fine.

Should you have any questions, please do not hesitate to call us at (613) 231-6555. We look forward to welcoming you to Hotel Indigo Ottawa.

Again, thank you for choosing the Hotel Indigo Ottawa. We look forward to having you as our guest.

Best regards,

Reservations Office

Hotel Indigo Ottawa
 123 Metcalfe Street
 Ottawa, ON K1P 5L9
 Telephone: (613) 231-6555 Fax: (613) 231-7555



17

01-03-17

CRTC Canadian Radio-television and Telecommunications Commission Ottawa ON K1A 0N2 Simpson, Stephen	Folio No. : 173532 A/R Number : 100314 Group Code : Company : CRTC Membership No. : Invoice No. : 17520	Room No. : 410 Arrival : 12-12-16 Departure : 12-14-16 Conf. No. : 61316441 Rate Code : IMCGV Page No. : 1 of 1
---	--	--

Date	Description	Charges	Credits
12-12-16	*Accommodation	154.00	
12-12-16	Ottawa DMF	4.62	
12-12-16	HST	20.62	
12-13-16	*Accommodation	154.00	
12-13-16	Ottawa DMF	4.62	
12-13-16	HST	20.62	
Total		358.48	0.00
Balance		358.48	

Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews. We look forward to welcoming you back soon.

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. 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 associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Hotel Indigo Ottawa
123 Metcalfe Street
Ottawa, ON K1P 5L9
Telephone: (613) 231-6555 Fax: (613) 231-7555

Linked taxi receipts

Linked

TAXI SERVICE 11
455 COVENTRY RD
OTTAWA, ON. K1K 2G5
613-293-7925

Airport → hotel
Dec 12/16
\$34.77

SALE

Server #: 000001

REF#: 00000008

Batch #: 020

12/12/16

17:37:45

APPR CODE: 173746

Trace: 8

MASTERCARD

Chip

**/*

AMOUNT \$31.61
TIP \$3.16
TOTAL \$34.77

APPROVED

MasterCard

AID: [REDACTED]

TVR: 00 00 00 80 00

TSI: E8 00

THANK YOU / MERCI

CUSTOMER COPY

Linked

REGAL ET CROWN TAXI
165 RUE JEAN-PROULX
GATINEAU, QC J8Z 1T4
TEL (819) 777-5231

HR → airport
Dec 14/16
\$40

ID TERM: AL170877
ID EMPLOYE: 6
NON O' EMPLOYE: 6

NLOT: 017
NGUAT: 001

Achat

RFACT: 000000007

MCARD

Puce

NO SEQ: 017001001007

Marque d'application: MasterCard

AID: [REDACTED]

TVR: 00 00 00 80 00

TSI: E8 00

Total: CAD\$ 40.00

APPROUVE 112331

001/00

SIGNATURE NON REQUISE

11:23:31

TAXI

REGAL
 CROWN

819 777-5231
819 777-1645

HQ → hotel

TEMPS TIME _____ AM PM _____ DATE 13-12-16

Dec 13/16

NOM NAME _____

\$ 15.00

ADRESSE ADDRESS _____

CHARGÉ À CHARGE TO _____

VOYAGE DE TRIP FROM _____

A TO _____

A TO _____

NOTRE NO 54 PAR _____ CHARGE \$ 15.00

Job # _____



RECEIPT FOR CAB FARE

Amount 10\$ Date Dec 14

Hotel → HQ

Dec 14/16

From _____

\$ 10

To _____

Cab No. 92 _____

H.S.T. Included in meter fare
Le prix inclus la T.V.H.



WEST-WAY TAXI RECEIPT : TRIP ID: _____

Amount/Montant : \$ 15.00 Date: 14/16

Account/Compte # _____ Ref # : _____

Name/Nom : _____

From/De: _____

To/A: 720 _____

THANK YOU / MERCI TAXI # _____ Name: _____

AEROCAR SERVICES
8360 BRIDGEPORT ROAD
RICHMOND, BC. V6X 3C7
604-298-1000

SALE

REF#: 00000004

Batch #: 145

12/14/16

22:00:09

APPR CODE: 002202

Trace: 4

VISA

Chip

AMOUNT \$55.65
TIP \$5.57
TOTAL \$61.22

APPROVED

VISA CREDIT

A
T
T

Airport →
Home

Dec 14/16

\$ 61.22

(Steve had
to take car
service instead
of taxi so no
taxi available)

HQ → hotel Dec 14/16

\$ 15

Total

\$ 101.22

Platt, Jo-Anne

From: Platt, Jo-Anne on behalf of Simpson, Stephen
Sent: December-14-2016 9:45 AM
To: Platt, Jo-Anne
Subject: FW: Air Canada - MR STEPHEN SIMPSON - 14-Dec/YOW-YVR (booking ref PJZALV) - Booking modified

From: Air Canada [mailto:confirmation@aircanada.ca]
Sent: December-14-2016 8:35 AM
To: Simpson, Stephen <Stephen.simpson@crtc.gc.ca>
Subject: Air Canada - MR STEPHEN SIMPSON - 14-Dec/YOW-YVR (booking ref PJZALV) - Booking modified

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****



Booking modified

Your booking is confirmed. Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

[Scan this barcode to check in at any Air Canada check in kiosk.](#)



Booking Date: **Nov 22, 2016** Passengers **MR STEPHEN SIMPSON**
Agent Name: **HRG6**
Agency ID: **6752419**



Purchase a travel option Relax in Air Canada's Maple Leaf lounges. Purchase a meal voucher. Purchase On My Way travel assistance.

Booking Information

Booking Reference	PJZALV	Customer Care
Electronic Ticketing confirmed. This is your official itinerary/receipt.		Air Canada 1-888-247-2262*
Main Contact HRG North America SUPPLIERS.GC@HRGWORLDWIDE.COM 44 1252 16046662914		Flight Arrivals and Departures 1-888-422-7533
Online Services		
Select Seats get more seating options for my flight.		
Manage My Booking (change, cancel, upgrade).		
Alert me of flight status changes directly to my mobile phone or email.		*For use from phones in Canada, the continental USA, Hawaii and Alaska.

Flight Arrivals & Departures check online if my flight is on time.
Check-in online and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meals
<input checked="" type="checkbox"/> AC189	McDonald - Cartier Intl (YOW) Wed 14-Dec 2016 18:55	Vancouver (YVR) Wed 14-Dec 2016 21:34 - M	0	5hr39	321	<u>Business Class (lowest)</u> P	<input checked="" type="checkbox"/> M

M: Meal (Lunch or Dinner)

Passenger Information

1: MR STEPHEN SIMPSON : Adult (16+), Ticket Number: **0142170558052**

Frequent Flyer Pgm :		Meal Preference :	None
Payment Card :	None	Special Needs :	None
Seat Selection :	AC 189 (YOW-YVR) - 2D		

Additional charges and/or refund summary

	Additional charges	Refund
Airfare (includes Surcharges)	0.00	0.00
Taxes, Fees and Charges		
<input checked="" type="checkbox"/> Air Travellers Security Charge (ATSC)	0.00	0.00
<input checked="" type="checkbox"/> Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	0.52	0.00
<input checked="" type="checkbox"/> Canada Airport Improvement Fee	4.00	0.00
<input checked="" type="checkbox"/> Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	0.00	0.00
Number Of Passengers	1	1
Total Additional Fare	4.52	0.00
Extra Charges (Change Fee)		
Number Of Passengers	1	1
Grand Total - Canadian Dollar (CAD)	\$4.52	\$0.00

Payment Information

The following charges (tax inclusive) will appear on your MasterCard card [REDACTED] statement:
 Ticket number 0142170558052

Fare Rules

Departing Flight Ottawa (YOW) To Vancouver (YVR) -

- **Changes:**

- Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
- **Airport same-day changes** (subject to availability) are permitted at a flat fee of \$75 CAD per direction, per passenger. Same-day flights only.
- **Same-day standby** is available on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
- Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to a change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
 - Customers who **no-show** their flight will forfeit the fare paid.
 - **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
 - Earn 100% Air Canada Status Miles for Air Canada-operated flights.
 - Read complete fare rules applicable to this fare.

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Baggage Allowance and Fees

Carry-On Baggage Policy

Oversized carry-on bags are not permitted on our aircraft, and may cause flight delays for all passengers. Please ensure your carry-on bags are inside the maximum allowed size as indicated below; **they are required to fit in the double-size verification device** at check-in or boarding time.

Items which fall within the 2-piece carry on allowance include: One (1) carry-on bag or suitcase (wheels and handles included in the size) and one (1) personal article like a briefcase, laptop computer, diaper bag, camera case, cartons or other similar item. Learn more about [Carry-on Baggage](#) restrictions.

Checked Baggage Policy

Ensure your checked bags are [properly identified](#). Please do not [pack valuables](#) in your checked baggage. The baggage allowance rules stated herein do not apply to passengers who have specifically declined the checked baggage option. Learn more about [checked baggage](#).

* Standard Allowance	Maximum overall measurement Length+Width+Height	Max. weight per bag	
Economy Class 1 or 2 bags	158cm 62"	23kg 50lbs	Bags weighing between 24kg - 32kg (51 lbs - 70 lbs) will be subject to excess fees payable at the airport.
Premium Class 1 or 2 bags (Free)	158cm 62"	23kg 50lbs	Bags weighing between 24kg - 32kg (51 lbs - 70 lbs) will be subject to excess fees payable at the airport.
Business Class 1 or 2 bags (Free)	158cm 62"	32kg 70lbs	

- Total weight of the three bags must not exceed 69kg (150lbs).
- Bags exceeding 32 kg (70 lbs) in weight, 292cm (115 in) in linear dimensions (length + width + height, wheels and handles included) or 203 cm (80 in) in length are not accepted as [checked baggage](#)

- If more than one carrier is providing the transportation for your journey, each carrier may apply different rules on baggage.

Checked Baggage Allowance and Fee

Please see below your allowance for bags you plan on checking at the baggage counter.

Departing Flight Ottawa (YOW) To Vancouver (YVR) -		
Air Canada Super Elite, Elite or Star Alliance Gold members	1st bag: Complimentary Weight: up to 70lb/ 32kg Linear dimensions: up to 62in/ 158cm	2nd bag: Complimentary Weight: up to 70lb/ 32kg Linear dimensions: up to 62in/ 158cm

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to 1st and 2nd bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to the 2nd bag fee. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to the 2nd bag fee. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

For **baggages exceeding your allowance** (in number, size and/or weight), please read our [additional checked baggage page](#).

Codeshare Flights and Other Airlines

Passengers who purchase travel on a codeshare flight or that includes a flight with another airline may be subject to the baggage policy, fees and other rules of the airline operating the first flight in their itinerary, which may be different from Air Canada's baggage policy, fees and other rules. For specific terms and conditions of any Air Canada codeshare partner or other airline, please, visit the operating carrier's website directly.

Embargoes

Certain restrictions apply for travel to Mexico City (Mexico) as well as Kingston and Montego Bay (Jamaica). For details, please visit [Air Canada's baggage policy](#) and refer to the section 'Between Canada and Mexico / Costa Rica / the Caribbean / Bermuda'.

Important Information

Please review this itinerary/receipt and should you have any questions, please call 1-888-247-2262 within 24 hours of receipt of this itinerary/receipt.

Before you go: 'A 'To-Do' List'

Travel Documents

For **air travel within Canada**, Air Canada is required by federal government regulations to check identification at the departure gate for all passengers who appear to be 18 years of age or older. The name on the identification must match the name used on the Itinerary/receipt. The passenger must present: one (1) piece of government-issued ID with photo or two (2) pieces of government-issued ID without photo. For **air travel between Canada and the United States**, all passengers including Canadian and U.S. citizens, are required to present a valid passport or other valid travel document. In addition, passengers must present this Itinerary/receipt to immigration authorities upon request. For **air travel to a foreign country**, passengers must ensure that they have all necessary travel documents such as a passport or visa, as directed by embassies and consulates. All passengers are advised to view the [Travel documentation](#) page for important information on identification required for travel.

Flight Confirmation

Although reconfirmation of flights is not required, we strongly recommend that you check your flight status online at [aircanada.com](#) or by calling our flight information system at 1-888-422-7533 prior to your departure.

Schedule Change

If a schedule change occurs more than 48 hours prior to departure, the main contact will be notified by

email. If a schedule change occurs within 48 hours of departure, the main contact will be notified by phone.

Travel Insurance

Protect your travel investment and also protect yourself against the high cost of medical expenses while out of province. Purchase travel insurance offered by Air Canada and underwritten by RBC Travel Insurance Company by calling 1-866-610-7102. Enjoy your trip knowing you are properly protected. Travel insurance purchased is solely and directly offered, provided and underwritten by RBC Travel Insurance Company ("RBC"). Air Canada expressly disclaims any responsibility in regard to any travel insurance purchased by the customer from RBC Insurance.

Travel insurance is offered and administered solely and directly by RBC Insurance. Air Canada expressly disclaims any responsibility in regard to any travel insurance purchased by the customer from RBC Insurance.

Normal check-in and boarding gate deadlines

- You must obtain your boarding pass and check in any baggage by the check-in cut-off time shown below. We recommend allowing plenty of time at the airport for check-in, especially if you have baggage and for security checks.
- You must also be available for boarding at the boarding gate by the cut-off time shown below. Failure to meet the boarding gate cut-off time may result in the loss of your assigned seat, the cancellation of your reservation, and your ineligibility for denied boarding compensation.

Check-in online... and get your boarding pass.

	Check-in		Boarding Gate
	Recommended	Cut-off time	Cut-off time
Within Canada (except from Toronto City Airport)	90 min.	45 min.	20 min.
Departing from Toronto City Airport (YTZ)	90 min.	20 min.	20 min.
To or from USA	120 min.	60 min.	20 min.
International (including Mexico and Caribbean)	120 min.	60 min.	30 min.
From Caracas, Venezuela	180 min.	90 min.	60 min.
From Tel Aviv, Israel	180 min.	75 min.	60 min.

Recommended check-in time

To ensure you have plenty of time to check in, drop off your checked baggage and pass through security, use the table above to determine how much in advance of your flight's departure time you should check in. E.g. if your flight from Paris leaves at 4 pm, we recommend that you check in at 2:00 pm (120 minutes before your flight).

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked baggage at the baggage drop-off counter before the check-in deadline for your flight. E.g. if your flight to or from a U.S. city leaves at 7 am, you are required to have checked in and deposited your checked baggage by 6 am (60 minutes before your flight).

Boarding gate deadline

You must be available for boarding at the boarding gate by the boarding gate deadline. E.g. if your flight from Toronto to Ottawa leaves at 11 am, you must be at the boarding gate no later than 10:40 am (i.e. 20 minutes before your flight).

Information and Services

Visit our [Information and Services](#) section at aircanada.com to find all the information you will need to plan your trip. Learn more about travel documents, baggage information, health tips, Maple Leaf™ Lounges and a preview of onboard meals and entertainment.

Carriage of pets

Please read important information regarding carriage of pets in the Travelling with your Pet section at aircanada.com.



Reduce your carbon footprint!

You can now take the initiative to directly offset the carbon emissions of your flight. Air Canada and Zerofootprint have partnered to allow you to make a difference for the environment.

[Offset now](#) | [Learn more](#)

Expense Report Statement

Expense Report Name: Next Gen 911 PH - Jan15-20/17-1

Traveller Name: Stephen Simpson
TIN: XXXXXXXXXX
Prepared By: Jo Anne Platt
Policy Module: M3D - Domestic - Overnight Stay
Trip Purpose: Core Mandate - Other
Other Trip Purpose:
Travel Request Name: Next Gen 911 PH - Jan15-20/17
Travel Start Date: 15/01/2017
Travel End Date: 20/01/2017
ER Approval Status: Approved
Primary Location:
Secondary Location:

Online TAN: AKU713049
Fiscal Year: 2016-2017
Travel Outside Default Division: N
Vendor Code: XXXXXXXXXX
Event:
Comments:

Expense Report Summary

Expense Summary

Total allocated expenses :	4,884.77
(Minus) Total non-reimbursable expenses :	4,251.89
Total reimbursable expenses :	632.88
Total due traveller :	632.88

Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount

Expense Type	Date		Foreign Amount	Tax Amount	Amount
16) Commercial Accommodation	27/01/2017	P101 - 930 - 111 - S - 22 - E			983.50
Manual Prepaid					<u>983.50</u>
Indigo Hotels					
25) Transaction/Service Charges	13/12/2016	P101 - 930 - 111 - S - 22 - E			31.24
Hrg Aku713049 5.01					<u>31.24</u>
Commercial Air (estimate direct from OBT)	12/12/2016	P101 - 930 - 111 - S - 22 - E			3,237.15
Air Can 0142170889663					<u>3,237.15</u>
Total non-reimbursable expenses (CAD)					4,251.89

Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi	26/01/2017	P101 - 930 - 111 - S - 22 - E			64.29
Capital Taxi 2676 Taxi		- 899 - 000 - 9 - 60 - I		ON*HST 7.71	<u>72.00</u>
Taxi most convenient way to travel between airport and hotel as well as hotel and HQ.					
11) Taxi	15/01/2017	P101 - 930 - 111 - S - 22 - E			35.07
Capital Taxi 2676 Taxi		- 899 - 000 - 9 - 60 - I		ON*HST 4.21	<u>39.28</u>
2) Allowance: Meals, Incidentals & Private Accommodation	26/01/2017	P101 - 930 - 111 - S - 22 - E			353.10
		- 899 - 000 - 9 - 60 - I		ON#H ... 45.90	<u>399.00</u>
	26/01/2017	P101 - 930 - 111 - S - 22 - E			91.86
		- 899 - 000 - 9 - 60 - I		ON#H ... 11.94	<u>103.80</u>

Expense Type	Date		Foreign Amount	Tax Amount	Amount
3) Allowance: Private Motor Vehicle	26/01/2017	P101 - 930 - 111 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA#G ... 0.45	8.95 <u>9.40</u>
3) Allowance: Private Motor Vehicle	26/01/2017	P101 - 930 - 111 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA#G ... 0.45	8.95 <u>9.40</u>
Total reimbursable expenses (CAD)					632.88

Tax Coding Summary

GST	Total Amount
- 899 - 000 - 9 - 60 - I	0.90
HST	Total Amount
- 899 - 000 - 9 - 60 - I	69.76

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
P101 - 930 - 111 - S - 22 - E	4,814.11	4,884.77

Approval History

Date And Time	Approver	Approval Status	Comment
01/02/2017 14:54:32	Lori Ann Roque	Approved	
01/02/2017 14:08:03	Guy Desjardins	Approved	
01/02/2017 13:39:25	Finance Recommender	Approved	2017-02-01 ER under TR approved amount. ER reviewed and recommended by Lori-Ann Roque 2017-01-31 Please attach Capital Tax receipt for \$39.28. Thank you.// Lori-Ann Roque
01/02/2017 13:38:18	Finance Recommender	Selected Approver Changed	
01/02/2017 13:37:56	Finance Recommender	Approval Status Changed	

Date And Time	Approver	Approval Status	Comment
01/02/2017 12:08:04	Jo Anne Platt	Comments Submitted	NOTES Jan27/17 1. Hotel expense over by \$3.30 due to miscalculating taxes in Travel Request 2. For taxi from hotel to airport for flight home, Steve shared a taxi with Linda and she paid NOTES Feb1/17 1. Copy of Capital taxi receipt now attached
31/01/2017 08:01:20	Finance Recommender	Information Required	2017-01-31 Please attach Capital Tax receipt for \$39.28. Thank you.// Lori-Ann Roque
27/01/2017 13:05:38	Jo Anne Platt	Selected Approver Changed	
27/01/2017 13:05:26	Jo Anne Platt	Comments Submitted	NOTES 1. Hotel expense over by \$3.30 due to miscalculating taxes in Travel Request 2. For taxi from hotel to airport for flight home, Steve shared a taxi with Linda and she paid

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name *Stephen Simpson*

Submit Date *27/01/2017*

Signature

Submitted on behalf of the Traveller.

Delegate Name *Jo Anne Platt*

Submit Date *27/01/2017*

Signature

Recommender Name *Finance Recommender*

Recommended Date *01/02/2017*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name *Guy Desjardins*

Approval Date *01/02/2017*

Signature

Processor Name *Lori Ann Roque*

Processed Date *01/02/2017*

Signature

Out of Pocket Expenses: Details

Expense Report Details
 #1867 27/01/2017
 Next Gen 911 PH - Jan15-20/17-1
 Out of Pocket Expenses: Copy

Out of Pocket Expense: 26/01/2017
 Amount: \$9.40 CAD
 Next Gen 911 PH - Jan15-20/17 -transport to airpor

Expenses	Coding	Approval	Summary
Start Date		End Date	
15/01/2017		15/01/2017	
Country	State/Province	Location	
Canada	British Columbia	All locations	
Tax Status	Distance Type	Rationale for choice of Transport	
Tax Paid	Kilometres	Less expensive for Steve! to drive him to airport than to use taxi.	
Calculated Mileage	9.40	19 km	
Estimated Mileage	0.00	0 km	✓
Total Allocated	9.40 CAD		

Mileage Calculator

From

[Redacted location input field]

To

5195-5475 Grant McConachie Way, Richmond, BC \n 5195-5475 Grant McConachie Way, Richmond, BC V7B, Canada

Return Journey

Avoid Tolls

Avoid Highways

Distance

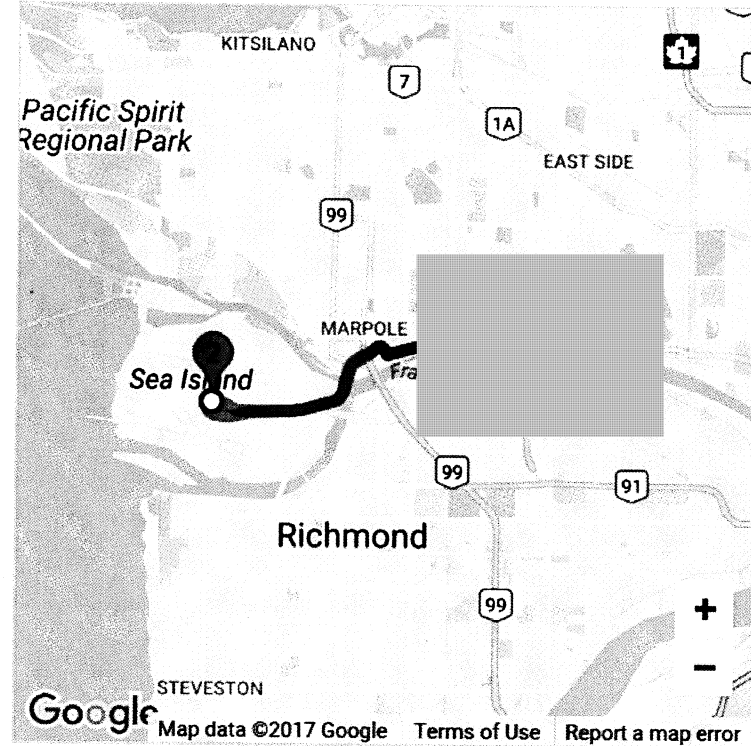
19 km

Non-Reimbursable

0 km

Reimbursable

19 km



Close

Out of Pocket Expenses: Details

Out of Pocket Expense: 26/01/2017
 Amount: \$502.80 CAD
 Next Gen 911 PH - Jan15-20/17 - meals&incidentals

Expense Report Detail:
 #1867 27/01/2017
 Next Gen 911 PH - Jan15-20/17-
 Out of Pocket Expenses: Cop:

Expenses	Coding	Approval	Summary					
15/01/2017	Canada - Ontario	100% <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100% <input type="checkbox"/>	<input type="checkbox"/>	100% <input type="checkbox"/>
16/01/2017	Canada - Ontario	100% <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100% <input checked="" type="checkbox"/>	<input type="checkbox"/>	100% <input type="checkbox"/>
17/01/2017	Canada - Ontario	100% <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100% <input checked="" type="checkbox"/>	<input type="checkbox"/>	100% <input type="checkbox"/>
18/01/2017	Canada - Ontario	100% <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100% <input checked="" type="checkbox"/>	<input type="checkbox"/>	100% <input type="checkbox"/>
19/01/2017	Canada - Ontario	100% <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100% <input checked="" type="checkbox"/>	<input type="checkbox"/>	100% <input type="checkbox"/>
20/01/2017	Canada - Ontario	100% <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100% <input checked="" type="checkbox"/>	<input type="checkbox"/>	100% <input type="checkbox"/>

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Ontario	399.00	103.80	0.00



STS SVP
 Shared Travel Services Services de voyage partagés

HRG

E-Ticket Itinerary Receipt and Invoice

12 December 2016

THANK YOU FOR BOOKING WITH THE HOGG ROBINSON GROUP (HRG) GOVERNMENT OF CANADA TRAVEL SERVICES. THIS DOCUMENTATION CONFIRMS YOUR TRAVEL ARRANGEMENTS.

THE INFORMATION CONTAINED IN THIS DOCUMENT IS PROVIDED BY HRG NORTH AMERICA VIA TRAVELPORT AND OTHER THIRD-PARTY VENDORS. AS SUCH, SOME CONTENT IS AVAILABLE IN ENGLISH ONLY.

PLEASE REVIEW TO ENSURE THAT ALL INFORMATION IS CORRECT.

TRAVELLERS ARE RESPONSIBLE FOR VERIFYING THEIR TRAVEL DOCUMENTS UPON RECEIPT.

ACCEPTANCE OF YOUR ITINERARY CONSTITUTES AGREEMENT WITH ITS CONTENTS./p>

ANY DISCREPANCY MUST BE REPORTED TO HRG NORTH AMERICA PRIOR TO 8PM EST THE SAME BUSINESS DAY.

HRG WILL NOT INCREASE THE PRICE AFTER TICKET ISSUANCE.

Itinerary details		Account references	
Trip locator:	LS1N1C	Traveller Category :	Public Servants
Traveller:	Mr STEPHEN SIMPSON	Travel Directive Module :	M3D - Domestic - Overnight stay
		THCEE Trip Category :	Core Mandate
		Trip Purpose :	Core Mandate - Other
		TAN :	AKU713049
		Fiscal Year :	2016-2017
		Rationale for not using virtual presence :	Personal attendance required

Itinerary summary						
Traffic	Date	From-to/location	Supplier	Times	Class/room	Status
	15 Jan 2017	<u>YVR - YOW</u>	AC166	08:50-16:29	Business	Booked
	20 Jan 2017	<u>YOW - YVR</u>	AC189	18:55-21:34	Business	Booked
Frequent flyer cards:						

Air Canada	
Flight # AC166	Status: Booked
Departing:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M
Date/time:	15 January 2017, 08:50
Arriving:	Ottawa Intl Airport, Ottawa, Canada (YOW)
Date/time:	15 January 2017, 16:29
Duration:	4h39m
Aircraft:	Airbus A321 Narrowbody Jet
Cabin class:	Business (P) Add to calendar



Air Canada
Flight # AC189



Status: Booked

Departing:	Ottawa Intl Airport, Ottawa, Canada (YOW)
Date/time:	20 January 2017, 18:55
Arriving:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M
Date/time:	20 January 2017, 21:34
Duration:	5h39m
Aircraft:	Airbus A321 Narrowbody Jet
Cabin class:	Business (P)

[Add to calendar](#)



Fare details

Fare accepted:	2978.00 CAD
Taxes and fees:	152.91 XG / 2.99 RC / 0.00 XQ / 103.25 XT
Total amount:	3237.15 CAD
Fare routing:	YOW - YVR



Service Fees

Fee 1 Base:	29.75 CAD
Fee 1 Taxes:	1.49 CAD GST
Fee 1 Total:	31.24 CAD

GENERAL INFORMATION

VENDOR TICKET NUMBER-2170889663

VENDOR NAME-AIR CANADA
VENDOR LOCATOR-K2Z7U5

GST REGISTRATION NO. R136445095 QST REGISTRATION NO. TVQ M1015857826

GST is represented by tax code XG; HST is represented by tax code RC; QST is represented by tax code XQ.

FOR ASSISTANCE OR IN TRANSIT EMERGENCY SERVICE PLEASE CONTACT HRG ANYTIME AT 1-866-857-3578 WITHIN NORTH AMERICA OR FROM OUTSIDE CANADA / USA; CALL COLLECT AT 1-613-822-3873.

FOR CREDIT CARD SUPPORT DUE TO LOST OR STOLEN CARDS PLEASE USE PHONE NUMBER ABOVE; SELECT OPTION 4 IMPORTANT; THE NAME ON THE IDENTIFICATION MUST MATCH THE NAME ON THE RESERVATION; BOARDING PASS.

FOR FLIGHTS WITHIN CANADA ALL PASSENGERS MUST PRESENT ONE PIECE OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION THAT INCLUDES NAME / DATE OF BIRTH AND GENDER.

FOR FLIGHTS TO/FROM THE UNITED STATES ALL PASSENGERS ARE REQUIRED TO PRESENT A VALID PASSPORT.

CITIZENS OF COUNTRIES OTHER THAN CANADA AND THE UNITED STATES SHOULD CONTACT THEIR CONSULATE OR EMBASSY FOR BOARDING REQUIREMENTS OR CONSULT HRG GOVERNMENT TRAVEL SERVICE.

PROOF OF ONWARD OR RETURN TRAVEL MAY BE REQUIRED AT CHECK-IN.

PASSPORT AND VISA REQUIREMENTS:

PLEASE ENSURE PASSPORT IS VALID FOR 6 MONTHS BEYOND EXPECTED RETURN DATE.

ALL CHILDREN REGARDLESS OF AGE MUST HAVE THEIR OWN PASSPORT

CITIZENS OF COUNTRIES OTHER THAN CANADA AND THE UNITED STATES SHOULD CONTACT THE CONSULATE OR EMBASSY FOR PASSPORT AND VISA REQUIREMENTS OR CONSULT HRG GOVERNMENT TRAVEL SERVICE.

CHECK-IN:

* PLEASE ALLOW 2HRS FOR DOMESTIC (CANADA); TRANSBORDER (USA) CHECK-IN

* ALLOW 3HRS FOR ALL INTERNATIONAL CHECK-IN

THE AIRLINES RESERVE THE RIGHT TO DENY BOARDING IF MINIMUM CHECK-IN TIMES ARE NOT MET

FLIGHT TIMES ARE SUBJECT TO CHANGE; PLEASE RE-CONFIRM FLIGHT TIMES PRIOR TO DEPARTURE.

IF YOU ARE TRAVELLING TO AN INTERNATIONAL DESTINATION, PLEASE RECONFIRM YOUR RESERVATIONS 72 HOURS PRIOR TO DEPARTURE DIRECTLY WITH THE AIR CARRIER.

FOR FREE BAGGAGE ALLOWANCE AND/OR APPLICABLE FEES FOR CARRY-ON/CHECKED BAGGAGE RELATED TO YOUR FLIGHT - PLEASE VERIFY THE CARRIERS WEBSITE.

ACCOMMODATIONS:

PLEASE VERIFY THE RATE AT CHECK-IN AS LOCAL MARKET CONDITIONS MAY DICTATE A LOWER RATE.

THE SUPPLIERS PROVIDING SERVICES FOR YOUR RESERVATION MAY HAVE IMPOSED RESTRICTIONS CONCERNING THE ABILITY TO CHANGE OR MODIFY YOUR RESERVATION. THE DETAILS OF THESE RESTRICTIONS WERE PROVIDED EITHER TO YOU OR TO THE PERSON MAKING THE RESERVATION ON YOUR BEHALF. DURING THE ONLINE RESERVATION PROCESS THESE RESTRICTIONS WERE ACCEPTED PRIOR TO SUBMITTING YOUR RESERVATION FOR PURCHASE. SHOULD YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT AN HRG NORTH AMERICA TRAVEL COUNSELLOR.

NO-SHOWS:

NO-SHOWS ARE NOT PERMITTED AND RESULT IN THE FORFEIT OF THE FULL AMOUNT OF THE FARE AT DEPARTURE TIME; PLEASE NOTE THAT NO-SHOWS AT ORIGINAL POINT OF DEPARTURE WILL ALSO RESULT IN CANCELLATION OF THE REMAINDER OF THE FLIGHTS.

CHANGES OR CANCELLATIONS MUST BE MADE PRIOR TO SCHEDULED TRAVEL DATE AND; FLIGHT TIME TO PREVENT NO SHOWS AND AVOID FORFEIT OF VALUE OF TICKET.

PLEASE NOTE THAT FARES MAY BE SUBJECT TO CHANGE AND ARE GUARANTEED ONLY ONCE TICKETED.

Travel Industry regulations require the travel agency to advise the customer about the availability of optional trip cancellation insurance and optional out of province health insurance. Individuals may contact the travel insurance provider of their choice to obtain a personal quote. TICO NO. 1355825

HRG North America, 370 King St. W., Suite 700, Toronto ON M5V 1J9, 1-866-857-3578

Platt, Jo-Anne

From: Platt, Jo-Anne on behalf of Simpson, Stephen
Sent: December-12-2016 9:22 AM
To: Platt, Jo-Anne
Subject: FW: Air Canada - MR STEPHEN SIMPSON - 15-Jan/YVR-YOW (booking ref K2Z7U5) - Itinerary-Receipt

From: Air Canada [mailto:confirmation@aircanada.ca]
Sent: December-12-2016 7:52 AM
To: Simpson, Stephen <Stephen.simpson@crtc.gc.ca>
Subject: Air Canada - MR STEPHEN SIMPSON - 15-Jan/YVR-YOW (booking ref K2Z7U5) - Itinerary-Receipt

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****



Itinerary-Receipt

Your booking is confirmed. Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

[Scan this barcode to check in at any Air Canada check in kiosk.](#)



Booking Date: **Dec 12, 2016** Passengers **MR STEPHEN SIMPSON**
Agent Name: **HRG6**
Agency ID: **6752419**



Purchase a travel option Purchase a meal voucher. Purchase On My Way travel assistance.

Booking Information

Booking Reference	K2Z7U5	Customer Care
Electronic Ticketing confirmed. This is your official itinerary/receipt. Main Contact HRG North America GoC SUPPLIERS.GC@HRGWORLDWIDE.COM 44 1252 16046662914		Air Canada 1-888-247-2262* Flight Arrivals and Departures 1-888-422-7533
Online Services Select Seats get more seating options for my flight. Manage My Booking (change, cancel, upgrade). Alert me of flight status changes directly to my mobile phone or email.		*For use from phones in Canada, the continental USA, Hawaii and Alaska.

Flight Arrivals & Departures check online if my flight is on time.
Check-in online and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meals
<input checked="" type="checkbox"/> AC166	Vancouver (YVR) Sun 15-Jan 2017 08:50 - M	McDonald - Cartier Intl (YOW) Sun 15-Jan 2017 16:29	0	4hr39	321	<u>Business Class (lowest)</u> P	<input checked="" type="checkbox"/> B
<input checked="" type="checkbox"/> AC189	McDonald - Cartier Intl (YOW) Fri 20-Jan 2017 18:55	Vancouver (YVR) Fri 20-Jan 2017 21:34 - M	0	5hr39	321	<u>Business Class (lowest)</u> P	<input checked="" type="checkbox"/> M

B: Breakfast, M: Meal (Lunch or Dinner)

Passenger Information

1: MR STEPHEN SIMPSON : Adult (16+), Ticket Number: 0142170889663

Frequent Flyer Pgm :		Meal Preference :	None
Payment Card :		Special Needs :	None
Seat Selection :	AC 166 (YVR-YOW) - 2C AC 189 (YOW-YVR) - 2C		

Purchase Summary

Fare Summary

Passenger Type	Adult
Departing Flight - <u>Business Class (lowest)</u>	1489.00
Returning Flight - <u>Business Class (lowest)</u>	1489.00
<u>Surcharges</u>	46.00
Sub Total	3024.00

Taxes, Fees and Charges

<u>Canada Airport Improvement Fee</u>	43.00
<u>Air Travellers Security Charge (ATSC)</u>	14.25
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	152.91
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	2.99
Total airfare and taxes (per passenger)	3237.15
Number Of Passengers	1
Total	3237.15

Grand Total - Canadian Dollar (CAD)

\$3237.15

Payment Information

The following charges (tax inclusive) will appear on your MasterCard card statement:

- Air Canada: **\$3237.15** (Airfare per Adult ticket)

Ticket number 0142170889663

Fare Rules

Departing Flight Vancouver (YVR) To Ottawa (YOW) - Business Class (lowest)

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket and may be subject to a change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
 - **Advance seat selection** on Air Canada Rouge flights, Air Canada flights and Air Canada Express (operated by Jazz), subject to availability.
 - **Priority** check-in, boarding and baggage handling.
 - **Complimentary access to Maple Leaf™ Lounges.**
 - 150% Air Canada Status Miles for Air Canada-operated flights.
 - Read complete fare rules applicable to this fare.

Returning Flight Ottawa (YOW) To Vancouver (YVR) - Business Class (lowest)

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket and may be subject to a change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
 - **Advance seat selection** on Air Canada Rouge flights, Air Canada flights and Air Canada Express (operated by Jazz), subject to availability.
 - **Priority** check-in, boarding and baggage handling.
 - **Complimentary access to Maple Leaf™ Lounges.**
 - 150% Air Canada Status Miles for Air Canada-operated flights.
 - Read complete fare rules applicable to this fare.

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Baggage Allowance and Fees

Carry-On Baggage Policy

Oversized carry-on bags are not permitted on our aircraft, and may cause flight delays for all passengers. Please ensure your carry-on bags are inside the maximum allowed size as indicated below; **they are required to fit in the double-size verification device** at check-in or boarding time.

Items which fall within the 2-piece carry on allowance include: One (1) carry-on bag or suitcase (wheels and handles included in the size) and one (1) personal article like a briefcase, laptop computer, diaper bag, camera case, cartons or other similar item. Learn more about [Carry-on Baggage](#) restrictions.

Checked Baggage Policy

Ensure your checked bags are properly identified. Please do not pack valuables in your checked baggage. The baggage allowance rules stated herein do not apply to passengers who have specifically declined the checked baggage option. Learn more about checked baggage.

* Standard Allowance	Maximum overall measurement Length+Width+Height	Max. weight per bag	
Economy Class 1 or 2 bags	158cm 62"	23kg 50lbs	Bags weighing between 24kg - 32kg (51 lbs - 70 lbs) will be subject to excess fees payable at the airport.
Premium Class 1 or 2 bags (Free)	158cm 62"	23kg 50lbs	Bags weighing between 24kg - 32kg (51 lbs - 70 lbs) will be subject to excess fees payable at the airport.
Business Class 1 or 2 bags (Free)	158cm 62"	32kg 70lbs	

- Total weight of the three bags must not exceed 69kg (150lbs).
- Bags exceeding 32 kg (70 lbs) in weight, 292cm (115 in) in linear dimensions (length + width + height, wheels and handles included) or 203 cm (80 in) in length are not accepted as as checked baggage
- If more than one carrier is providing the transportation for your journey, each carrier may apply different rules on baggage.

Checked Baggage Allowance and Fee

Please see below your allowance for bags you plan on checking at the baggage counter.

Departing Flight Vancouver (YVR) To Ottawa (YOW) - Business Class (lowest)		
Air Canada Super Elite, Elite or Star Alliance Gold members	1st bag: Complimentary Weight: up to 70lb/ 32kg Linear dimensions: up to 62in/ 158cm	2nd bag: Complimentary Weight: up to 70lb/ 32kg Linear dimensions: up to 62in/ 158cm
Returning Flight Ottawa (YOW) To Vancouver (YVR) - Business Class (lowest)		
Air Canada Super Elite, Elite or Star Alliance Gold members	1st bag: Complimentary Weight: up to 70lb/ 32kg Linear dimensions: up to 62in/ 158cm	2nd bag: Complimentary Weight: up to 70lb/ 32kg Linear dimensions: up to 62in/ 158cm

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to 1st and 2nd bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to the 2nd bag fee. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to the 2nd bag fee. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

For **baggages exceeding your allowance** (in number, size and/or weight), please read our additional checked baggage page.

Codeshare Flights and Other Airlines

Passengers who purchase travel on a codeshare flight or that includes a flight with another airline may be subject to the baggage policy, fees and other rules of the airline operating the first flight in their itinerary, which may be different from Air Canada's baggage policy, fees and other rules. For specific terms and conditions of any Air Canada codeshare partner or other airline, please, visit the operating carrier's website directly.

Embargoes

Certain restrictions apply for travel to Mexico City (Mexico) as well as Kingston and Montego Bay (Jamaica). For details, please visit [Air Canada's baggage policy](#) and refer to the section 'Between Canada and Mexico / Costa Rica / the Caribbean / Bermuda.

Important Information

Please review this itinerary/receipt and should you have any questions, please call 1-888-247-2262 within 24 hours of receipt of this itinerary/receipt.

Before you go: 'A 'To-Do' List'

Travel Documents

For **air travel within Canada**, Air Canada is required by federal government regulations to check identification at the departure gate for all passengers who appear to be 18 years of age or older. The name on the identification must match the name used on the Itinerary/receipt. The passenger must present: one (1) piece of government-issued ID with photo or two (2) pieces of government-issued ID without photo. For **air travel between Canada and the United States**, all passengers including Canadian and U.S. citizens, are required to present a valid passport or other valid travel document. In addition, passengers must present this Itinerary/receipt to immigration authorities upon request. For **air travel to a foreign country**, passengers must ensure that they have all necessary travel documents such as a passport or visa, as directed by embassies and consulates. All passengers are advised to view the [Travel documentation](#) page for important information on identification required for travel.

Flight Confirmation

Although reconfirmation of flights is not required, we strongly recommend that you check [your flight status](#) online at [aircanada.com](#) or by calling our flight information system at 1-888-422-7533 prior to your departure.

Schedule Change

If a schedule change occurs more than 48 hours prior to departure, the main contact will be notified by email. If a schedule change occurs within 48 hours of departure, the main contact will be notified by phone.

Travel Insurance

Protect your travel investment and also protect yourself against the high cost of medical expenses while out of province. Purchase travel insurance offered by Air Canada and underwritten by RBC Travel Insurance Company by calling 1-866-610-7102. Enjoy your trip knowing you are properly protected. Travel insurance purchased is solely and directly offered, provided and underwritten by RBC Travel Insurance Company ("RBC"). Air Canada expressly disclaims any responsibility in regard to any travel insurance purchased by the customer from RBC Insurance.

Travel insurance is offered and administered solely and directly by RBC Insurance. Air Canada expressly disclaims any responsibility in regard to any travel insurance purchased by the customer from RBC Insurance.

Normal check-in and boarding gate deadlines

- You must obtain your boarding pass and check in any baggage by the check-in cut-off time shown below. We recommend allowing plenty of time at the airport for check-in, especially if you have baggage and for security checks.
- You must also be available for boarding at the boarding gate by the cut-off time shown below. Failure to meet the boarding gate cut-off time may result in the loss of your assigned seat, the cancellation of your reservation, and your ineligibility for denied boarding compensation.

[Check-in online...](#) and get your boarding pass.

	Check-in		Boarding Gate
	Recommended	Cut-off time	Cut-off time
Within Canada (except from Toronto City Airport)	90 min.	45 min.	20 min.
Departing from Toronto City Airport (YTZ)	90 min.	20 min.	20 min.
To or from USA	120 min.	60 min.	20 min.

International (including Mexico and Caribbean)	120 min.	60 min.	30 min.
From Caracas, Venezuela	180 min.	90 min.	60 min.
From Tel Aviv, Israel	180 min.	75 min.	60 min.

Recommended check-in time

To ensure you have plenty of time to check in, drop off your checked baggage and pass through security, use the table above to determine how much in advance of your flight's departure time you should check in. E.g. if your flight from Paris leaves at 4 pm, we recommend that you check in at 2:00 pm (120 minutes before your flight).

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked baggage at the baggage drop-off counter before the check-in deadline for your flight. E.g. if your flight to or from a U.S. city leaves at 7 am, you are required to have checked in and deposited your checked baggage by 6 am (60 minutes before your flight).

Boarding gate deadline

You must be available for boarding at the boarding gate by the boarding gate deadline. E.g. if your flight from Toronto to Ottawa leaves at 11 am, you must be at the boarding gate no later than 10:40 am (i.e. 20 minutes before your flight).

Information and Services

Visit our [Information and Services](#) section at aircanada.com to find all the information you will need to plan your trip. Learn more about travel documents, baggage information, health tips, Maple Leaf™ Lounges and a preview of onboard meals and entertainment.

Carriage of pets

Please read important information regarding carriage of pets in the Travelling with your Pet section at aircanada.com.



Reduce your carbon footprint!

You can now take the initiative to directly offset the carbon emissions of your flight. Air Canada and Zerofootprint have partnered to allow you to make a difference for the environment.

[Offset now](#) | [Learn more](#)



15

01-26-17

CRTC	Folio No. :	174104	Room No. :	410
Canadian Radio-television and	A/R Number :	100314	Arrival :	01-15-17
Telecommunications	Group Code :		Departure :	01-20-17
Commission	Company :	CRTC	Conf. No. :	66090412
Ottawa ON K1A 0N2	Membership No. :		Rate Code :	IMCGV
Simpson, Stephen	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
01-15-17	*Accommodation	169.00	
01-15-17	Ottawa DMF	5.07	
01-15-17	HST	22.63	
01-16-17	*Accommodation	169.00	
01-16-17	Ottawa DMF	5.07	
01-16-17	HST	22.63	
01-17-17	*Accommodation	169.00	
01-17-17	Ottawa DMF	5.07	
01-17-17	HST	22.63	
01-18-17	*Accommodation	169.00	
01-18-17	Ottawa DMF	5.07	
01-18-17	HST	22.63	
01-19-17	*Accommodation	169.00	
01-19-17	Ottawa DMF	5.07	
01-19-17	HST	22.63	

Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews. We look forward to welcoming you back soon.

Total	983.50	0.00
--------------	---------------	-------------

Balance	983.50	
----------------	---------------	--

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. 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 associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Hotel Indigo Ottawa
 123 Metcalfe Street
 Ottawa, ON K1P 5L9
 Telephone: (613) 231-6555 Fax: (613) 231-7555

Cash total \$72.00 Mastercard total \$39.28

RECEIPT FOR CAB FARE

Amount: 10.00 Date: 10-1-17

From: [Redacted] To: [Redacted]

Cab No: [Redacted]

BLUE LINE

Jan19/17
\$10
Hotel -> HQ

REÇU

Montant: 125 Date: 17/01/2017

De: [Redacted] A: [Redacted]

Véhicule #: [Redacted] Initial: [Redacted]

MERCI

Jan18/17 - \$15 / HQ -> hotel

RECEIPT FOR CAB FARE

Amount: 15.00 Date: Jan 18, 2017

From: [Redacted] To: [Redacted]

Cab No: 121 Driver: [Redacted]

BLUE LINE

Jan15/17
\$39.28
Airport -> hotel

RECEIPT FOR CAB FARE

Amount: 10.00 Date: 20-01-17

From: [Redacted] To: [Redacted]

Cab No: [Redacted]

BLUE LINE

Jan19/17 \$20 / HQ -> hotel

TAXI

REGAL CROWN 819 777-5231 819 777-1645

DATE: 19-1-17

DRIVER: [Redacted]

PASSENGER: [Redacted]

CAPITAL TAXI

REGAL TAXI	129 004 885
REGAL TAXI	4526296
REGAL TAXI	2616
REGAL TAXI	4464325
TAXI 10 PRIX	2040
PASSENGER	1
10-15-001	
START: 11:28	1:40:10:10
FARE AMOUNT	8 32 73
TIP (20%)	1 66 55
TOTAL	9 98 28
PASSENGER SALE	4444444
PASSENGER	1:28:00

REGAL TAXI

Jan20/17
\$10
Hotel -> HQ

(shared ride with Commissioner MacDonald and dropped him off before continuing on to Hotel Indigo)

Expense Report Statement

Expense Report Name: FCM & Retreat Feb 2017-1

Traveller Name: *Stephen Simpson*
TIN: 
Prepared By: *Micheline Khouri*
Policy Module: *M3D - Domestic - Overnight Stay*
Trip Purpose: *Core Mandate - Meetings*
Other Trip Purpose:
Travel Request Name: *FCM & Retreat Feb 2017*
Travel Start Date: *23/02/2017*
Travel End Date: *23/02/2017*
ER Approval Status: *Approved*
Primary Location:
Secondary Location:

Offline TAN: *AKU741120*
Fiscal Year: *2016-2017*
Travel Outside Default *N*
Division:
Vendor Code: 
Event:
Comments:

Expense Report Summary

Expense Summary

Total allocated expenses :	5,782.16
(Minus) Total non-reimbursable expenses :	5,453.60
Total reimbursable expenses :	328.56
Total due traveller :	328.56

Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount

Expense Type	Date		Foreign Amount	Tax Amount	Amount
13) Other modes of transportation Air Can 0142174097170	23/02/2017	P101 - 940 - 136 - S - 22 - E			52.50 <u>52.50</u>
16) Commercial Accommodation Manual Prepaid Other	15/03/2017	P101 - 940 - 136 - S - 22 - E			405.38 <u>405.38</u>
16) Commercial Accommodation Manual Prepaid Other	15/03/2017	P101 - 940 - 136 - S - 22 - E			393.40 <u>393.40</u>
25) Transaction/Service Charges Hrg Aku741120 5.01 Hrg Aku741120 5.15	11/01/2017	P101 - 940 - 136 - S - 22 - E			31.24 <u>31.24</u>
25) Transaction/Service Charges Hrg Aku741120 5.01 Hrg Aku741120 5.15	24/02/2017	P101 - 940 - 136 - S - 22 - E			56.50 <u>56.50</u>
Commercial Air (estimate direct from OBT) Air Can 0142171983362	10/01/2017	P101 - 940 - 136 - S - 22 - E			4,514.58 <u>4,514.58</u>
Return flight - Vancouver to Ottawa					
Total non-reimbursable expenses (CAD)					5,453.60

Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi Blue Line 1232 Taxitab	15/03/2017	P101 - 940 - 136 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON*HST 1.29	10.71 <u>12.00</u>
11) Taxi Blue Line 1232 Taxitab	19/02/2017	P101 - 940 - 136 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON*HST 3.58	29.83 <u>33.41</u>
2) Allowance: Meals, Incidentals & Private Accommodation	15/03/2017	P101 - 940 - 136 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON#H ... 20.35	156.50 <u>176.85</u>
	15/03/2017	P101 - 940 - 136 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON#H ... 9.95	76.55 <u>86.50</u>
3) Allowance: Private Motor Vehicle	15/03/2017	P101 - 940 - 136 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA#G ... 0.47	9.43 <u>9.90</u>
3) Allowance: Private Motor Vehicle	15/03/2017	P101 - 940 - 136 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA#G ... 0.47	9.43 <u>9.90</u>
Total reimbursable expenses (CAD)					328.56

Tax Coding Summary

GST	Total Amount
- 899 - 000 - 9 - 60 - I	0.94
HST	Total Amount
- 899 - 000 - 9 - 60 - I	35.17

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
P101 - 940 - 136 - S - 22 - E	5,746.05	5,782.16

Approval History

Date And Time	Approver	Approval Status	Comment
20/03/2017 06:39:15	Lori Ann Roque	Approved	
17/03/2017 16:46:00	Danielle May-Cuconato	Approved	
17/03/2017 07:08:15	Finance Recommender	Approved	2017-03-17 ER within TR approved amount. Charges incurred due to return flight change. ER reviewed and recommended by Lori-Ann Roque.
15/03/2017 12:36:05	Jo Anne Platt	Comments Submitted	NOTES - Mar15/17 1. No invoices provided by HQ for Chateau Montebello stay 2. Flight home changed as retreat ended very early. Steve would have had almost 9 hour <div style="background-color: #cccccc; width: 150px; height: 15px; margin-bottom: 5px;"></div> Change to flight made by Paula Carriere as Jo-Anne <div style="background-color: #cccccc; width: 50px; height: 15px; margin-bottom: 5px;"></div>
15/03/2017 12:34:09	Jo Anne Platt	Selected Approver Changed	

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name *Stephen Simpson*

Submit Date *15/03/2017*

Signature

Submitted on behalf of the Traveller.

Delegate Name *Jo Anne Platt*

Submit Date *15/03/2017*

Signature

Recommender Name *Finance Recommender*

Recommended Date *17/03/2017*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name *Danielle May-Cuconato*

Approval Date *17/03/2017*

Signature

Processor Name *Lori Ann Roque*

Processed Date *20/03/2017*

Signature

Out of Pocket Expenses: Details

Expense Report Details
 #1938 15/03/2017
 FCM & Retreat Feb 2017-1
 Out of Pocket Expenses: Copy

Out of Pocket Expense: 15/03/2017
 Amount: \$263.35 CAD
 FCM & Retreat Feb 2017 - meals&incidentals

Expenses Coding Approval Summary

View by: February 2017

Date	Country/Location	Meal Rate	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
19/02/2017	Canada - Ontario	100% <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% <input type="checkbox"/>	<input type="checkbox"/> 100% <input type="checkbox"/>
20/02/2017	Canada - Ontario	100% <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% <input type="checkbox"/>	<input type="checkbox"/> 100% <input type="checkbox"/>
21/02/2017	Canada - Ontario	100% <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 100% <input type="checkbox"/>	<input type="checkbox"/> 100% <input type="checkbox"/>
22/02/2017	Canada - Ontario	100% <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 100% <input type="checkbox"/>	<input type="checkbox"/> 100% <input type="checkbox"/>
23/02/2017	Canada - Ontario	100% <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 100% <input type="checkbox"/>	<input type="checkbox"/> 100% <input type="checkbox"/>

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Ontario	176.85	86.50	0.00

Out of Pocket Expenses: Details

Expense Report Details
#1938 15/03/2017
FCM & Retreat Feb 2017-1
Out of Pocket Expenses: Copy

Out of Pocket Expense: 15/03/2017
Amount: \$9.90 CAD
FCM & Retreat Feb 2017 - transport to airport

Expenses	Coding	Approval	Summary
----------	--------	----------	---------


Start Date	End Date
19/02/2017	19/02/2017

Country	State/Province	Location
Canada <input type="checkbox"/>	British Columbia <input type="checkbox"/>	All locations <input type="checkbox"/>
Tax Status	Distance Type	Rationale for choice of Transport
Tax Paid <input type="checkbox"/>	Kilometres <input type="checkbox"/>	Less expensive than taxi for Steve's to drive him to airport

Calculated Mileage	9.90	20 km <input type="checkbox"/>
Estimated Mileage	0.00	0 km
Total Allocated	9.90 CAD	

Mileage Calculator

From



To

 **Vancouver International Airport (YVR) Domestic and**
Vancouver International Airport (YVR) Domestic and International Terminals, 3211 Grant McConachie Way, Richmond, BC V7B 0A4, Canada

Return Journey

Avoid Tolls

Avoid Highways

Distance

19 km

Non-Reimbursable

 km

Reimbursable

19 km

Close

Transaction: Details

Expense Report Details
#1938 15/03/2017
FCM & Retreat Feb 2017-1

Purchase: 15/03/2017
Amount: \$405.38 CAD
Manual Prepaid

- Expenses
- Coding
- Approval
- Summary

Spend Wizard Options > 16) Commercial Accommodation

This relates to commercial accommodation such as hotels, motels and B&B's.

Allocation

Accommodation Type	Amount	Sub Type
Commercial	405.38	Hotel - daily room rate
Total Allocated	405.38	+ 0.00 Other Allocations
	=	0.00 Balance

Comments

* Mandatory field

*Commercial Accommodation Vendor: Other

Nightly Room Rate: \$202.69 (incl taxes) x 2 = \$405.38

Description of Other Subtype:

Comments:

Platt, Jo-Anne

From: Air Canada <confirmation@aircanada.ca>
Sent: January-10-2017 8:22 AM
To: Simpson, Stephen
Subject: Air Canada - MR STEPHEN SIMPSON - 19-Feb/YVR-YOW (booking ref LLGVKA) - Itinerary-Receipt

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****



Itinerary-Receipt

Your booking is confirmed. Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check in kiosk.



Booking Date: **Jan 10, 2017** Passengers **MR STEPHEN SIMPSON**
 Agent Name: **HRG6**
 Agency ID: **6752419**







Purchase a travel option Purchase a meal voucher. Purchase On My Way travel assistance.

Booking Information

Booking Reference	LLGVKA	Customer Care
Electronic Ticketing confirmed. This is your official itinerary/receipt. Main Contact HRG North America GoC SUPPLIERS.GC@HRGWORLDWIDE.COM 44 1252 16046662914		Air Canada 1-888-247-2262* Flight Arrivals and Departures 1-888-422-7533
Online Services <u>Select Seats</u> get more seating options for my flight. <u>Manage My Booking</u> (change, cancel, upgrade). <u>Alert me</u> of flight status changes directly to my mobile phone or email. <u>Flight Arrivals & Departures</u> check online if my flight is on time. <u>Check-in</u> online and print my boarding pass.		*For use from phones in Canada, the continental USA, Hawaii and Alaska.
* Can my booking be changed online?		

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meals
 AC166	Vancouver (YVR) Sun 19-Feb 2017 08:50 - M	McDonald - Cartier Intl (YOW) Sun 19-Feb 2017 16:25	0	4hr35	321	<u>Business Class (lowest)</u> P	 B
 AC189	McDonald - Cartier Intl (YOW) Thu 23-Feb 2017 18:55	Vancouver (YVR) Thu 23-Feb 2017 21:26 - M	0	5hr31	321	<u>Business Class (flexible)</u> J	 M



B: Breakfast, M: Meal (Lunch or Dinner)

Passenger Information

1: MR STEPHEN SIMPSON : Adult (16+), Ticket Number: 0142171983362

Frequent Flyer Pgm :		Meal Preference :	None
Payment Card :		Special Needs :	None
Seat Selection :	AC 166 (YVR-YOW) - 3D		
	AC 189 (YOW-YVR) - 3F		

Purchase Summary

Fare Summary

Passenger Type	Adult
Departing Flight - <u>Business Class (lowest)</u>	1489.00
Returning Flight - <u>Business Class (flexible)</u>	2705.60
Surcharges	46.00
Sub Total	4240.60

Taxes, Fees and Charges

Canada Airport Improvement Fee	43.00
Air Travellers Security Charge (ATSC)	14.25
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	213.74
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	2.99
Total airfare and taxes (per passenger)	4514.58
Number Of Passengers	1
Total	4514.58
Grand Total - Canadian Dollar (CAD)	\$4514.58

Payment Information

The following charges (tax inclusive) will appear on your MasterCard card statement:

- Air Canada: **\$4514.58** (Airfare per Adult ticket)

Ticket number 0142171983362

Fare Rules

Departing Flight Vancouver (YVR) To Ottawa (YOW) - **Business Class (lowest)**

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket and may be subject to a change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.

- **Advance seat selection** on Air Canada Rouge flights, Air Canada flights and Air Canada Express (operated by Jazz), subject to availability.
- **Priority** check-in, boarding and baggage handling.
- **Complimentary access to Maple Leaf™ Lounges.**
- 150% Air Canada Status Miles for Air Canada-operated flights.
- Read complete fare rules applicable to this fare.

Returning Flight Ottawa (YOW) To Vancouver (YVR) - Business Class (flexible)

- **Changes:**
 - Changes are permitted and a change fee does not apply.
 - **Same-day standby** is permitted at no charge.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **refundable** and **non-transferable**.
 - **Partially used** tickets may be submitted for a refund assessment. The refund will be calculated as follows: actual fare paid minus the value of the portion of the journey that has been flown.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - However, when the original booking code is not available, the ticket may require an upgrade resulting in a higher fare. For travel between Canada and the USA, a higher fare may apply given that advance purchase may apply.
 - **Advance seat selection** on Air Canada Rouge flights, Air Canada flights and Air Canada Express (operated by Jazz), subject to availability.
 - **Priority** check-in, boarding and baggage handling.
 - **Complimentary access to Maple Leaf™ Lounges.**
 - 150% Air Canada Status Miles
 - Read complete fare rules applicable to this fare.

Please read important information and notices regarding Air Canada's general conditions of carriage.

Baggage Allowance and Fees

Carry-On Baggage Policy

Oversized carry-on bags are not permitted on our aircraft, and may cause flight delays for all passengers. Please ensure your carry-on bags are inside the maximum allowed size as indicated below; **they are required to fit in the double-size verification device** at check-in or boarding time.

Items which fall within the 2-piece carry on allowance include: One (1) carry-on bag or suitcase (wheels and handles included in the size) and one (1) personal article like a briefcase, laptop computer, diaper bag, camera case, cartons or other similar item. Learn more about Carry-on Baggage restrictions.

Checked Baggage Policy

Ensure your checked bags are properly identified. Please do not pack valuables in your checked baggage. The baggage allowance rules stated herein do not apply to passengers who have specifically declined the checked baggage option. Learn more about checked baggage.

* Standard Allowance	Maximum overall measurement Length+Width+Height	Max. weight per bag	
Economy Class 1 or 2 bags	158cm 62"	23kg 50lbs	Bags weighing between 24kg - 32kg (51 lbs - 70 lbs) will be subject to excess fees payable at the airport.
Premium Class 1 or 2 bags (Free)	158cm 62"	23kg 50lbs	Bags weighing between 24kg - 32kg (51 lbs - 70 lbs) will be subject to excess fees payable at the airport.
Business Class 1 or 2 bags (Free)	158cm 62"	32kg 70lbs	

- Total weight of the three bags must not exceed 69kg (150lbs).
- Bags exceeding 32 kg (70 lbs) in weight, 292cm (115 in) in linear dimensions (length + width + height, wheels and handles included) or 203 cm (80 in) in length are not accepted as checked baggage

- If more than one carrier is providing the transportation for your journey, each carrier may apply different rules on baggage.

Checked Baggage Allowance and Fee

Please see below your allowance for bags you plan on checking at the baggage counter.

Departing Flight Vancouver (YVR) To Ottawa (YOW) - Business Class (lowest)		
Air Canada Super Elite, Elite or Star Alliance Gold members	1st bag: Complimentary Weight: up to 70lb/ 32kg Linear dimensions: up to 62in/ 158cm	2nd bag: Complimentary Weight: up to 70lb/ 32kg Linear dimensions: up to 62in/ 158cm
Returning Flight Ottawa (YOW) To Vancouver (YVR) - Business Class (flexible)		
Air Canada Super Elite, Elite or Star Alliance Gold members	1st bag: Complimentary Weight: up to 70lb/ 32kg Linear dimensions: up to 62in/ 158cm	2nd bag: Complimentary Weight: up to 70lb/ 32kg Linear dimensions: up to 62in/ 158cm

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to 1st and 2nd bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to the 2nd bag fee. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to the 2nd bag fee. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

For **baggages exceeding your allowance** (in number, size and/or weight), please read our additional checked baggage page.

Codeshare Flights and Other Airlines

Passengers who purchase travel on a codeshare flight or that includes a flight with another airline may be subject to the baggage policy, fees and other rules of the airline operating the first flight in their itinerary, which may be different from Air Canada's baggage policy, fees and other rules. For specific terms and conditions of any Air Canada codeshare partner or other airline, please, visit the operating carrier's website directly.

Embargoes

Certain restrictions apply for travel to Mexico City (Mexico) as well as Kingston and Montego Bay (Jamaica). For details, please visit Air Canada's baggage policy and refer to the section 'Between Canada and Mexico / Costa Rica / the Caribbean / Bermuda'.

Important Information

Please review this itinerary/receipt and should you have any questions, please call 1-888-247-2262 within 24 hours of receipt of this itinerary/receipt.

Before you go: 'A 'To-Do' List'

Travel Documents

For **air travel within Canada**, Air Canada is required by federal government regulations to check identification at the departure gate for all passengers who appear to be 18 years of age or older. The name on the identification must match the name used on the Itinerary/receipt. The passenger must present: one (1) piece of government-issued ID with photo or two (2) pieces of government-issued ID without photo. For **air travel between Canada and the United States**, all passengers including Canadian and U.S. citizens, are required to present a valid passport or other valid travel document. In addition, passengers must present this Itinerary/receipt to immigration authorities upon request. For **air travel to a foreign country**, passengers must ensure that they have all necessary travel documents such as a passport or visa, as directed by embassies and consulates. All passengers are advised to view the Travel documentation page for important information on identification required for travel.

Flight Confirmation

Although reconfirmation of flights is not required, we strongly recommend that you check your flight status online at aircanada.com or by calling our flight information system at 1-888-422-7533 prior to your departure.

Schedule Change

If a schedule change occurs more than 48 hours prior to departure, the main contact will be notified by email. If a schedule change occurs within 48 hours of departure, the main contact will be notified by phone.

Travel Insurance

Protect your travel investment and also protect yourself against the high cost of medical expenses while out of province. Purchase travel insurance offered by Air Canada and underwritten by RBC Travel Insurance Company by calling 1-866-610-7102. Enjoy your trip knowing you are properly protected. Travel insurance purchased is solely and directly offered, provided and underwritten by RBC Travel Insurance Company ("RBC"). Air Canada expressly disclaims any responsibility in regard to any travel insurance purchased by the customer from RBC Insurance.

Travel insurance is offered and administered solely and directly by RBC Insurance. Air Canada expressly disclaims any responsibility in regard to any travel insurance purchased by the customer from RBC Insurance.

Normal check-in and boarding gate deadlines

- You must obtain your boarding pass and check in any baggage by the check-in cut-off time shown below. We recommend allowing plenty of time at the airport for check-in, especially if you have baggage and for security checks.
- You must also be available for boarding at the boarding gate by the cut-off time shown below. Failure to meet the boarding gate cut-off time may result in the loss of your assigned seat, the cancellation of your reservation, and your ineligibility for denied boarding compensation.

Check-in online... and get your boarding pass.

	Check-in		Boarding Gate
	Recommended	Cut-off time	Cut-off time
Within Canada (except from Toronto City Airport)	90 min.	45 min.	20 min.
Departing from Toronto City Airport (YTZ)	90 min.	20 min.	20 min.
To or from USA	120 min.	60 min.	20 min.
International (including Mexico and Caribbean)	120 min.	60 min.	30 min.
From Caracas, Venezuela	180 min.	90 min.	60 min.
From Tel Aviv, Israel	180 min.	75 min.	60 min.

Recommended check-in time

To ensure you have plenty of time to check in, drop off your checked baggage and pass through security, use the table above to determine how much in advance of your flight's departure time you should check in. E.g. if your flight from Paris leaves at 4 pm, we recommend that you check in at 2:00 pm (120 minutes before your flight).

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked baggage at the baggage drop-off counter before the check-in deadline for your flight. E.g. if your flight to or from a U.S. city leaves at 7 am, you are required to have checked in and deposited your checked baggage by 6 am (60 minutes before your flight).

Boarding gate deadline

You must be available for boarding at the boarding gate by the boarding gate deadline. E.g. if your flight

from Toronto to Ottawa leaves at 11 am, you must be at the boarding gate no later than 10:40 am (i.e. 20 minutes before your flight).

Information and Services

Visit our [Information and Services](#) section at [aircanada.com](#) to find all the information you will need to plan your trip. Learn more about travel documents, baggage information, health tips, Maple Leaf™ Lounges and a preview of onboard meals and entertainment.

Carriage of pets

Please read important information regarding carriage of pets in the Travelling with your Pet section at [aircanada.com](#).



Reduce your carbon footprint!

You can now take the initiative to directly offset the carbon emissions of your flight. Air Canada and Zerofootprint have partnered to allow you to make a difference for the environment.
[Offset now](#) | [Learn more](#)



STS SVP
 Shared Travel Services / Services de voyage partagés

HRG

E-Ticket Itinerary Receipt and Invoice

23 February 2017

THANK YOU FOR BOOKING WITH THE HOGG ROBINSON GROUP (HRG) GOVERNMENT OF CANADA TRAVEL SERVICES. THIS DOCUMENTATION CONFIRMS YOUR TRAVEL ARRANGEMENTS.

THE INFORMATION CONTAINED IN THIS DOCUMENT IS PROVIDED BY HRG NORTH AMERICA VIA TRAVELPORT AND OTHER THIRD-PARTY VENDORS. AS SUCH, SOME CONTENT IS AVAILABLE IN ENGLISH ONLY.

PLEASE REVIEW TO ENSURE THAT ALL INFORMATION IS CORRECT.

TRAVELLERS ARE RESPONSIBLE FOR VERIFYING THEIR TRAVEL DOCUMENTS UPON RECEIPT.

ACCEPTANCE OF YOUR ITINERARY CONSTITUTES AGREEMENT WITH ITS CONTENTS./p>

ANY DISCREPANCY MUST BE REPORTED TO HRG NORTH AMERICA PRIOR TO 8PM EST THE SAME BUSINESS DAY.

HRG WILL NOT INCREASE THE PRICE AFTER TICKET ISSUANCE.

Itinerary details		Account references	
Trip locator:	TT9NRW	Traveller Category :	Public Servants
Traveller:	Mr STEPHEN SIMPSON	Travel Directive Module :	M3D - Domestic - Overnight stay
		THCEE Trip Category :	Core Mandate
		Trip Purpose :	Core Mandate - Meetings
		TAN :	AKU741120
		Fiscal Year :	2016-2017
		Rationale for not using virtual presence :	Personal attendance required

Itinerary summary						
Traffic	Date	From-to/location	Supplier	Times	Class/room	Status
✈	23 Feb 2017	<u>YOW - YUL</u>	AC8984	15:20-16:03	Business	Booked
✈	23 Feb 2017	<u>YUL - YVR</u>	AC1143	16:50-19:32	Business	Booked

Frequent flyer cards:

Air Canada		✈
Operated By: Air Canada Express - Jazz		Booking reference: LLGVKA Status: Booked
Flight # AC8984		
Departing:	Ottawa Intl Airport, Ottawa, Canada (YOW)	
Date/time:	23 February 2017, 15:20	
Arriving:	Montreal Trudeau, Montreal, Canada (YUL)	
Date/time:	23 February 2017, 16:03	
Duration:	00h43m	
Cabin class:	Business (D)	Add to calendar



Air Canada
Flight # AC1143



Booking reference: LLGVKA
Status: Booked

Departing: Montreal Trudeau, Montreal, Canada (YUL)
Date/time: 23 February 2017, 16:50
Arriving: Vancouver Intl Airport, Vancouver, Canada (YVR)
Date/time: 23 February 2017, 19:32
Duration: 05h42m
Cabin class: Business (D)

[Add to calendar](#)



Fare details

Fare accepted: 50.00 CAD
Taxes and fees: 2.50 XG / 0.00 RC / 0.00 XQ / 0.00 XT
Total amount: 52.50 CAD
Fare routing: YOW - YUL
YUL - YVR



Service Fees

Fee 1 Base: 50.00 CAD
Fee 1 Taxes: 6.50 CAD HST
Fee 1 Total: 56.50 CAD

GENERAL INFORMATION

VENDOR TICKET NUMBER-2171983362

VENDOR NAME-AIR CANADA
VENDOR LOCATOR-LLGVKA

TOTAL ADDITIONAL COLLECTION FOR EXCHANGE IS 52.50

VENDOR TICKET NUMBER-2174097170

GST REGISTRATION NO. R136445095 QST REGISTRATION NO. TVQ M1015857826

GST is represented by tax code XG; HST is represented by tax code RC; QST is represented by tax code XQ.

FOR ASSISTANCE OR IN TRANSIT EMERGENCY SERVICE PLEASE CONTACT HRG ANYTIME AT 1-866-857-3578 WITHIN NORTH AMERICA OR FROM OUTSIDE CANADA / USA; CALL COLLECT AT 1-613-822-3873.

FOR CREDIT CARD SUPPORT DUE TO LOST OR STOLEN CARDS PLEASE USE PHONE NUMBER ABOVE; SELECT OPTION 4 IMPORTANT; THE NAME ON THE IDENTIFICATION MUST MATCH THE NAME ON THE RESERVATION; BOARDING PASS.

FOR FLIGHTS WITHIN CANADA ALL PASSENGERS MUST PRESENT ONE PIECE OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION THAT INCLUDES NAME / DATE OF BIRTH AND GENDER.

FOR FLIGHTS TO/FROM THE UNITED STATES ALL PASSENGERS ARE REQUIRED TO PRESENT A VALID PASSPORT.

CITIZENS OF COUNTRIES OTHER THAN CANADA AND THE UNITED STATES SHOULD CONTACT THEIR CONSULATE OR EMBASSY FOR BOARDING REQUIREMENTS OR CONSULT HRG GOVERNMENT TRAVEL SERVICE.

PROOF OF ONWARD OR RETURN TRAVEL MAY BE REQUIRED AT CHECK-IN.

PASSPORT AND VISA REQUIREMENTS:

PLEASE ENSURE PASSPORT IS VALID FOR 6 MONTHS BEYOND EXPECTED RETURN DATE.

ALL CHILDREN REGARDLESS OF AGE MUST HAVE THEIR OWN PASSPORT

CITIZENS OF COUNTRIES OTHER THAN CANADA AND THE UNITED STATES SHOULD CONTACT THE CONSULATE OR EMBASSY FOR PASSPORT AND VISA REQUIREMENTS OR CONSULT HRG GOVERNMENT TRAVEL SERVICE.

CHECK-IN:

* PLEASE ALLOW 2HRS FOR DOMESTIC (CANADA); TRANSBORDER (USA) CHECK-IN

* ALLOW 3HRS FOR ALL INTERNATIONAL CHECK-IN

THE AIRLINES RESERVE THE RIGHT TO DENY BOARDING IF MINIMUM CHECK-IN TIMES ARE NOT MET

FLIGHT TIMES ARE SUBJECT TO CHANGE; PLEASE RE-CONFIRM FLIGHT TIMES PRIOR TO DEPARTURE.



STS SVP
 Shared Travel Services Services de voyage partagés



E-Ticket Itinerary Receipt and Invoice

10 January 2017

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Itinerary details		Account references	
Trip locator:	TT9NRW	Traveller Category :	Public Servants
Traveller:	Mr STEPHEN SIMPSON	Travel Directive Module :	M3D - Domestic - Overnight stay
		THCEE Trip Category :	Core Mandate
		Trip Purpose :	Core Mandate - Meetings
		TAN :	AKU741120
		Fiscal Year :	2016-2017
		Rationale for not using virtual presence :	Personal attendance required

Itinerary summary						
Traffic	Date	From-to/location	Supplier	Times	Class/room	Status
	19 Feb 2017	<u>YVR - YOW</u>	AC166	08:50-16:25	Business	Booked
	23 Feb 2017	<u>YOW - YVR</u>	AC189	18:55-21:26	Business	Booked
Frequent flyer cards:						

Air Canada		✈	
Flight # AC166		Status: Booked	
Departing:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M		
Date/time:	19 February 2017, 08:50		
Arriving:	Ottawa Intl Airport, Ottawa, Canada (YOW)		
Date/time:	19 February 2017, 16:25		
Duration:	4h35m		
Aircraft:	Airbus A321 Narrowbody Jet		
Cabin class:	Business (P)		Add to calendar



Air Canada
Flight # AC189



Status: Booked

Departing:	Ottawa Intl Airport, Ottawa, Canada (YOW)
Date/time:	23 February 2017, 18:55
Arriving:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M
Date/time:	23 February 2017, 21:26
Duration:	5h31m
Aircraft:	Airbus A321 Narrowbody Jet
Cabin class:	Business (J) Add to calendar

Fare details

Fare accepted:	4194.60 CAD
Taxes and fees:	213.74 XG / 2.99 RC / 0.00 XQ / 103.25 XT
Total amount:	4514.58 CAD
Fare routing:	YOW - YVR

Service Fees

Fee 1 Base:	29.75 CAD
Fee 1 Taxes:	1.49 CAD GST
Fee 1 Total:	31.24 CAD

GENERAL INFORMATION

 VENDOR TICKET NUMBER-2171983362

 VENDOR NAME-AIR CANADA
 VENDOR LOCATOR-LLGVKA

GST REGISTRATION NO. R136445095 QST REGISTRATION NO. TVQ M1015857826

GST is represented by tax code XG; HST is represented by tax code RC; QST is represented by tax code XQ.

FOR ASSISTANCE OR IN TRANSIT EMERGENCY SERVICE PLEASE CONTACT HRG ANYTIME AT 1-866-857-3578 WITHIN NORTH AMERICA OR FROM OUTSIDE CANADA / USA; CALL COLLECT AT 1-613-822-3873.

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* ALLOW 3HRS FOR ALL INTERNATIONAL CHECK-IN

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CHANGES OR CANCELLATIONS MUST BE MADE PRIOR TO SCHEDULED TRAVEL DATE AND; FLIGHT TIME TO PREVENT NO SHOWS AND AVOID FORFEIT OF VALUE OF TICKET.

PLEASE NOTE THAT FARES MAY BE SUBJECT TO CHANGE AND ARE GUARANTEED ONLY ONCE TICKETED.

Travel Industry regulations require the travel agency to advise the customer about the availability of optional trip cancellation insurance and optional out of province health insurance. Individuals may contact the travel insurance provider of their choice to obtain a personal quote. TICO NO. 1355825

HRG North America, 370 King St. W., Suite 700, Toronto ON M5V 1J9, 1-866-857-3578

Platt, Jo-Anne

From: Carriere, Paula
Sent: February-23-2017 9:56 AM
To: Platt, Jo-Anne
Subject: FW: Steves flight itinerary (Ottawa - Vancouver, Feb. 23)

Hi,

For your info, I made the following change to Stephen's return flight (see below). There will be a \$52.50 + tax change fee (to be billed separately) and an additional HRG fee of \$52.50 + tax.

P

Paula Carrière

Bureau de la secrétaire générale / Secretary General's Office
 Conseil de la radiodiffusion et des télécommunications canadiennes /
 Canadian Radio-television and Telecommunications Commission (CRTC)
 Gouvernement du Canada / Government of Canada
 Ottawa, Ontario K1A 0N2
 1, prom. du Portage, Édifice central, Les Terrasses de la Chaudière, Gatineau QC J8X 4B1
paula.carriere@crtc.gc.ca / Tél./Tel. 819-997-1043
www.crtc.gc.ca  [Suivez-nous sur Twitter](#) |  [Follow us on Twitter](#)

From: Carriere, Paula
Sent: February-23-17 12:46 PM
To: Simpson, Stephen <Stephen.simpson@crtc.gc.ca>
Subject: RE: Steves flight itinerary

Hi,

Your flight has been changed.

Booking Reference #: LLGVKA

AC8984: Leaving Ottawa at 3:20 p.m. – Arriving Montreal at 4:03 p.m. (only Window seat available 3D)

AC1143: Leaving Montreal at 4:50 p.m. – Arriving Vancouver at 7:32 p.m. (Business class – Aisle seat: 2F).

If there's anything else, please let me know. Safe trip 

Paula

Paula Carrière

Bureau de la secrétaire générale / Secretary General's Office
 Conseil de la radiodiffusion et des télécommunications canadiennes /
 Canadian Radio-television and Telecommunications Commission (CRTC)
 Gouvernement du Canada / Government of Canada
 Ottawa, Ontario K1A 0N2
 1, prom. du Portage, Édifice central, Les Terrasses de la Chaudière, Gatineau QC J8X 4B1
paula.carriere@crtc.gc.ca / Tél./Tel. 819-997-1043
www.crtc.gc.ca  [Suivez-nous sur Twitter](#) |  [Follow us on Twitter](#)

From: Simpson, Stephen
Sent: February-23-17 12:23 PM
To: Carriere, Paula <Paula.Carriere@crtc.gc.ca>
Subject: Re: Steves flight itinerary

The 3:20 to Montreal is great

Just to confirm the flight from Montreal is business class? Please grab an aisle seat bid available

Sent from my BlackBerry 10 smartphone on the Bell network.

From: Carriere, Paula
Sent: Thursday, February 23, 2017 11:52 AM
To: Simpson, Stephen
Subject: RE: Steves flight itinerary

Hi,

Flight Options are:

AC - Leaving Ottawa at 3:20 pm – arriving Montreal at 4:03 pm, Leaving Montreal at 4:50 pm – arriving Vancouver 7:32 pm

AC - Leaving Ottawa at 3:40 pm – arriving Montreal at 4:22 pm., Leaving Montreal 6:00 pm. arriving Vancouver 8:33 p.m.

WestJet – Leaving Ottawa 4:00 pm – arriving Toronto 5:18 pm, Leaving Toronto 6:30 pm – Arriving Vancouver 8:46 pm.

Let me know and I'll make the change.

P

Paula Carrière

Bureau de la secrétaire générale / Secretary General's Office
Conseil de la radiodiffusion et des télécommunications canadiennes /
Canadian Radio-television and Telecommunications Commission (CRTC)
Gouvernement du Canada / Government of Canada
Ottawa, Ontario K1A 0N2
1, prom. du Portage, Édifice central, Les Terrasses de la Chaudière, Gatineau QC J8X 4B1
paula.carriere@crtc.gc.ca / Tél./Tel. 819-997-1043
www.crtc.gc.ca  [Suivez-nous sur Twitter](#) |  [Follow us on Twitter](#)

From: Simpson, Stephen
Sent: February-23-17 11:35 AM
To: Carriere, Paula <Paula.Carriere@crtc.gc.ca>
Subject: Steves flight itinerary

Flight: Ottawa to Vancouver, departs 6.55pm EST, arrives 9.26pm PST, flight AC189, Ac locator #LLGVKA, HRG locator #TT9NRW

Sent with BlackBerry Work (www.blackberry.com)

BLUE LINE TAXI
GOLD 238 - 1111

TERMINAL ID: 324-301-838
MERCHANT ID: 43251876
VEHICLE ID: 1232
DRIVER ID: 00655375
TRIP NUMBER: 2894
PASSENGERS: 1
02/19/2017
START: 17:01 END: 17:00
FARE AMOUNT: \$ 29.05

TIP AMOUNT: \$ 4.36

TOTAL : \$ 33.41

MASTER CARD SALE : [REDACTED]
APPROVAL NUMBER : 178223

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@BLUETAXI.COM
BLUETAXI



Airport to hotel
Feb19/17
\$33.41

Job # [REDACTED]

RECEIPT FOR CAB FARE

Amount 12.0 Date Feb. 20.17

From _____

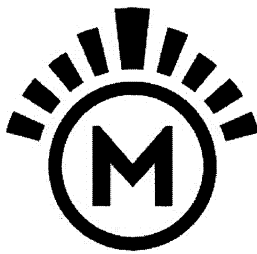
To _____

Cab No. 735 Driver [REDACTED]

H.S.T. included in meter fare
Le prix inclut la T.V.H.



Hotel to HQ
Feb20/17
\$12



15

03-15-17

CRTC	Folio No. :	175361	Room No. :	410
Canadian Radio-television and Telecommunications Commission	A/R Number :	100314	Arrival :	02-19-17
Ottawa ON K1A 0N2	Group Code :		Departure :	02-21-17
Simpson, Stephen	Company :	CRTC	Conf. No. :	75645SB00
	Membership No. :		Rate Code :	IMCGV
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
02-19-17	*Accommodation	169.00	
02-19-17	Ottawa DMF	5.07	
02-19-17	HST	22.63	
02-20-17	*Accommodation	169.00	
02-20-17	Ottawa DMF	5.07	
02-20-17	HST	22.63	
Total		393.40	0.00
Balance		393.40	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. 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 associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

The Metcalfe Hotel
123 Metcalfe Street
Ottawa, ON K1P 5L9
Telephone: (613) 231-6555 Fax: (613) 231-7555

Expense Report Statement

Expense Report Name: March29-31/17 FCM-1

Traveller Name: *Stephen Simpson*
TIN:
Prepared By: *Jo Anne Platt*
Policy Module: *M3D - Domestic - Overnight Stay*
Trip Purpose: *Core Mandate - Meetings*
Other Trip Purpose:
Travel Request Name: *March29-31/17 FCM*
Travel Start Date: *29/03/2017*
Travel End Date: *31/03/2017*
ER Approval Status: *Approved*
Primary Location:
Secondary Location:

Online TAN: *AKU779180*
Fiscal Year: *2016-2017*
Travel Outside Default Division: *N*
Vendor Code:
Event:
Comments:

Expense Report Summary

Expense Summary

Total allocated expenses :	3,395.52
(Minus) Total non-reimbursable expenses :	3,069.85
Total reimbursable expenses :	325.67
Total due traveller :	325.67

Non-Reimbursable Expenses

Expense Type	Date	Foreign Amount	Tax Amount	Amount

Expense Type	Date		Foreign Amount	Tax Amount	Amount
16) Commercial Accommodation	06/04/2017	P101 - 940 - 137 - S - 22 - E			393.40
Manual Prepaid					<u>393.40</u>
Other					
Hotel Indigo is now an independent hotel called The Metcalfe Hotel					
25) Transaction/Service Charges	10/02/2017	P101 - 940 - 137 - S - 22 - E			54.60
Hrg Aku779180 5.10					<u>54.60</u>
Not certain why charge for booking is \$54.60 as it was done online and the charge for booking online is usually \$31.24. I don't remember needing to speak to HRG in relation to this flight.					
Commercial Air (estimate direct from OBT)	09/02/2017	P101 - 940 - 137 - S - 22 - E			2,621.85
Air Can 0149566954289					<u>2,621.85</u>
Never provided with Air Canada invoice for this trip.					
Total non-reimbursable expenses (CAD)					3,069.85

Reimbursable Expenses

Expense Type	Date		Foreign Amount	Tax Amount	Amount
11) Taxi Blue Line 1443 Taxitab	06/04/2017	P101 - 940 - 137 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON*HST 1.61	13.39
					<u>15.00</u>
Cash - hotel to HQ - Mar30/17					
11) Taxi Blue Line 1443 Taxitab	06/04/2017	P101 - 940 - 137 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON*HST 1.61	13.39
					<u>15.00</u>
Cash - HQ to hotel - Mar30/17					
11) Taxi Blue Line 1443 Taxitab	06/04/2017	P101 - 940 - 137 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON*HST 2.83	23.59
					<u>26.42</u>

Expense Type	Date		Foreign Amount	Tax Amount	Amount
Paid with personal Mastercard so not available in linking list.					
11) Taxi Blue Line 1443 Taxitab	29/03/2017	P101 - 940 - 137 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON*HST 4.07	33.88 <u>37.95</u>
Slightly higher than usual as taxi got stuck in traffic.					
2) Allowance: Meals, Incidentals & Private Accommodation	06/04/2017	P101 - 940 - 137 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON#H ... 18.36	141.24 <u>159.60</u>
	06/04/2017	P101 - 940 - 137 - S - 22 - E - 899 - 000 - 9 - 60 - I		ON#H ... 5.97	45.93 <u>51.90</u>
3) Allowance: Private Motor Vehicle	06/04/2017	P101 - 940 - 137 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA#G ... 0.47	9.43 <u>9.90</u>
3) Allowance: Private Motor Vehicle	06/04/2017	P101 - 940 - 137 - S - 22 - E - 899 - 000 - 9 - 60 - I		CA#G ... 0.47	9.43 <u>9.90</u>
Total reimbursable expenses (CAD)					325.67

Tax Coding Summary

GST	Total Amount
- 899 - 000 - 9 - 60 - I	0.94
HST	Total Amount
- 899 - 000 - 9 - 60 - I	34.45

Financial Coding Summary

Financial Coding	Total Excl. Tax	Total Incl. Tax
P101 - 940 - 137 - S - 22 - E	3,360.13	3,395.52

Approval History

Date And Time	Approver	Approval Status	Comment
11/04/2017 10:55:42	Lori Ann Roque	Approved	
07/04/2017 16:14:26	Danielle May-Cuconato	Approved	
06/04/2017 12:38:15	Finance Recommender	Approved	2017-04-06 ER over TR by \$35.67 due to HRG service charge for agent assistance with flight credit. ER reviewed and recommended by Lori-Ann Roque.
06/04/2017 12:29:24	Jo Anne Platt	Comments Submitted	Notes - Apr6/17 1. HRG fee higher than usual as tried to use flight credit which required assistance of HRG agent. 2. Air Canada invoice/intinerary never provided by HRG
06/04/2017 11:57:50	Jo Anne Platt	Comments Submitted	Notes - Apr6/17 1. May have been overcharged on HRG fee. Fee for booking online is usually \$31.24 but for this trip we were charged \$54.60. I don't recall having to contact HRG re: this booking. 2. Air Canada invoice/intinerary never provided by HRG
06/04/2017 11:55:21	Jo Anne Platt	Selected Approver Changed	

Signatures

I certify that the amounts included in this Expense Report were incurred on authorized government business travel.

Traveller Name *Stephen Simpson*

Submit Date *06/04/2017*

Signature

Submitted on behalf of the Traveller.

Delegate Name *Jo Anne Platt*

Submit Date *06/04/2017*

Signature

Recommender Name *Finance Recommender*

Recommended Date *06/04/2017*

Signature

Certified pursuant to section 34 of the Financial Administration Act.

Approver Name *Danielle May-Cuconato*

Approval Date *07/04/2017*

Signature

Processor Name *Lori Ann Roque*

Processed Date *11/04/2017*

Signature

Out of Pocket Expenses: Details

Expense Report Details
 #1990 06/04/2017
 March29-31/17 FCM-1
 Out of Pocket Expenses: Copy

Out of Pocket Expense: 06/04/2017
 Amount: \$9.90 CAD
 March29-31/17 FCM - transport-home/airport

Expenses

Coding

Approval

Summary

Start Date

End Date

29/03/2017

29/03/2017

Country

Canada

State/Province

British Columbia

Location

All locations

Tax Status

Tax Paid

Distance Type


Kilometres

Rationale for choice of Transport

Less expensive for Steve' [redacted] to drive him to airport than for him to take a taxi.

Calculated Mileage

9.90

20 km 

Estimated Mileage



0.00


0 km

Total Allocated

9.90 CAD

Mileage Calculator

From  

To  **5477-5611 Grant McConachie Way, Richmond, BC**
5477-5611 Grant McConachie Way, Richmond, BC V7B, Canada

Return Journey

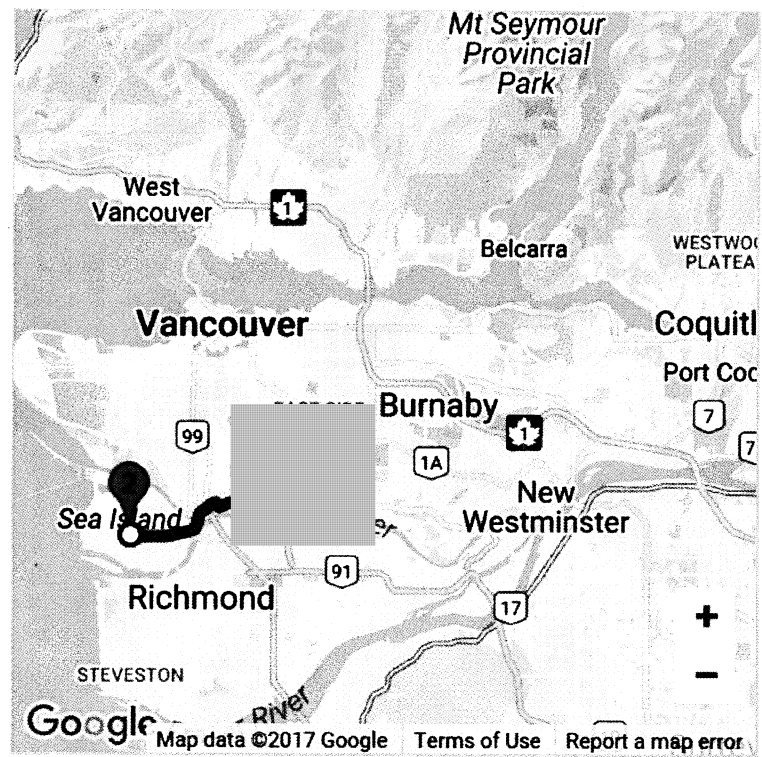
Avoid Tolls

Avoid Highways

Distance **19 km**

Non-Reimbursable km

Reimbursable **19 km**



Close

Out of Pocket Expenses: Details

Out of Pocket Expense: 06/04/2017
 Amount: \$211.50 CAD
 March29-31/17 FCM - meals/incidentals

Expense Report Det:
 #1990 06/04/20
 March29-31/17 FCM
 Out of Pocket Expenses: C

Expenses Coding Approval Summary

Select the meals/incidentals/accommodation allowances you want to claim and click Calculate Allowances.

View by: Month: March Year: 2017

Date	Country/Location	Meal Rate	Breakfast	Lunch	Dinner	Incidentals	Private Accommodation
29/03/2017	Canada - Ontario	100% <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% <input type="checkbox"/>	<input type="checkbox"/> 100% <input type="checkbox"/>
30/03/2017	Canada - Ontario	100% <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 100% <input type="checkbox"/>	<input type="checkbox"/> 100% <input type="checkbox"/>
31/03/2017	Canada - Ontario	100% <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 100% <input type="checkbox"/>	<input type="checkbox"/> 100% <input type="checkbox"/>

Summary

Country	Location	Meals	Incidentals	Private Accommodation
Canada	Ontario	159.60	51.90	0.00



STS SVP
 Shared Travel Services Services de voyage partagés

HRG

E-Ticket Itinerary Receipt and Invoice

09 February 2017

THANK YOU FOR BOOKING WITH THE HOGG ROBINSON GROUP (HRG) GOVERNMENT OF CANADA TRAVEL SERVICES. THIS DOCUMENTATION CONFIRMS YOUR TRAVEL ARRANGEMENTS.

THE INFORMATION CONTAINED IN THIS DOCUMENT IS PROVIDED BY HRG NORTH AMERICA VIA TRAVELPORT AND OTHER THIRD-PARTY VENDORS. AS SUCH, SOME CONTENT IS AVAILABLE IN ENGLISH ONLY.

PLEASE REVIEW TO ENSURE THAT ALL INFORMATION IS CORRECT.

TRAVELLERS ARE RESPONSIBLE FOR VERIFYING THEIR TRAVEL DOCUMENTS UPON RECEIPT.

ACCEPTANCE OF YOUR ITINERARY CONSTITUTES AGREEMENT WITH ITS CONTENTS./p>

ANY DISCREPANCY MUST BE REPORTED TO HRG NORTH AMERICA PRIOR TO 8PM EST THE SAME BUSINESS DAY.

HRG WILL NOT INCREASE THE PRICE AFTER TICKET ISSUANCE.

Itinerary details		Account references	
Trip locator:	L7MZ3K	Traveller Category :	Public Servants
Traveller:	Mr STEPHEN SIMPSON	Travel Directive Module :	M3D - Domestic - Overnight stay
		THCEE Trip Category :	Core Mandate
		Trip Purpose :	Core Mandate - Meetings
		TAN :	AKU779180
		Fiscal Year :	2016-2017
		Rationale for not using virtual presence :	Personal attendance required

Itinerary summary						
Traffic	Date	From-to/location	Supplier	Times	Class/room	Status
✈	29 Mar 2017	<u>YVR - YOW</u>	AC166	08:30-16:06	Business	Booked
✈	31 Mar 2017	<u>YOW - YVR</u>	AC189	18:55-21:10	Business	Booked
Frequent flyer cards:						

E-ticket 1	
Invoice number:	77075
Traveller name:	SIMPSONSTEPHENM
Ticket number:	0149566954289
Route:	Vancouver Intl Airport, Vancouver - Ottawa Intl Airport, Ottawa - Vancouver Intl Airport, Vancouver
Fare amount:	2438.00 CAD
Taxes:	14.25 CA / 123.61 XG / 45.99 XT
Ticket amount:	2621.85 CAD
Issuing agency:	67524192
Date of issue:	09 February 2017
Form of payment:	
Endorsements:	GOC-ACJV



Air Canada
Flight # AC166



Booking reference: AHQTNE
Status: Booked

Departing:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M
Date/time:	29 March 2017, 08:30
Arriving:	Ottawa Intl Airport, Ottawa, Canada (YOW)
Date/time:	29 March 2017, 16:06
Duration:	4h36m
Aircraft:	Airbus A321 Narrowbody Jet
Cabin class:	Business (P)
Seat:	02D
Baggage allowance:	2PC

[Add to calendar](#)



Air Canada
Flight # AC189



Booking reference: AHQTNE
Status: Booked

Departing:	Ottawa Intl Airport, Ottawa, Canada (YOW)
Date/time:	31 March 2017, 18:55
Arriving:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M
Date/time:	31 March 2017, 21:10
Duration:	5h15m
Aircraft:	Airbus A321 Narrowbody Jet
Cabin class:	Business (P)
Seat:	02D
Baggage allowance:	2PC

[Add to calendar](#)



Fare details

Fare accepted:	2438.00 CAD
Taxes and fees:	14.25 CA / 43.00 SQ / 2.99 RC / 123.61 XG
Total amount:	2621.85 CAD
Fare routing:	YVR - YOW YOW - YVR



Service Fees

Fee 1 Base:	52.00 CAD
Fee 1 Taxes:	2.60 CAD GST
Fee 1 Total:	54.60 CAD

GENERAL INFORMATION

CREDIT REQUEST ? PLEASE NOTE THAT HRG WAS UNABLE TO APPLY THE CREDIT REQUESTED DUE TO THE FARE RULES OF THE CARRIER BOOKED DO NOT PERMIT EXCHANGES FOR THIS ITINERARY.

GST REGISTRATION NO. R136445095 QST REGISTRATION NO. TVQ M1015857826

GST is represented by tax code XG; HST is represented by tax code RC; QST is represented by tax code XQ.

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CHANGES OR CANCELLATIONS MUST BE MADE PRIOR TO SCHEDULED TRAVEL DATE AND; FLIGHT TIME TO PREVENT NO SHOWS AND AVOID FORFEIT OF VALUE OF TICKET.

PLEASE NOTE THAT FARES MAY BE SUBJECT TO CHANGE AND ARE GUARANTEED ONLY ONCE TICKETED.

Travel Industry regulations require the travel agency to advise the customer about the availability of optional trip cancellation insurance and optional out of province health insurance. Individuals may contact the travel insurance provider of their choice to obtain a personal quote. TICO NO. 1355825

HRG North America, 370 King St. W., Suite 700, Toronto ON M5V 1J9, 1-866-857-3578

Mar 29/17
Airport → hotel
\$ 37.95

BLUE LINE TAXI
(613) 238-1111

TERMINAL ID: 324-301-561
MERCHANT ID: 4325007A
VEHICLE ID: 1142
DRIVER ID: 00052596

TRIP NUMBER: 5621
PASSENGERS: 1

03-29-2017
START: 16:21 END: 16:22

FARE AMOUNT: \$ 33.00

TIP AMOUNT: \$ 4.95

TOTAL : \$ 37.95

MASTER CARD SALE: [REDACTED]

APPROVAL NUMBER: 162301

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXI.TAB.COM
TAXI.TAB



WEST-WAY TAXI RECEIPT : TRIP ID: _____

Amount/Montant : \$ 15.00 Date: Mar-30-17

Account/Compte # _____ Ref # : _____

Name/Nom : _____

From/De: _____

To/A: _____

THANK YOU / MERCI TAXI # 2855 Name: [REDACTED]

Mar 30/17 hotel → HQ \$ 15

CAPITAL TAXI
(613) 794-3333

TERMINAL ID: 324-363-317
MERCHANT ID: 4325093A
VEHICLE ID: 6124
DRIVER ID: 00050046

TRIP NUMBER: 0880
PASSENGERS: 1

03-31-2017
START: 16:17 END: 16:18

FARE AMOUNT: \$ 22.97

TIP AMOUNT: \$ 3.45

TOTAL : \$ 26.42

MASTER CARD SALE: [REDACTED]

APPROVAL NUMBER: R07533

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXI.TAB.COM
TAXI.TAB



TAXI REGAL 819 777-5231
 CROWN 819 777-1645

TEMPS TIME 2:39 DATE 30/03/17

NOM NAME _____

ADRESSE ADDRESS _____

CHARGÉ A CHARGE TO _____

VOYAGE DE TRIP FROM 1 Portage, QAT

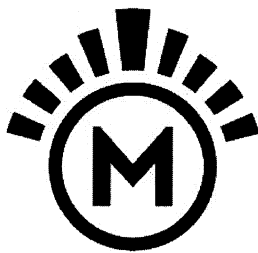
A TO Metcalf, hotel, OTT.

A TO _____

NOTRE NO OUR NO 60 PAR [REDACTED] CHARGE 15.00

Mar 30/17 HQ → hotel \$ 15

Mar 31/17
hotel → airport
\$ 26.42



9

03-31-17

CRTC	Folio No. :	176611	Room No. :	410
Canadian Radio-television and Telecommunications Commission	A/R Number :	100314	Arrival :	03-29-17
Ottawa ON K1A 0N2	Group Code :		Departure :	03-31-17
Simpson, Stephen	Company :	CRTC	Conf. No. :	75645SB00
	Membership No. :		Rate Code :	IMCGV
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
03-29-17	*Accommodation	169.00	
03-29-17	Ottawa DMF	5.07	
03-29-17	HST	22.63	
03-30-17	*Accommodation	169.00	
03-30-17	Ottawa DMF	5.07	
03-30-17	HST	22.63	
Total		393.40	0.00
Balance		393.40	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. 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 associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

The Metcalfe Hotel
 123 Metcalfe Street
 Ottawa, ON K1P 5L9
 Telephone: (613) 231-6555 Fax: (613) 231-7555



Demande de paiement et remboursement*
Requisition for Payment and Reimbursement*

Direction / Division / Groupe - Branch / Division / Group Executive		Personne ressource à la direction - Branch Contact Jo-Anne Platt	N° de téléphone - Telephone No. (604) 666-8661
Nom et adresse du bénéficiaire - Name and Address of Payee Steve Simpson		Code de fournisseur - Vendor Code [REDACTED]	Date de la demande Date of Requisition 2016-12-28
Méthode de paiement - Payment Method <input checked="" type="checkbox"/> Chèque - Cheque <input type="checkbox"/> Mastercard		Date de réception Receipt Date 2016-12-01	Date d'échéance Due Date NA
Détails - Particulars Joindre les documents appropriés. Attach the appropriate documentation. Receipts provided on December 22nd - Commissioner Simpson forgot to provide them to me in time for submissin of the Travel Claim for Group Renewals TV Ph.		Montant canadien Canadian Amount 25.00	
<p style="text-align: center;">Proactive Disclosure</p> <p style="text-align: center;">MAR 31 2017</p> <p>Period Ending: <u>March 2017</u> Verified By: <u>TUE</u></p>			
		Total	25.00 / 1.13
Enregistrement du paiement - Payment Record HST = 2.88			
Engagement - Commitment (AKU 789201)	Codage financier - Financial Coding 720-123-S-22-E-P101	Montant - Amount 22.12	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> POSTED FEB 23 2017 INSCRIT </div>	Proactive disclosure		
	PH.		
	\$135 initial amount		
	+ \$25		
	\$160 total transportation		
	= <u>PK March 31, 2017</u>		
	TPS - GST	2.88	
	Total	25.00	
Autorisation - Authorization	À l'usage des finances seulement - For Finance use only		
Certifié en vertu de l'article 34 de la Loi sur la gestion des finances publiques. Certified pursuant to section 34 of the Financial Administration Act. <i>Guy Desjardins</i> Signature 22.02.2017 Date	Certifié en vertu de l'article 33 de la Loi sur la gestion des finances publiques. Certified pursuant to Section 33 of the Financial Administration Act. <i>Michelle Khouri</i> Signature Feb 24 2017 Date	N° de pièce - Voucher No. 3616	
		Lot - Batch 608	
		Vérifié par - Verified by <i>[Signature]</i> Signature	
			Date

* Ce formulaire doit être utilisé pour les demandes de paiements de conférence, de formation. Veuillez utiliser les formulaires appropriés pour les voyages, les activités d'accueil, la petite caisse, les primes et reconnaissance.

* This form should be used to request payments for items such as conference, training. Appropriate forms should be used for travel, hospitality, petty cash, awards and recognition.

JK [Redacted]



RECEIPT FOR CAB FARE

Amount 10.00 Date 01/12/2016

From _____

To _____

Cab No. 657 Driver [Redacted]

H.S.T. Included in meter fare
Le prix inclus la T.V.H.



hotel → HQ
Dec 1/16
\$ 10

CAPITAL TAXI
(613) 744 - 3333

TERMINAL ID: 314-674-418
VEHICLE ID : 2715
DRIVER ID : 00050493
TRIP NUMBER: 2059
PASSENGERS: 1
12/01/2016
START: 18:48 END: 18:49
FARE AMOUNT: \$ 15.00

HQ → hotel
Dec 1/16
\$ 15

TOTAL: \$ 15.00

TIP AMOUNT: \$ _____


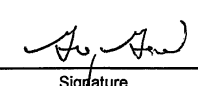
GROSS TOTAL: \$ _____

CASH RECEIPT

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB



Demande de paiement et remboursement* / Requisition for Payment and Reimbursement**

Direction / Division / Groupe - Branch / Division / Group Executive		Personne ressource à la direction - Branch Contact Jo-Anne Platt	N° de téléphone - Telephone No. (604) 666-8661
Nom et adresse du bénéficiaire - Name and Address of Payee Stephen Simpson		Code de fournisseur - Vendor Code [Redacted]	
		Date de la demande Date of Requisition 2016-04-22	Date de réception Receipt Date 2016-04-18
Méthode de paiement - Payment Method <input checked="" type="checkbox"/> Chèque - Cheque <input type="checkbox"/> Mastercard		Date d'échéance Due Date	
Détails - Particulars Joindre les documents appropriés. Attach the appropriate documentation. Parking at Vancouver airport for meeting with Lyndon Friesen, President, Golden West Radio. Paid with personal credit card but machine printed out two parking stubs that were not Steve's. Please find attached a copy of his credit card statement showing the \$20 charge.		Montant canadien Canadian Amount 20.00	
		Total	20.00
Enregistrement du paiement - Payment Record			
Engagement - Commitment	Codage financier - Financial Coding	Montant - Amount	
	615 632 S 22 e P101 ✓	19.23 19.23	
		TPS - GST	0.77
		Total	20.00 ✓
Autorisation - Authorization		À l'usage des finances seulement - For Finance use only	
Certifié en vertu de l'article 34 de la Loi sur la gestion des finances publiques. Certified pursuant to section 34 of the Financial Administration Act.		Certifié en vertu de l'article 33 de la Loi sur la gestion des finances publiques. Certified pursuant to Section 33 of the Financial Administration Act.	
 Signature		 Signature	
28 avril/16 Date		MAY 12, 16 Date	
		N° de pièce - Voucher No. 290	
		Lot - Batch 63	
		Vérifié par - Verified by GD Signature	
		12-05-2016 Date	

NOTED
MAY 12 2016
INSET

* Ce formulaire doit être utilisé pour les demandes de paiements de conférence, de formation. Veuillez utiliser les formulaires appropriés pour les voyages, les activités d'accueil, la petite caisse, les primes et reconnaissance.
* This form should be used to request payments for items such as conference, training. Appropriate forms should be used for travel, hospitality, petty cash, awards and recognition.

HUDSON'S BAY Home Outfitters

Account Summary Account Info ▾ Transaction Details Special Payments Plans ▾ Payment Options Alerts ▾ Service Requests ▾ Sign Out

Transaction Details

Welcome, STEPHEN
(3020)
Messages: 0 New

View transaction details for: Current Transactions ↕

[Print Friendly Version](#)

Transactions

Search Transactions:

[View All](#)



Trans Date	Post Date	Transaction Description	Amount
04/18/16	04/19/16	YVR PARKING RICHMOND CD	\$20.00

save & earn

[Download Transaction Data](#)

Transaction history may not include any charges pending.

[Frequently Asked Questions](#) | [Privacy](#) | [Hudson's Bay Online Credit Services Agreement](#) | [Contact Us](#)

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kc



Conseil de la radiodiffusion et des télécommunications canadiennes

Canadian Radio-television and Telecommunications Commission

**Demande de paiement et remboursement*
Requisition for Payment and Reimbursement***

Direction / Division / Groupe - Branch / Division / Group Executive		Personne ressource à la direction - Branch Contact Jo-Anne Platt	N° de téléphone - Telephone No. (604) 666-8661		
Nom et adresse du bénéficiaire - Name and Address of Payee Steve Simpson /		Code de fournisseur - Vendor Code [Redacted]			
		Date de la demande / Date of Requisition 2017-02-22 2017-01-13			
		Date de réception / Receipt Date 2016-09-08			
Méthode de paiement - Payment Method <input checked="" type="checkbox"/> Chèque - Cheque <input type="checkbox"/> Mastercard		Date d'échéance / Due Date NA			
Détails - Particulars Joindre les documents appropriés. Attach the appropriate documentation. Taxi receipt for September FCM found long after travel expense claim submitted. Proactive Disclosure MAR 31 2017 Period Ending: <u>March 2017</u> Verified By: <u>[Signature]</u>		Montant canadien / Canadian Amount 12.00			
		Total 12.00			
Enregistrement du paiement - Payment Record					
Engagement - Commitment	Codage financier - Financial Coding	Montant - Amount			
(AK11 753761)	940-133-5-22-E-P101	10.44			
Proactive Disclosure. Sep FCM \$92.15 initial amount Ⓢ \$2.00 104.15 Total Transportation MK March 31, 2017		<div style="border: 2px solid black; padding: 5px; text-align: center;"> POSTED FEB 23 2017 INSCRIT </div>			
				QST	1.04
				TPS - GST	0.52
		Total	12.00 /		
Autorisation - Authorization		À l'usage des finances seulement - For Finance use only			
Certifié en vertu de l'article 34 de la Loi sur la gestion des finances publiques. Certified pursuant to section 34 of the Financial Administration Act. <u>[Signature]</u> Guy Desjardins Signature DG, FAS 22.02.2017 A/CFO Date		Certifié en vertu de l'article 33 de la Loi sur la gestion des finances publiques. Certified pursuant to Section 33 of the Financial Administration Act. <u>[Signature]</u> Micheline Khouri Signature Feb 24, 2017 Date			
		N° de pièce - Voucher No. 3617			
		Lot - Batch 608			
		Vérfié par - Verified by <u>[Signature]</u> Signature			
		Date			

* Ce formulaire doit être utilisé pour les demandes de paiements de conférence, de formation. Veuillez utiliser les formulaires appropriés pour les voyages, les activités d'accueil, la petite caisse, les primes et reconnaissance.

* This form should be used to request payments for items such as conference, training. Appropriate forms should be used for travel, hospitality, petty cash, awards and recognition.

TAXI **REGAL** 819 777-5231
 CROWN 819 777-1645

TEMPS TIME _____ AM _____ PM _____ DATE 07-09-16

NOM NAME _____

ADRESSE ADDRESS _____

CHARGÉ À CHARGE TO _____

VOYAGE DE TRIP FROM _____

A TO _____

A TO _____

NOTRE NO OUR NO 70 PAR [REDACTED] CHARGE 12.00
CHAUFFEUR

Sep FCM

12.00 / 1.14975 = 10.44

TA Claim Training Event

Name: Steve Simpson

Event: Yearly Broadcast Awards Dinner - Jack Webster Foundation

Date: Thursday, October 20th, 2016

Total costs: \$185.00

X Recommended

planning

This is an after the fact approval request event Steve is attending and does annually. I recommend you approve. We will write to remind him and his admin. That it should have been in his plan.

annual

*noted
PB*

Danielle May-Cuconato

Oct 7/16

Danielle May-Cuconato **date**
Secretary General

to Chair's office 2016/10/05
date

from Chair's office 2016/10/06
date

to Finance 2016/10/06
date



Conseil de la radiodiffusion et des
télécommunications canadiennes

Canadian Radio-television and
Telecommunications Commission

Demande de paiement et remboursement*
Requisition for Payment and Reimbursement*

Direction / Division / Groupe - Branch / Division / Group Executive		Personne ressource à la direction - Branch Contact Jo-Anne Platt	N° de téléphone - Telephone No. (604) 666-8661
Nom et adresse du bénéficiaire - Name and Address of Payee Steve Simpson		Code de fournisseur - Vendor Code [REDACTED]	
		Date de la demande Date of Requisition 2016-09-30	
		Date de réception Receipt Date 2016-09-25	
Méthode de paiement - Payment Method <input checked="" type="checkbox"/> Chèque - Cheque <input type="checkbox"/> Mastercard		Date d'échéance Due Date NA	
Détails - Particulars Joindre les documents appropriés. Attach the appropriate documentation. Yearly broadcast journalism awards dinner presented by the Jack Webster Foundation. Commissioner Simpson has attended this event with approval every year he's been at the CRTC. Please find attached the receipt from the Foundation.		Montant canadien Canadian Amount 185.00	
		Total	185.00
Enregistrement du paiement - Payment Record			
Engagement - Commitment	Codage financier - Financial Coding 615 632 s 22 e 0436		Montant - Amount 185.00
	TPS - GST		
	Total		185.00
Autorisation - Authorization		À l'usage des finances seulement - For Finance use only	
Certifié en vertu de l'article 34 de la Loi sur la gestion des finances publiques. Certified pursuant to section 34 of the Financial Administration Act.		Certifié en vertu de l'article 33 de la Loi sur la gestion des finances publiques. Certified pursuant to Section 33 of the Financial Administration Act.	
<i>see note on file</i> Signature 5 Oct / 2016 Date		N° de pièce - Voucher No. 1980	
		Lot - Batch 323	
		Vérfié par - Verified by NA Signature 2016-10-14 Date	
		 Signature 2016-10-14 Date	

* Ce formulaire doit être utilisé pour les demandes de paiements de conférence, de formation. Veuillez utiliser les formulaires appropriés pour les voyages, les activités d'accueil, la petite caisse, les primes et reconnaissance.

* This form should be used to request payments for items such as conference, training. Appropriate forms should be used for travel, hospitality, petty cash, awards and recognition.

**The Jack Webster
Foundation**

6209 Angus Drive,
Vancouver, BC
Canada, V6M 3P2

T 604.261.6184
F 604.261.1964
E info@jackwebster.com
W www.jackwebster.com

DATE: 9/25/2016

RECEIPT

TO: Stephen B. Simpson
c/o CRTC
290-858 Beatty Street
Vancouver, B.C. V6B 1C1

1 ticket(s) for the 2016 Jack Webster Awards
Dinner Thursday, October 20 the Hyatt Regency Vancouver

1 ticket(s) x \$185 = \$ 185

**PAID BY MASTER CARD
THANK YOU**

If you have any questions, please do not hesitate to contact the foundation.

Thank You

Moore, Dale

From: Legros, Réjean
Sent: October-04-2016 8:30 AM
To: Moore, Dale
Subject: FW: Request for reimbursement
Attachments: 2016JackWebsterDinnerReceiptforS.Simpson.pdf; Jack Webster awards 2016 - request for reimbursement.pdf; Approval process for attendance at even for Steve

Dale,

J'aimerais avoir ton opinion sur la situation suivante.

A chaque année le conseiller Simpson participe à un évènement dans sa région. Dans le courriel ci-joint, nous indiquons à son adjointe que cet évènement doit être approuvé avant d'avoir lieu. Cette année encore, on reçoit la demande de remboursement sans avoir eu la pré-autorisation au préalable.

Merci!

Réjean Legros
Chef, Opérations financières et Systèmes / Chief, Financial Operations and Systems
Tel./Tél.: (819) 997-5293 - Fax/Télec.: (819) 953-5107
Conseil de la radiodiffusion et des télécommunications canadiennes /
Canadian Radio-Television and Telecommunication Commission

From: Roque, Lori-Ann
Sent: October-03-16 10:13 AM
To: Legros, Réjean <Rejean.Legros@crtc.gc.ca>
Cc: Khouri, Micheline <micheline.khouri@crtc.gc.ca>
Subject: FW: Request for reimbursement

Hi Réjean,

How are we going to treat this reimbursement this year? In the past (see email attached), it was not reinforced that an event form be submitted for this event attended by Steve Simpson. Commissioner Simpson's event plan for this year did not include this awards dinner.

Please advise.

Regards,

Lori-Ann Roque

Accounts Processing Officer | Agente, Traitement des comptes
Conseil de la radiodiffusion et des télécommunications canadiennes | Canadian Radio-television and
Telecommunications Commission
1, Promenade du Portage, 5ième étage | 5th floor
Gatineau, Qc J8X 4B1

lori-ann.roque@crtc.gc.ca
Téléphone | Telephone: 819-953-8141
Téléfax | Facsimile 819-953-5107
Gouvernement du Canada | Government of Canada
www.crtc.gc.ca

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Learn more about your CRTC
Follow us on Twitter (@CRTCeng)
Like us on Facebook

From: Charron, Rachel
Sent: September-30-16 3:07 PM
To: Khouri, Micheline <micheline.khouri@crtc.gc.ca>; Roque, Lori-Ann <Lori-Ann.Roque@crtc.gc.ca>
Subject: FW: Request for reimbursement

Micheline/ Lori-Ann,
Can you please check this request, thanks.

From: Platt, Jo-Anne
Sent: September-30-2016 2:24 PM
To: Charron, Rachel <rachel.charron@crtc.gc.ca>
Cc: Simpson, Stephen <Stephen.simpson@crtc.gc.ca>
Subject: Request for reimbursement

Bonjour Rachel,

Please find attached the Request for Reimbursement and the receipt for Commissioner Simpson's ticket to the Jack Webster broadcasting journalism awards dinner. As I'm sure you've noticed, this is an awards event that Steve attends every year with approval since he's been with the CRTC.

Like every year, I've coded it under Conferences as there isn't another RC that fits.

Merci,

Jo-Anne
604-666-8661

Moore Dale

From: Roque, Lori-Ann
Sent: September-19-2014 2:02 PM
To: Platt, Jo-Anne
Cc: Khouri, Micheline; Leblanc, Dominic; Legros, Réjean
Subject: Approval process for attendance at even for Steve
Attachments: FW: Approval process for attendance at even for Steve

Hi Jo-Anne,

Dominic Leblanc just advised us that due to the fact that this particular event only consists of Steve attending and being reimbursed for a nominal registration fee, John Traversy advised Dominic that this particular case can be exempted from the event approval process (see attached email from John Traversy's office).

Notwithstanding this case, please note that event approval authorization must be received by Finance prior to employees being registered to attend events. Using this particular event as an example, only the **Event Approval Template** (word file with signature lines) would have needed to be completed with a detail of the event that is being attended and a copy of the registration form that includes the cost attached to it for approval.

Please submit the "Requisition for Payment and Reimbursement" form with a receipt of Steve's registration payment as well as a copy this and the attached email so that Steve's reimbursement may be processed.

If you have any questions or concerns regarding event authorizations, please do not hesitate to contact either myself or Réjean Legros.

Regards,

Lori-Ann Roque

Commissaire principal des opérations comptables | Senior Accounting Operations Clerk
Conseil de la radiodiffusion et des télécommunications canadiennes | Canadian Radio-television and Telecommunications Commission
1, Promenade du Portage, 5^{ième} étage | 5th floor
Gatineau, Qc J8X 4B1
lori-ann.roque@crtc.gc.ca
Téléphone | Telephone: 819-953-8141
Télécopieur | Facsimile 819-953-5107
Gouvernement du Canada | Government of Canada
www.crtc.gc.ca

From: Roque, Lori-Ann
Sent: September-19-14 1:19 PM
To: Platt, Jo-Anne
Cc: Khouri, Micheline
Subject: RE: Approval process for attendance at even for Steve

Hi Jo-Anne,

The forms are not for organizing an event but for obtaining approval to attend an event.

Steve will be reimbursed for the cost of the ticket by way of submitting a "Requisition for Payment and Reimbursement" form once you have the event approval forms approved by John and Jean-Pierre. The event approval must be signed prior to registration for the event.

Thank you,

Lori-Ann Roque

Commis principal des opérations comptables | Senior Accounting Operations Clerk
Conseil de la radiodiffusion et des télécommunications canadiennes | Canadian Radio-television and Telecommunications Commission
1, Promenade du Portage, 5ième étage | 5th floor
Gatineau, Qc J8X 4B1
lori-ann.roque@crtc.gc.ca
Téléphone | Telephone: 819-953-8141
Télécopieur | Facsimile 819-953-5107
Gouvernement du Canada | Government of Canada
www.crtc.gc.ca

From: Platt, Jo-Anne
Sent: September-19-14 11:59 AM
To: Roque, Lori-Ann
Subject: RE: Approval process for attendance at even for Steve

Thanks Lori-Ann – Steve is not organizing an event though – he simply wants to be reimbursed for the cost of the ticket as he has been for almost every year he’s been with the CRTC. The approval template doesn’t really fit. I’ll still complete and send to Rachel for forwarding to John.

From: Roque, Lori-Ann
Sent: September-19-2014 5:33 AM
To: Platt, Jo-Anne
Cc: Khouri, Micheline
Subject: Approval process for attendance at even for Steve

Hi Jo-Anne,

The document entitled **Event Cost Estimates** would be the document that you would prepare your estimate calculations for approval of events. The **Event approval template** is the word document to complete and attach to the Event Cost Estimates for John Traversy and Jean-Pierre Blais’ signature prior to going forward with bookings for the event.

Regards,

Lori-Ann Roque

Commis principal des opérations comptables | Senior Accounting Operations Clerk
Conseil de la radiodiffusion et des télécommunications canadiennes | Canadian Radio-television and Telecommunications Commission
1, Promenade du Portage, 5ième étage | 5th floor
Gatineau, Qc J8X 4B1
lori-ann.roque@crtc.gc.ca
Téléphone | Telephone: 819-953-8141

Télécopieur | Facsimile 819-953-5107
Gouvernement du Canada | Government of Canada
www.crtc.gc.ca

From: Khouri, Micheline
Sent: September-19-14 8:23 AM
To: Roque, Lori-Ann
Subject: FW: Approval process for attendance at even for Steve

From: Platt, Jo-Anne
Sent: September-18-2014 2:26 PM
To: Khouri, Micheline
Cc: Charron, Rachel
Subject: RE: Approval process for attendance at even for Steve

Thanks Micheline. Where do I find this "event approval form". I need to buy his ticket asap before the sell out!

We'll go the way of reimbursement please.

From: Khouri, Micheline
Sent: September-18-2014 11:16 AM
To: Platt, Jo-Anne
Cc: Charron, Rachel
Subject: RE: Approval process for attendance at even for Steve

To answer your question,

Since the award dinner fee is considered conference fee, Finance require an event form approval and we can process the payment either way , by reimbursing Steve Simpson or by paying directly the company

If you have any question don't hesitate to contact me

Thank you

Micheline Khouri
819-934-6348 / micheline.khouri@crtc.gc.ca / télécopieur / facsimile 819-953-5107
Accounts Processing Officer / Agente de traitement des comptes
Canadian Radio-television and Telecommunications Commission.
Conseil de la radiodiffusion et des télécommunications canadiennes.
Government of Canada / Gouvernement du Canada

From: Platt, Jo-Anne
Sent: September-16-2014 1:40 PM
To: Khouri, Micheline
Subject: FW: Approval process for attendance at even for Steve

Forgot to ask you about this one!

From: Charron, Rachel
Sent: September-15-2014 10:57 AM
To: Kauri, Micheline
Cc: Platt, Jo-Anne
Subject: FW: Approval process for attendance at even for Steve

Micheline? Is there any changes to the procedure for this?

From: Platt, Jo-Anne
Sent: September-15-14 1:55 PM
To: Charron, Rachel
Subject: Approval process for attendance at even for Steve

Hi Rachel,

Every year Steve's attends the Jack Webster Awards Dinner – a journalism awards dinner held here in Vancouver. In the past, he's paid for the ticket himself and I've submitted a form to you (for John) for reimbursement. Do I follow the same process as always?

Merci!

Jo-Anne
604-666-8661

Moore, Dale

From: Leblanc, Dominic
Sent: September-19-2014 1:35 PM
To: Khouri, Micheline
Cc: Roque, Lori-Ann; Legros, Réjean
Subject: FW: Approval process for attendance at even for Steve

Tel que discuté, voici le backup à joindre au formulaire...merci

Micheline : svp communique avec Joanne pour la tenir au courant.

From: Charron, Rachel
Sent: September-19-14 1:24 PM
To: Leblanc, Dominic
Cc: Traversy, John
Subject: FW: Approval process for attendance at even for Steve

Tel que discuté voici la demande de Jo-Ann Platt, et John approuve que l'évènement soit payé par demande de remboursement.

Merci Dominic et bon weekend,

Rachel Charron

Adjointe exécutive / Executive Assistant
Secrétaire général / Secretary General
Conseil de la radiodiffusion et des télécommunications canadiennes
Canadian Radio-television and Telecommunications Commission

Les Terrasses de la Chaudière
1 Promenade du Portage, Gatineau QC J8X 4B1
Téléphone / Telephone 819-997-1027
Télécopieur / Facsimile 819-997-4923
Courriel/E-mail : rachel.charron@crtc.gc.ca
Gouvernement du Canada / Government of Canada
www.crtc.gc.ca

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 Pensez à l'environnement avant d'imprimer ce courriel/think of the environment before printing this email.

From: Khouri, Micheline
Sent: September-18-14 2:16 PM
To: Platt, Jo-Anne
Cc: Charron, Rachel
Subject: RE: Approval process for attendance at even for Steve

To answer your question,

Since the award dinner fee is considered conference fee, Finance require an event form approval and we can process the payment either way , by reimbursing Steve Simpson or by paying directly the company

If you have any question don't hesitate to contact me

Thank you

Micheline Khouri

819-934-6348 / micheline.khouri@crtc.gc.ca / télécopieur / facsimile 819-953-5107

Accounts Processing Officer / Agente de traitement des comptes

Canadian Radio-television and Telecommunications Commission.

Conseil de la radiodiffusion et des télécommunications canadiennes.

Government of Canada / Gouvernement du Canada

From: Platt, Jo-Anne

Sent: September-16-2014 1:40 PM

To: Khouri, Micheline

Subject: FW: Approval process for attendance at even for Steve

Forgot to ask you about this one!

From: Charron, Rachel

Sent: September-15-2014 10:57 AM

To: Khouri, Micheline

Cc: Platt, Jo-Anne

Subject: FW: Approval process for attendance at even for Steve

Micheline? Is there any changes to the procedure for this?

From: Platt, Jo-Anne

Sent: September-15-14 1:55 PM

To: Charron, Rachel

Subject: Approval process for attendance at even for Steve

Hi Rachel,

Every year Steve's attends the Jack Webster Awards Dinner – a journalism awards dinner held here in Vancouver. In the past, he's paid for the ticket himself and I've submitted a form to you (for John) for reimbursement. Do I follow the same process as always?

Merci!

Jo-Anne

604-666-8661

920 Broadcasting hearing - September 7-8 2016, Gatineau

	Parking	Flight fee	Hotel	Meals	Air	Total
Budgeted	\$ 130,00	\$ 100,00	\$ 1 110,00	1160	\$ 3 500,00	\$ 6 000,00
Freebalance	\$ 130,00	\$ 80,00	\$ 971,85	\$ 884,86	\$ 3 537,30	\$ 5 604,01
Travel Expense	\$ 29,88	\$ 110,89	\$ 691,11	\$ 572,11	\$ 4 994,75	\$ 6 398,74
					Balance	\$ 398,74

Freebalance	Commitment	Travel Request	Paid	Not Paid	Credit	Total
	\$ 6 000,00	\$ 5 474,01				

Christopher MacDonald AKU715920		Flight Fee	Hotel	Meals	Air	Total
	Travel request	\$ 80,00	\$ 388,74	\$ 507,50	\$ 459,75	\$ 1 435,99
	Travel Expense	\$ 40,57	\$ 347,09	\$ 292,37	\$ 400,25	\$ 1 080,28

S. Simpson AKU798173		Flight Fee	Hotel	Meals	Air	Total
	Travel request		\$ 583,11	\$ 377,36	\$ 3 077,55	\$ 4 038,02
	Travel Expense	\$ 40,57	\$ 344,02	\$ 279,74	\$ 2 929,25	\$ 3 593,58

Candice Molnar AKU796474		Flight Fee	Hotel	Meals	Air	Total
	Travel request					\$ 2 468,33
	Travel Expense	\$ 29,75			\$ 1 665,25	\$ 1 695,00

Parking Phase IV	Budgeted	
	\$ 130,00	
	Expense	\$ 34,00

920 Broadcasting hearing - November 28 - 2 December 2016, Gatineau

	Parking	Flight fee	Hotel	Meals	Air	Total
Budgeted	\$ 210,00	\$ 200,00	\$ 3 700,00	\$ 3 100,00	\$ 5 000,00	\$ 12 210,00
Freebalance		\$ 31,24	\$ 1 844,66	\$ 1 720,05	\$ 4 471,52	\$ 8 067,47
Travel Expense	\$ 125,58	\$ 259,10	\$ 2 618,36	\$ 2 604,20	\$ 4 458,44	\$ 10 065,68
					Balance	

Freebalance	Commitment	Travel Request	Paid	Not Paid	Credit	Total
	\$ 12 210,00					

Steve Simpson AKU789201		Flight Fee	Hotel	Meals	Air	Total
	Travel request	\$ 31,24	\$ 1 099,78	\$ 861,76	\$ 3 783,79	\$ 5 776,57
	Travel Expense	\$ 112,39	\$ 659,20	\$ 719,16	\$ 3 205,40	\$ 4 696,15

Christopher MacDonald AKU718728		Flight Fee	Hotel	Meals	Air	Total
	Travel request	\$ 80,00	\$ 742,40	\$ 728,50	\$ 333,46	\$ 1 884,36
	Travel Expense	\$ 40,57			\$ 292,24	\$ 332,81

Yves Dupras AKU776839		Flight Fee	Hotel	Meals	Air	Total
	Travel request		\$ 720,00	\$ 1 074,75		\$ 1 794,75
	Travel Expense	\$ 10,82	\$ 634,48	\$ 714,95		\$ 1 349,43

Linda Vennard aKU735252		Flight Fee	Hotel	Meals	Air	Total
	Travel request		\$ 744,88	\$ 858,29	\$ 687,73	\$ 2 290,90
	Travel Expense	\$ 120,32	\$ 634,48	\$ 567,11	\$ 960,80	\$ 2 282,71

Judith LaRocque		Flight Fee	Hotel	Meals	Air	Total
	Travel request		\$ 875,00	\$ 885,00		\$ 1 760,00
	Travel Expense		\$ 690,20	\$ 602,98		\$ 1 293,18

Parking Phase IV	Budgeted	\$	210,00
	Expense	\$	125,58

930 Telecom hearing - 16-20 January 2017, Gatineau

	Parking	Flight fee	Hotel	Meals	Air	Total
Budgeted	\$ 210,00	\$ 150,00	\$ 3 000,00	\$ 2 600,00	\$ 4 300,00	\$ 10 260,00
Travel Expense	\$ 121,73	\$ 166,21	\$ 2 618,82	\$ 1 830,75	\$ 4 042,70	\$ 8 780,21
					Balance	\$ 1 479,79

Christopher MacDonald AKU767936		Flight Fee	Hotel	Meals	Air	Total
	Travel request	\$ 80,00	\$ 980,20	\$ 837,60	\$ 442,50	\$ 2 340,30
	Travel Expense	\$ 62,82	\$ 878,12	\$ 620,15	\$ 232,00	\$ 1 793,09

S. Simpson AKU713049		Flight Fee	Hotel	Meals	Air	Total
	Travel request	\$ 31,24	\$ 980,20	\$ 740,35	\$ 3 237,15	\$ 4 988,94
	Travel Expense	\$ 40,57	\$ 870,35	\$ 562,22	\$ 3 081,25	\$ 4 554,39

L. Vennard AKU743754		Flight Fee	Hotel	Meals	Air	Total
	Travel request	\$ 150,00	\$ 1 000,00	\$ 980,39	\$ 759,68	\$ 2 890,07
	Travel Expense	\$ 62,82	\$ 870,35	\$ 648,38	\$ 729,45	\$ 2 311,00

Parking Phase IV	Budgeted	\$ 210,00
	Expense	\$ 121,73

Real Cost - Public Hearings 2016-2017 - Panel Members Travel

PROTECTED / PROTÉGÉ

	Basic Telecom Services	Comp. Radio Call	BDU Renewals*	Comp. Radio Call	Differential Pricing Practices*	French TV Renewal	English TV Renewal	Next Generation \$11	Wireless Code Review	Urban Aboriginal Radio Call
926 Broadcasting	11-28 April 2016 14 days	16-20 May 2016 5 days	7-8 Sept 2016 2 days	27-30 Sept. 2016 4 days	31 Oct - 4 Nov 2016 5 days	22-24 Nov 2016 3 days	28 Nov-1 Dec 2016 4 days	16-20 Jan 2017 5 days	6-9 Feb 2017 5 days	27-28 March 2017 3 days
930 Telecommunication	Gatineau, QC	Vancouver, BC	Gatineau QC	Edmonton, AB	Gatineau Quebec	Laval, QC	Gatineau, QC	Gatineau, QC	Gatineau, QC	Gatineau, QC
	Project:110	Project:120	Project: 127	Project:121	Project: 113	Project:122	Project:123	Project:111	Project:112	Project:126
Stephen Simpson										
P101 Travel Request			4 038,02 \$				5 776,47 \$	4 988,94 \$		
P101 Flight Pass + HRG fee			40,57 \$				101,57 \$	29,75 \$		
P101 Hotel			344,02 \$				659,20 \$	870,35 \$		
P101 Meals&others + Taxi			279,74 \$				696,85 \$	562,22 \$		
P101 Air, Train, Car			2 929,25 \$				3 205,40 \$	3 081,25 \$		
P101 Expense report			3 593,58 \$				4 653,02 \$	4 543,57 \$		
Candice Molnar										
P101 Travel Request	9 142,12 \$		2 468,33 \$	2 063,43 \$						
P101 Flight Pass + HRG fee	72,82 \$		29,75 \$	40,57 \$						
P101 Hotel	2 755,97 \$			536,64 \$						
P101 Meals&others + Taxi	1 834,85 \$			598,49 \$						
P101 Air, Train, Car			1 665,25 \$	733,45 \$						
P101 Expense report	4 663,64 \$		1 695,00 \$	1 909,15 \$						
Jean-Pierre Blais										
P101 Travel Request		1 663,11 \$								
P101 Flight Fees (BMO)		40,57 \$								
P101 Hotel		983,80 \$				391,23 \$				
P101 Meals&others + Taxi		635,69 \$				221,97 \$				
P101 Air, Train, Car		986,85 \$								
P101 Expense report		2 646,91 \$				613,20 \$				
Peter Menzies										
P101 Travel Request		1 583,83 \$		2 210,99 \$						
P101 Flight Pass + HRG fee		130,82 \$		81,75 \$						
P101 Hotel		983,80 \$		268,32 \$						
P101 Meals&others + Taxi		623,83 \$		717,49 \$						
P101 Air, Train, Car				1 015,31 \$						
P101 Expense report		1 738,45 \$		2 082,87 \$						
Yves Dupras										
P101 Travel Request				2 427,48 \$	2 358,40 \$	734,81 \$	1 794,75 \$			
P101 Flight Fees (BMO)				- \$	10,82 \$					
P101 Hotel				536,64 \$	819,88 \$	391,23 \$	634,48 \$			
P101 Meals&others + Taxi				676,74 \$	815,51 \$	244,15 \$	714,95 \$			
P101 Air, Train, Car				687,12 \$						
P101 Expense report				1 900,50 \$	1 646,21 \$	635,38 \$	1 349,43 \$			
Christopher MacDonald										
P101 Travel Request	6 425,62 \$	1 760,37 \$	1 435,99 \$		2 231,53 \$	34,21 \$	1 884,36 \$	2 340,30 \$	1 941,20 \$	1 663,77 \$
P101 Flight Fees (BMO)	72,82 \$	40,57 \$	40,57 \$		90,57 \$		40,57 \$	59,80 \$	92,57 \$	93,97 \$
P101 Hotel	2 918,09 \$	1 377,32 \$	347,09 \$		867,72 \$			978,12 \$	878,12 \$	545,67 \$
P101 Meals&others + Taxi	1 897,47 \$	716,19 \$	292,37 \$		522,79 \$			620,15 \$	677,85 \$	351,83 \$
P101 Air, Train, Car	400,25 \$	1 003,61 \$	400,25 \$		595,20 \$	498,23 \$	292,24 \$	232,00 \$	301,75 \$	434,24 \$
P101 Expense report	5 286,63 \$	3 137,69 \$	1 080,28 \$		2 076,28 \$	532,44 \$	332,81 \$	1 790,07 \$	1 960,29 \$	1 422,21 \$
Linda Vennard										
P101 Travel Request	7 630,37 \$			1 674,99 \$	2 672,74 \$		2 290,00 \$	2 890,07 \$		2 039,00 \$
P101 Flight Fees (BMO)	158,64 \$				70,32 \$		70,32 \$	52,00 \$		40,57 \$
P101 Hotel	2 620,32 \$				938,42 \$		634,48 \$	870,35 \$		522,21 \$
P101 Meals&others + Taxi	1 867,58 \$				761,74 \$		567,11 \$	648,38 \$		388,08 \$
P101 Air, Train, Car	2 052,33 \$				762,58 \$		960,80 \$	729,45 \$		628,85 \$
P101 Expense report	6 696,87 \$				2 433,06 \$		2 232,71 \$	2 300,18 \$		1 779,71 \$
Judith LaRocque										
P101 Travel Request										
P101 Flight Fees (BMO)										
P101 Hotel						391,23 \$	690,20 \$			
P101 Meals&others + Taxi						240,35 \$	602,98 \$			
P101 Air, Train, Car										
P101 Expense report						631,58 \$	1 293,18 \$			
Total Members	9 692,27 \$	7 523,05 \$	6 366,86 \$	5 892,52 \$	6 166,35 \$	2 412,60 \$	9 671,15 \$	6 623,82 \$	1 950,76 \$	3 201,92 \$
Total CRTG Staff	385,55 \$	30 198,08 \$	29,88 \$	18 615,14 \$	2 886,42 \$	7 096,96 \$	125,58 \$	121,73 \$	191,60 \$	73,82 \$
Total Staff & Members	10 317,82 \$	37 721,11 \$	6 396,74 \$	24 507,66 \$	8 641,97 \$	9 508,56 \$	9 996,73 \$	8 755,55 \$	2 141,99 \$	3 275,74 \$
Budget received June 20										
Balance										

Platt, Jo-Anne

From: Charron, Rachel
Sent: May-02-2016 5:39 AM
To: Platt, Jo-Anne
Subject: RE: Budget/Conference approval - Discoverability Summit

There is not conference fee. The commissioner's Travel document was approved by the Chair last week, we will not amend the document, but will adjust on TR accordingly.

Thanks.

From: Platt, Jo-Anne
Sent: April-29-2016 4:47 PM
To: Charron, Rachel <rachel.charron@crtc.gc.ca>
Subject: FW: Budget/Conference approval - Discoverability Summit

Hi Rachel,

In light of Karine's emails, the document we were provided granting Steve approval for his trip requests will need to be reviewed.

I submitted that his cost for the Summit would be \$927.98 and on the document sent back, the cost cell for the Summit has n/a written in it. My cost estimate did not include a conference fee but it did include hotel, meals and transportation costs.

J.

From: St-Louis, Karine
Sent: April-29-2016 1:31 PM
To: Platt, Jo-Anne <Jo-anne.Platt@crtc.gc.ca>
Cc: Charron, Rachel <rachel.charron@crtc.gc.ca>; Desjardins, Guy <Guy.Desjardins@crtc.gc.ca>; Roy, Diane <diane.roy@crtc.gc.ca>
Subject: RE: Budget/Conference approval - Discoverability Summit

Hello Jo-Anne,

After discussion with Communications Branch, there will be no conference costs to attend the Discoverability Summit for Steve, but the costs for the trip will be coming out of Steve's budget.



Please find attached the e-mail that I received from Courtney Fortin.

Thank you

Karine St-Louis CPA,CGA

Finances et services administratifs/Finance & Administratives Services
Agente principale de la planification et des rapports financiers/Senior Financial Planning and Reporting Officer
Conseil de la radiodiffusion et des télécommunications canadiennes / Canadian Radio-television and
Telecommunications Commission
1 Promenade du Portage, Gatineau (Québec), J8X 4B1
karine.st-louis@crtc.gc.ca

Téléphone / Telephone (819) 997-4385
Télécopieur / Facsimile (819) 953-5107
Gouvernement du Canada | Government of Canada

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From: Platt, Jo-Anne
Sent: April-28-2016 3:29 PM
To: Charron, Rachel <rachel.charron@crtc.gc.ca>
Subject: Budget/Conference approval - Discoverability Summit

Allo Rachel,

I'm starting to enter Steve's commitments and am going over the budget/conference approval document we've been provided. The total for the Discoverability Summit now has "n/a" in its place. Does that mean the expenses for that trip/conference will not be coming out of Steve's budget?

Merci,

Jo-Anne
604-666-8661

Platt, Jo-Anne

From: Air Canada <confirmation@aircanada.ca>
Sent: April-18-2016 12:41 PM
To: Simpson, Stephen
Subject: Air Canada - MR STEPHEN SIMPSON - 18-May/YVR-YYF (booking ref MI6QII) - Itinerary-Receipt

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

AIR CANADA 

Itinerary-Receipt

Your booking is confirmed. Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

[Scan this barcode to check in at any Air Canada check in kiosk.](#)



Booking Date: **Apr 18, 2016** Passengers **MR STEPHEN SIMPSON**
Agent Name: **HRG6**
Agency ID: **6752419**



Purchase a travel option Relax in Air Canada's Maple Leaf lounges. Purchase On My Way travel assistance.

Booking Information

Booking Reference

MI6QII

Customer Care

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact

HRG North America
SUPPLIERS.GC@HRGWORLDWIDE.COM
44 1252 16046662914

Air Canada

1-888-247-2262*

Flight Arrivals and Departures

1-888-422-7533

Online Services

Select Seats get more seating options for my flight.

Manage My Booking (change, cancel, upgrade).

Alert me of flight status changes directly to my mobile phone or email.


Flight Arrivals & Departures check online if my flight is on time.

Check-in online and print my boarding pass.

*For use from phones in Canada, the continental USA, Hawaii and Alaska.

* [Can my booking be changed online?](#)

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type
 AC8354	Vancouver (YVR) Wed 18-May 2016 17:40 - M	Penticton (YYF) Wed 18-May 2016 18:33	0	0hr53	DH3	Flex G
 Flight AC8354 is operated by Air Canada Express - Jazz. Please check in directly at the Air Canada Express - Jazz. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.						
 AC8357	Penticton (YYF) Thu 19-May 2016 18:55	Vancouver (YVR) Thu 19-May 2016 19:48 - M	0	0hr53	DH3	Flex G

1 Flight **AC8357** is operated by **Air Canada Express - Jazz**. Please check in directly at the **Air Canada Express - Jazz**. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.

Operated by ¹ Air Canada Express - Jazz

Passenger Information

1: MR STEPHEN SIMPSON : Adult (16+), Ticket Number: 0142161439504

Frequent Flyer Pgm :	[REDACTED]	Meal Preference :	None
Payment Card :	[REDACTED]	Special Needs :	None
Seat Selection :	AC 8354 (YVR-YYF) - 5C		
	AC 8357 (YYF-YVR) - 5C		

Purchase Summary

Fare Summary

Passenger Type	Adult
Departing Flight - <u>Flex</u>	166.32
Returning Flight - <u>Flex</u>	175.12
<u>Surcharges</u>	24.00
Sub Total	365.44

Taxes, Fees and Charges

<u>Canada Airport Improvement Fee</u>	5.00
<u>Air Travellers Security Charge (ATSC)</u>	14.25
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	19.23
Total airfare and taxes (per passenger)	403.92
Number Of Passengers	1
Total	403.92
Grand Total - Canadian Dollar (CAD)	\$403.92

Payment Information

The following charges (tax inclusive) will appear on your MasterCard card [REDACTED] statement:

- Air Canada: **\$403.92** (Airfare per Adult ticket)

Ticket number 0142161439504

Fare Rules

Departing Flight Vancouver (YVR) To Penticton (YYF) - **Flex**

Returning Flight Penticton (YYF) To Vancouver (YVR) - **Flex**

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - **Airport same-day changes** (subject to availability) are permitted at a flat fee of \$75 CAD per direction, per passenger. Same-day flights only.
 - **Same-day standby** is available on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
 - Flights can only be used in sequence from the place of departure specified on the itinerary.

Platt, Jo-Anne

From: Platt, Jo-Anne on behalf of Simpson, Stephen
Sent: May-25-2016 2:45 PM
To: Platt, Jo-Anne
Subject: FW: Reservation Confirmation #96423564 for Courtyard St. John's Newfoundland

From: Courtyard By Marriott Reservations [mailto:reservations@courtyard-res.com]
Sent: May-25-2016 2:43 PM
To: Simpson, Stephen <Stephen.simpson@crtc.gc.ca>
Subject: Reservation Confirmation #96423564 for Courtyard St. John's Newfoundland

Please review your reservation details and keep for your records.

<p>Courtyard St. John's Newfoundland</p> <p><input type="checkbox"/> 131 Duckworth Street . St. John's, Newfoundland and Labrador A1C 1E9 Canada</p> <p><input type="checkbox"/> 1-709-722-6636 Hotel Website Map & Directions Plan Your Stay</p>		

Reservation Confirmation: 96423564

For STEPHEN SIMPSON

CHECK-IN DATE **Tuesday, August 16, 2016**
CHECK-IN TIME **04:00 PM**

CHECK-OUT DATE **Thursday, August 18, 2016**
CHECK-OUT TIME **11:00 AM**

[Modify your reservation](#)

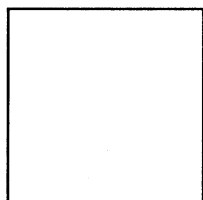
[Cancel your reservation](#)

Dear STEPHEN SIMPSON,

We are pleased to confirm your reservation at the Courtyard St. John's Newfoundland. Below is a summary of your booking and room information. We look forward to welcoming you and providing an environment that makes it easy for you to work and relax.

Warm regards,
Courtyard St. John's Newfoundland

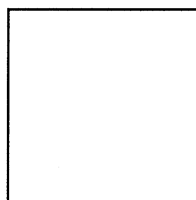
Enhance Your Stay



Get Up to 35% off + 500 Marriott Rewards Points

Book with Hertz & get exclusive discounts

Search Now



Mobile Check-In & Out

Get to your room faster & know when your room is ready

Download our app

Room Details

ROOM TYPE **Newly Renovated, Guest room, 1 King, Harbor view**

NUMBER OF ROOMS **1**

GUESTS PER ROOM **1 Adult**

GUARANTEED METHOD **Credit Card Guarantee, Master Card**

SPECIAL REQUESTS

Room 1

Request noted

* Qualifying Rate ID Required

* Non-Commissionable Rate

Summary of Charges

RATES ARE PER ROOM, PER NIGHT (CAD)

Tuesday, August 16, 2016-Thursday, August 18, 2016	2 nights	175.00 CAD
Canadian Government rate		

ESTIMATED GOVERNMENT TAXES & FEES		29.75 CAD
-----------------------------------	--	------------------

Total for stay (for all rooms)		409.50 CAD
---------------------------------------	--	-------------------

Other Charges

* Complimentary on-site parking

* Complimentary valet parking

Modify or cancel your reservation

Book Another Reservation

Rate and Cancellation Details

- Please note that a change in the length or dates of your reservation may result in a rate change.
- You may cancel your reservation for no charge until Monday, August 15, 2016 (1 day[s] before arrival).
- Please note that we will assess a fee of 204.75 CAD if you must cancel after this deadline.

If you have made a prepayment, we will retain all or part of your prepayment. If not, we will charge your credit card.

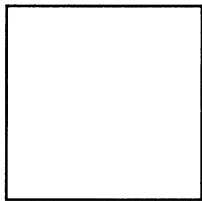
- Please be prepared to show proof of eligibility for your rate (such as a membership card, corporate or government identification card, or proof of your age).

RATE GUARANTEE LIMITATION(S)

- Changes in taxes or fees implemented after booking will affect the total room price.
- Please note that a change in the length or dates of your reservation may result in a rate change.

ADDITIONAL INFORMATION

- The Responsible Tourist and Traveler
A practical guide to help you make your trip an enriching experience



Free Wi-Fi and Mobile Check-In

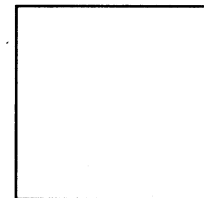
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Contact Us

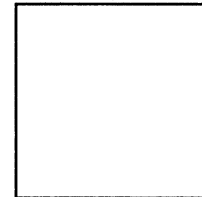
- Call 1-800-321-2211 in the US and Canada
- Elsewhere, call our worldwide telephone numbers.

Additional Reservation Information available

**Book Transportation,
Tours & More**

Get great rates on local tours & attractions

Book Now



DOWNLOAD MARRIOTT MOBILE APP



STAY CONNECTED



Privacy, Authenticity and Opting Out

Your privacy is important to us. **Please visit our Privacy Statement for full details.**

This email confirmation is an auto-generated message. Replies to automated messages are not monitored. Our Internet Customer Care team is available to assist you 24 hours per day, 7 days per week. **Contact Internet Customer Care.**

Promotional Email Unsubscribe

If you provided us with your email address for the first time, we will send you a follow-up email to welcome you. We will also send you periodic emails with information about your account balance, member status, special offers and promotions. An opt-out link will be included in each of these emails so that you can change your mind at any time.

If you would prefer to opt out of such emails from Marriott International, Marriott Rewards or The Ritz-Carlton Rewards, **you may do so here.** In addition, you may unsubscribe from The Ritz-Carlton email community **here.**

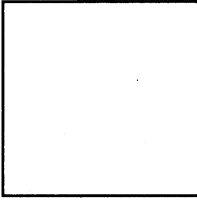
Please note: Should you unsubscribe from promotional email, we will continue to send messages for transactions such as reservation confirmation, point redemption, etc.

Confirmation Authenticity

We're sending you this confirmation notice electronically for your convenience. Marriott keeps an official record of all electronic reservations. We honor our official record only and will disregard any alterations to this confirmation that may have been made after we sent it to you.

If you have received this email in error, **please let us know.**

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Wickenheiser, Faye

From: Secretariat/Meetings
Sent: September-01-2016 8:50 AM
To: *Commissioners; *Commissioners Assistants; Fortin, Courtney
Cc: *Broadcast - Directors; *CASP – Multi-platform Technology; *CASP - Social and Consumer Policy/Politique sociale et des consommateurs; *CRTC Decisions; *Legal; *Secrétariat; *Telecom - Admins; *Telecom - Competition & Emergency Service Policy; *Telecom - Directors; Aguiar, Joe; Auger, Manon; Bailey, Christine; Berlad, Terry; Bernier, Julien; Bertrand, Janie; Bettencourt, Teresa; Blais, Marianne; Bombardier, Manon; Boulanger, Donald; Brosseau, Marie; Carriere, Paula; Carvalho, Sergio; Charron, Rachel; Clément, Sylvie; Coulombe, Danielle; Curtis, Jonathan; Daigle, Martin; Dare, Jessica; Desrochers-Lanthier, Yolaine; Dion, Mireille; Doucet, Claude; Gravelle, Sonia; Harroun, Steven; Henry, Judy; Hines, Shannon; Kent, Philippe; King, Martha; Laflamme, Vincent; Lee, Tse Wae; Legault, Céline; Leroy, Raynald; Lévesque, Sylvie; Lloyd, William; Lord, Josiane; Maisonneuve, Diane; Maisonneuve, Tina; Marleau, Rachel; Massie, Diane; May-Cuconato, Danielle; Meyer, Stephan; Moreau, Danny; Motzney, Barbara; Nebout, Peggy; Pagani, Raffaele; Paquette, Julie; Perrault, Lynne; Pilon, Marc; Plouffe, Hélène; Poirier, Mélanie; Prince, Patricia; Processus-Process; Pye, Daniel; Rancourt, Eric; Rancourt, Mélanie; Rita, Mélanie; Rocheleau, Annie; Roy, Jade; Roy, Lynda; Sartor, Sandi; Sirois, Martine; Stakic, Zeljka; Taylor, Kathleen; Tousignant, Philippe; Tremblay Morisette, Sophie; Ventura, Cindy; Warsalee, Rehana; Webster Cole, Nancy
Subject: FCM 2016.09.13: CHANGEMENT DE DATE/DATE CHANGE
Follow Up Flag: Follow up
Flag Status: Completed

Veillez noter que la Réunion plénière du conseil aura maintenant seulement lieu le mercredi 14 et jeudi 15 septembre 2016.

Please note that the Full Commission Meeting will now only be held on Wednesday 14 September and Thursday 15 September 2016.



STS SVP
Shared Travel Services Services de voyage partagés



E-Ticket Itinerary Receipt and Invoice

06 September 2016

THANK YOU FOR BOOKING WITH THE HOGG ROBINSON GROUP (HRG) GOVERNMENT OF CANADA TRAVEL SERVICES. THIS DOCUMENTATION CONFIRMS YOUR TRAVEL ARRANGEMENTS.

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ACCEPTANCE OF YOUR ITINERARY CONSTITUTES AGREEMENT WITH ITS CONTENTS./p>

ANY DISCREPANCY MUST BE REPORTED TO HRG NORTH AMERICA PRIOR TO 8PM EST THE SAME BUSINESS DAY.

HRG WILL NOT INCREASE THE PRICE AFTER TICKET ISSUANCE.

Itinerary details		Account references	
Trip locator:	RM0176	Traveller Category :	Public Servants
Traveller:	Mr STEPHEN SIMPSON	Travel Directive Module :	M3D - Domestic - Overnight stay
		THCEE Trip Category :	Core Mandate
		Trip Purpose :	Core Mandate - Meetings
		TAN :	AKU753761
		Fiscal Year :	2016-2017
		Rationale for not using virtual presence :	Personal attendance required

Itinerary summary						
Traffic	Date	From-to/location	Supplier	Times	Class/room	Status
	13 Sep 2016	<u>YVR - YOW</u>	AC166	09:40-17:18	Business	Booked
	15 Sep 2016	<u>YOW - YVR</u>	AC189	18:35-20:59	Business	Booked

Frequent flyer cards:

		Air Canada		
	Flight # AC166		Booking reference: MWLMQE	Status: Booked
Departing:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M			
Date/time:	13 September 2016, 09:40			
Arriving:	Ottawa Intl Airport, Ottawa, Canada (YOW)			
Date/time:	13 September 2016, 17:18			
Duration:	4h38m			
Aircraft:	Airbus A321 Narrowbody Jet			
Cabin class:	Business (Z)			

[Add to calendar](#)

(Change fee)



Air Canada
Flight # AC189



Booking reference: MWLMQE
Status: Booked

Departing:	Ottawa Intl Airport, Ottawa, Canada (YOW)
Date/time:	15 September 2016, 18:35
Arriving:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M
Date/time:	15 September 2016, 20:59
Duration:	5h24m
Aircraft:	Airbus A321 Narrowbody Jet
Cabin class:	Business (P)

Add to calendar



Fare details

Fare accepted:	50.00 CAD
Taxes and fees:	2.50 XG / 0.00 RC / 0.00 XQ / 0.00 XT
Total amount:	52.50 CAD
Fare routing:	YVR - YOW

GENERAL INFORMATION

VENDOR TICKET NUMBER-2165418618

VENDOR NAME-AIR CANADA
VENDOR LOCATOR-MWLMQE

TOTAL ADDITIONAL COLLECTION FOR EXCHANGE IS 680.40

VENDOR TICKET NUMBER-2166971365

GST REGISTRATION NO. R136445095 QST REGISTRATION NO. TVQ M1015857826

GST is represented by tax code XG; HST is represented by tax code RC; QST is represented by tax code XQ.

FOR ASSISTANCE OR IN TRANSIT EMERGENCY SERVICE PLEASE CONTACT HRG ANYTIME AT 1-866-857-3578 WITHIN NORTH AMERICA OR FROM OUTSIDE CANADA / USA; CALL COLLECT AT 1-613-822-3873.

FOR CREDIT CARD SUPPORT DUE TO LOST OR STOLEN CARDS PLEASE USE PHONE NUMBER ABOVE; SELECT OPTION 4 IMPORTANT; THE NAME ON THE IDENTIFICATION MUST MATCH THE NAME ON THE RESERVATION; BOARDING PASS.

FOR FLIGHTS WITHIN CANADA ALL PASSENGERS MUST PRESENT ONE PIECE OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION THAT INCLUDES NAME / DATE OF BIRTH AND GENDER.

FOR FLIGHTS TO/FROM THE UNITED STATES ALL PASSENGERS ARE REQUIRED TO PRESENT A VALID PASSPORT.

CITIZENS OF COUNTRIES OTHER THAN CANADA AND THE UNITED STATES SHOULD CONTACT THEIR CONSULATE OR EMBASSY FOR BOARDING REQUIREMENTS OR CONSULT HRG GOVERNMENT TRAVEL SERVICE.

PROOF OF ONWARD OR RETURN TRAVEL MAY BE REQUIRED AT CHECK-IN.

PASSPORT AND VISA REQUIREMENTS:

PLEASE ENSURE PASSPORT IS VALID FOR 6 MONTHS BEYOND EXPECTED RETURN DATE.

ALL CHILDREN REGARDLESS OF AGE MUST HAVE THEIR OWN PASSPORT

CITIZENS OF COUNTRIES OTHER THAN CANADA AND THE UNITED STATES SHOULD CONTACT THE CONSULATE OR EMBASSY FOR PASSPORT AND VISA REQUIREMENTS OR CONSULT HRG GOVERNMENT TRAVEL SERVICE.

CHECK-IN:

* PLEASE ALLOW 2HRS FOR DOMESTIC (CANADA); TRANSBORDER (USA) CHECK-IN

* ALLOW 3HRS FOR ALL INTERNATIONAL CHECK-IN

THE AIRLINES RESERVE THE RIGHT TO DENY BOARDING IF MINIMUM CHECK-IN TIMES ARE NOT MET

FLIGHT TIMES ARE SUBJECT TO CHANGE; PLEASE RE-CONFIRM FLIGHT TIMES PRIOR TO DEPARTURE.

IF YOU ARE TRAVELLING TO AN INTERNATIONAL DESTINATION, PLEASE RECONFIRM YOUR RESERVATIONS 72 HOURS PRIOR TO DEPARTURE DIRECTLY WITH THE AIR CARRIER.

FOR FREE BAGGAGE ALLOWANCE AND/OR APPLICABLE FEES FOR CARRY-ON/CHECKED BAGGAGE RELATED TO YOUR FLIGHT - PLEASE VERIFY THE CARRIERS WEBSITE.

ACCOMMODATIONS:

PLEASE VERIFY THE RATE AT CHECK-IN AS LOCAL MARKET CONDITIONS MAY DICTATE A LOWER RATE.

THE SUPPLIERS PROVIDING SERVICES FOR YOUR RESERVATION MAY HAVE IMPOSED RESTRICTIONS CONCERNING THE ABILITY TO CHANGE OR MODIFY YOUR RESERVATION. THE DETAILS OF THESE RESTRICTIONS WERE PROVIDED EITHER TO YOU OR TO THE PERSON MAKING THE RESERVATION ON YOUR BEHALF. DURING THE ONLINE RESERVATION PROCESS THESE RESTRICTIONS WERE ACCEPTED PRIOR TO SUBMITTING YOUR RESERVATION FOR PURCHASE. SHOULD YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT AN HRG NORTH AMERICA TRAVEL COUNSELLOR.

NO-SHOWS:

NO-SHOWS ARE NOT PERMITTED AND RESULT IN THE FORFEIT OF THE FULL AMOUNT OF THE FARE AT DEPARTURE TIME; PLEASE NOTE THAT NO-SHOWS AT ORIGINAL POINT OF DEPARTURE WILL ALSO RESULT IN CANCELLATION OF THE REMAINDER OF THE FLIGHTS.

CHANGES OR CANCELLATIONS MUST BE MADE PRIOR TO SCHEDULED TRAVEL DATE AND; FLIGHT TIME TO PREVENT NO SHOWS AND AVOID FORFEIT OF VALUE OF TICKET.

PLEASE NOTE THAT FARES MAY BE SUBJECT TO CHANGE AND ARE GUARANTEED ONLY ONCE TICKETED.

Travel industry regulations require the travel agency to advise the customer about the availability of optional trip cancellation insurance and optional out of province health insurance. Individuals may contact the travel insurance provider of their choice to obtain a personal quote. TICO NO. 1355825

HRG North America, 370 King St. W., Suite 700, Toronto ON M5V 1J9, 1-866-857-3578

Wickenheiser, Faye

From: May-Cuconato, Danielle
Sent: September-03-2016 8:54 AM
To: Wickenheiser, Faye
Cc: Charron, Rachel; Platt, Jo-Anne
Subject: Re: FCM 2016.09.13: CHANGEMENT DE DATE/DATE CHANGE

Categories: reference

Approved

Danielle May-Cuconato
CRTC

From: Wickenheiser, Faye
Sent: Friday, September 2, 2016 3:28 PM
To: May-Cuconato, Danielle
Cc: Charron, Rachel; Platt, Jo-Anne
Subject: FW: FCM 2016.09.13: CHANGEMENT DE DATE/DATE CHANGE

Hi Danielle May-Cuconato,

In light of the change in dates for the September FCM, Commissioner Simpson would like to change his Ottawa arrival flight. While Jo-Anne [REDACTED] I am the travel arranger for the Commissioner.

The fare difference in flight and change fee is \$474.92 minus the cost of one nights' hotel room the total change in the Travel Request would be \$280.55.

May I have your approval to change Commissioner Simpson's arrival day for the September FCM?

Thank you,

Faye Wickenheiser

Assistant to Commissioner Molnar
Regional Administrative Officer
Canadian Radio-television and Telecommunications Commission
403 - 1975 Scarth Street, Regina, SK S4P 2H1
Tel: 306-780-3426 / Fax 306-780-3319
Government of Canada

Assistante à Conseiller Molnar
Agente Administratif Régional
Conseil de la radiodiffusion et des télécommunications canadiennes
403 - 1975 Rue Scarth, Regina, SK S4P 2H1
Tél. : 306-780-3426 / Téléc. : 306-780-3319
Gouvernement du Canada

Platt, Jo-Anne

From: May-Cuconato, Danielle
Sent: August-30-2016 9:36 AM
To: Platt, Jo-Anne; Charron, Rachel
Cc: Khouri, Micheline
Subject: RE: Registration fee for CCSA conference

Inclusion of fees approved.

From: Platt, Jo-Anne
Sent: August-29-2016 2:15 PM
To: May-Cuconato, Danielle <Danielle.May-Cuconato@crtc.gc.ca>; Charron, Rachel <rachel.charron@crtc.gc.ca>
Cc: Khouri, Micheline <micheline.khouri@crtc.gc.ca>
Subject: FW: Registration fee for CCSA conference

Good morning to you both,

My apologies for the delay in emailing you about this issue. I needed to wait for Steve [REDACTED] so I could discuss the matter with him.

Originally, the CCSA was going to provide complimentary registration (\$800) to any participant from the CRTC but the CCSA's Communications Officer contact M. Doucet and it was decided that CRTC participants would be required to pay for the conference registration fee. Please see M. Doucet's email below.

In Steve's budget for the year, I included the amount for conference fee in case this situation were to occur.

I've spoken with Micheline and she has informed me that with email approval from Danielle, I will not have to create a new travel request. I'll simply be able to include the registration fee as part of Steve's expense claim.

Of note, I'm only here Monday through Wednesday of this week and then [REDACTED] It would be much appreciated if I could get this completed before I leave as the conference run Sep18-20.

I will be calling the CCSA today and requesting an invoice for Finance so that they may pay the registration fee.

Thanks so much,

Jo-Anne
604-666-8661

From: Doucet, Claude
Sent: August-18-2016 12:49 PM
To: Platt, Jo-Anne <Jo-anne.Platt@crtc.gc.ca>
Cc: Simpson, Stephen <Stephen.simpson@crtc.gc.ca>; Charron, Rachel <rachel.charron@crtc.gc.ca>
Subject: RE: Registration fee for CCSA conference

On January 20, 2016, the Commissioner of Lobbying published some guidance on providing gifts to public office holders. You can find it here: <https://lobbycanada.gc.ca/eic/site/012.nsf/eng/01183.html>.

Under the Lobbying Act, CRTC's Chairperson, Vice-Chairpersons and Secretary General are designated public office holders.

As stated in the guidance, exceptions to the gift rules are typically when gifts are expressions of courtesy, protocol or hospitality provided when a public office holder is carrying out job-related duties. To avoid any perception of conflict of interest, the CRTC encourages Commissioners to plan for these types of events in their travel and conference budgets.

Claude Doucet

Directeur exécutif, Communications et relations externes | Executive Director, Communications and External Relations

Conseil de la radiodiffusion et des télécommunications canadiennes |



Canadian Radio-television and Telecommunications Commission

1, prom. du Portage, Édifice central, Les Terrasses de la Chaudière, Gatineau QC J8X 4B1

Claude.Doucet@crtc.gc.ca

Téléphone | Telephone 819-997-9372

Gouvernement du Canada | Government of Canada

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[Aimez-nous sur Facebook](#) | [Like us on Facebook](#)

From: Platt, Jo-Anne

Sent: August-18-2016 3:37 PM

To: Doucet, Claude <Claude.Doucet@crtc.gc.ca>

Cc: Simpson, Stephen <Stephen.simpson@crtc.gc.ca>; Charron, Rachel <rachel.charron@crtc.gc.ca>

Subject: Registration fee for CCSA conference

Good afternoon Mr. Doucet,

I've just spoken with [REDACTED] from the CCSA and she has explained that you have gotten back to her about the decision being made that CRTC attendees to the annual conference will be required to pay the \$800 conference fee so as to not have the appearance of undue preference.

By reply email, can you please confirm this. I will need the reply email to attach to Commissioner Simpson's Travel Request.

Thank you,

Jo-Anne

Assistant to Commissioner Simpson

604-666-8661

Job #



RECEIPT FOR CAB FARE

Amount 10.00 Date 01/12/2016

From _____

To _____

Cab No. 657 Driver _____

H.S.T. Included in meter fare
Le prix inclut la T.V.H.



Hotel to HQ
Dec1/16
\$10

CAPITAL TAXI
(613) 744 - 3333

TERMINAL ID: 314-674-418
VEHICLE ID : 2715
DRIVER ID : 00050493

TRIP NUMBER: 2059
PASSENGERS: 1

12/01/2016
START: 18:48 END: 18:49

FARE AMOUNT: \$ 15.00

HQ to Hotel
Dec1/16
\$15

TOTAL: \$ 15.00

TIP AMOUNT: \$ _____

GRAND TOTAL: \$ _____

CASH RECEIPT

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB



Platt, Jo-Anne

To: May-Cuconato, Danielle
Cc: Charron, Rachel; Roque, Lori-Ann
Subject: Request for reimbursement - taxi receipts

Good afternoon Danielle,

Please find attached two receipts for taxi fares during the Group Renewal PH at the beginning of December along with a Request for Reimbursement. Steve forgot to provide them to me until last week. As per Lori-Ann, I will be following with hardcopies via internal mail after the holidays.

Of note, I've also found an error on one of the taxi receipts already submitted and approved. There is a receipt dated Nov30/16 for \$40. Typically, this amount would be a trip from Hotel Indigo or HQ to the airport except Steve didn't travel to the airport until Dec1/16 and this was to the Hilton Inn where he spent his last night before flying out the next morning.

I wanted to point out this discrepancy as the receipts for Dec1/16 would not have made sense.

Thank you,

Jo-Anne
604-666-8661



Conseil de la radiodiffusion et des
télécommunications canadiennes

Canadian Radio-television and
Telecommunications Commission

Demande de paiement et remboursement*
Requisition for Payment and Reimbursement*

Direction / Division / Groupe - Branch / Division / Group Executive		Personne ressource à la direction - Branch Contact Jo-Anne Platt	N° de téléphone - Telephone No. (604) 666-8661
Nom et adresse du bénéficiaire - Name and Address of Payee Steve Simpson		Code de fournisseur - Vendor Code	
		Date de la demande Date of Requisition 2016-12-28	
		Date de réception Receipt Date 2016-12-01	
Méthode de paiement - Payment Method <input checked="" type="checkbox"/> Chèque - Cheque <input type="checkbox"/> Mastercard		Date d'échéance Due Date	
Détails - Particulars Joindre les documents appropriés. Attach the appropriate documentation. Receipts provided on December 22nd - Commissioner Simpson forgot to provide them to me in time for submissin of the Travel Claim for Group Renewals TV Ph.		Montant canadien Canadian Amount 25.00	
		Total	25.00
Enregistrement du paiement - Payment Record			
Engagement - Commitment	Codage financier - Financial Coding	Montant - Amount	
		25.00	
		TPS - GST	
		Total	
Autorisation - Authorization		À l'usage des finances seulement - For Finance use only	
Certifié en vertu de l'article 34 de la Loi sur la gestion des finances publiques. Certified pursuant to section 34 of the Financial Administration Act. _____ Signature _____ Date	Certifié en vertu de l'article 33 de la Loi sur la gestion des finances publiques. Certified pursuant to Section 33 of the Financial Administration Act. _____ Signature _____ Date	N° de pièce - Voucher No.	
		Lot - Batch	
		Vérfié par - Verified by	
		_____ Signature _____ Date	

* Ce formulaire doit être utilisé pour les demandes de paiements de conférence, de formation. Veuillez utiliser les formulaires appropriés pour les voyages, les activités d'accueil, la petite caisse, les primes et reconnaissance.

* This form should be used to request payments for items such as conference, training. Appropriate forms should be used for travel, hospitality, petty cash, awards and recognition.

Thank you for your order!

Thank you for your order and congratulations for getting the extra day of rides from NXP. Please keep this confirmation information for your records.

Your Monorail ticket will be loaded to your CES convention badge when you pick it up at any of our registration locations. [Click here](#) for a full list of locations and times. Your Monorail ticket will become active upon first use at any Monorail station.

While you're at CES don't forget to stop by and visit NXP in the following locations.

- LVCC, Central Plaza - CP25
- LVCC, North Plaza - NP-2

Monorail Customer Service Hours are as follows: MGM Grand, Sunday-Thursday 9 a.m. to 7 p.m. and Friday-Saturday 9 a.m. to 9 p.m. Bally's/Paris, 10 a.m. to 6 p.m. Flamingo, 10 a.m. to 6 p.m. Harrah's/The LINQ, 10 a.m. to 6 p.m. Westgate, Sunday-Thursday 9 a.m. to 7 p.m. and Friday-Saturday 9 a.m. to 9 p.m. SLS Las Vegas, 10 a.m. to 6 p.m.

ORDER ID: 2214815819482645522-00336

NAME: Steve Simpson

TICKET TYPE	QUANTITY	TICKET PRICE	TOTAL
Three-Day Pass + Bonus Day	1	\$24.00	\$24.00
SUB-TOTAL			\$24.00
DELIVERY COST			\$0.00
TOTAL			\$24.00

SHIPPING METHOD: CES VIP Badge

**BILLING
INFORMATION:**

Steve Simpson
290 - 858 Beatty Street
Vancouver

BC

V6B 1C1

Canada



stephen.simpson@crtc.gc.ca

**SHIPPING
INFORMATION:**

Platt, Jo-Anne

From: Carriere, Paula
Sent: February-27-2017 5:44 AM
To: Wickenheiser, Faye; Platt, Jo-Anne; Cyr, Monique; Mallet, Diane; Brosseau, Marie; Charron, Rachel; Turgeon, Martine; Cloutier, Caroline
Subject: Extended FCM

Hi everyone,

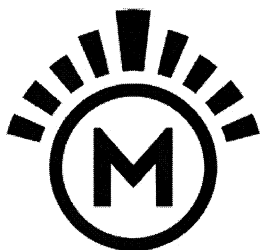
When preparing the expense report for the Extended FCM, please indicate the following hotel rate:

\$202.69 /night (taxes included) - prepaid

Thanks P

Paula Carrière

Bureau de la secrétaire générale / Secretary General's Office
Conseil de la radiodiffusion et des télécommunications canadiennes /
Canadian Radio-television and Telecommunications Commission (CRTC)
Gouvernement du Canada / Government of Canada
Ottawa, Ontario K1A 0N2
1, prom. du Portage, Édifice central, Les Terrasses de la Chaudière, Gatineau QC J8X 4B1
paula.carriere@crtc.gc.ca / Tél./Tel. 819-997-1043
www.crtc.gc.ca  [Suivez-nous sur Twitter](#) |  [Follow us on Twitter](#)



15

03-15-17

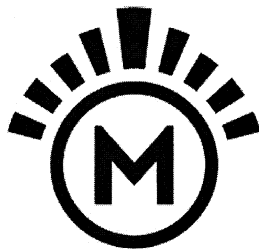
CRTC	Folio No. : 175361	Room No. : 410
Canadian Radio-television and Telecommunications Commission	A/R Number : 100314	Arrival : 02-19-17
Ottawa ON K1A 0N2	Group Code :	Departure : 02-21-17
Simpson, Stephen	Company : CRTC	Conf. No. : 75645SB00
	Membership No. :	Rate Code : IMCGV
	Invoice No. :	Page No. : 1 of 1

Date	Description	Charges	Credits
02-19-17	*Accommodation	169.00	
02-19-17	Ottawa DMF	5.07	
02-19-17	HST	22.63	
02-20-17	*Accommodation	169.00	
02-20-17	Ottawa DMF	5.07	
02-20-17	HST	22.63	
Total		393.40	0.00
Balance		393.40	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. 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 associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

The Metcalfe Hotel
123 Metcalfe Street
Ottawa, ON K1P 5L9
Telephone: (613) 231-6555 Fax: (613) 231-7555



9

03-31-17

CRTC	Folio No. :	176611	Room No. :	410
Canadian Radio-television and Telecommunications Commission	A/R Number :	100314	Arrival :	03-29-17
Ottawa ON K1A 0N2	Group Code :		Departure :	03-31-17
Simpson, Stephen	Company :	CRTC	Conf. No. :	75645SB00
	Membership No. :		Rate Code :	IMCGV
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
03-29-17	*Accommodation	169.00	
03-29-17	Ottawa DMF	5.07	
03-29-17	HST	22.63	
03-30-17	*Accommodation	169.00	
03-30-17	Ottawa DMF	5.07	
03-30-17	HST	22.63	
Total		393.40	0.00
Balance		393.40	

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The Metcalfe Hotel
123 Metcalfe Street
Ottawa, ON K1P 5L9
Telephone: (613) 231-6555 Fax: (613) 231-7555



STS SVP
 Shared Travel Services / Services de voyage partagés

HRG

E-Ticket Itinerary Receipt and Invoice

18 April 2016

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HRG WILL NOT INCREASE THE PRICE AFTER TICKET ISSUANCE.

📅 Itinerary details		# Account references	
Trip locator:	RV6QB2	Traveller Category :	Public Servants
Traveller:	Mr STEPHEN SIMPSON	Travel Directive Module :	M3D - Domestic - Overnight stay
		THCEE Trip Category :	Core Mandate
		Trip Purpose :	Core Mandate - Conferences
		TAN :	AKU791727
		Fiscal Year :	2016-2017
		Rationale for not using virtual presence :	Personal attendance required

📅 Itinerary summary						
Traffic	Date	From-to/location	Supplier	Times	Class/room	Status
✈️	18 May 2016	<u>YVR - YYF</u>	AC8354	17:40-18:33	Economy	Booked
✈️	19 May 2016	<u>YYF - YVR</u>	AC8357	18:55-19:48	Economy	Booked

📄 Frequent flyer cards:

🍁 Air Canada		✈️
Operated By: Air Canada Express - Jazz Flight # AC8354		Status: Booked
Departing:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M	
Date/time:	18 May 2016, 17:40	
Arriving:	Penticton, Penticton, Canada (YYF)	
Date/time:	18 May 2016, 18:33	
Duration:	0h53m	
Aircraft:	De Havilland DHC-8 Series 300 Narrowbody Turboprop	
Cabin class:	Economy (G)	Add to calendar



Air Canada
 Operated By: Air Canada Express - Jazz
 Flight # AC8357



Status: Booked

Departing:	Penticton, Penticton, Canada (YYF)
Date/time:	19 May 2016, 18:55
Arriving:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M
Date/time:	19 May 2016, 19:48
Duration:	0h53m
Aircraft:	De Havilland DHC-8 Series 300 Narrowbody Turboprop
Cabin class:	Economy (G) Add to calendar



Fare details

Fare accepted:	341.44 CAD
Taxes and fees:	19.23 XG / 0.00 RC / 0.00 XQ / 43.25 XT
Total amount:	403.92 CAD
Fare routing:	YYF - YVR



Service Fees

Fee 1 Base:	29.75 CAD
Fee 1 Taxes:	1.49 CAD GST
Fee 1 Total:	31.24 CAD

GENERAL INFORMATION

 VENDOR TICKET NUMBER-2161439504

 VENDOR NAME-AIR CANADA
 VENDOR LOCATOR-MI6QII

GST REGISTRATION NO. R136445095 QST REGISTRATION NO. TVQ M1015857826

GST is represented by tax code XG; HST is represented by tax code RC; QST is represented by tax code XQ.

FOR ASSISTANCE OR IN TRANSIT EMERGENCY SERVICE PLEASE CONTACT HRG ANYTIME AT 1-866-857-3578 WITHIN NORTH AMERICA OR FROM OUTSIDE CANADA / USA; CALL COLLECT AT 1-613-822-3873.

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* PLEASE ALLOW 2HRS FOR DOMESTIC (CANADA); TRANSBORDER (USA) CHECK-IN

* ALLOW 3HRS FOR ALL INTERNATIONAL CHECK-IN

THE AIRLINES RESERVE THE RIGHT TO DENY BOARDING IF MINIMUM CHECK-IN TIMES ARE NOT MET

FLIGHT TIMES ARE SUBJECT TO CHANGE; PLEASE RE-CONFIRM FLIGHT TIMES PRIOR TO DEPARTURE.

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FOR FREE BAGGAGE ALLOWANCE AND/OR APPLICABLE FEES FOR CARRY-ON//CHECKED BAGGAGE RELATED TO YOUR FLIGHT - PLEASE VERIFY THE CARRIERS WEBSITE.

ACCOMMODATIONS:

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CHANGES OR CANCELLATIONS MUST BE MADE PRIOR TO SCHEDULED TRAVEL DATE AND; FLIGHT TIME TO PREVENT NO SHOWS AND AVOID FORFEIT OF VALUE OF TICKET.

PLEASE NOTE THAT FARES MAY BE SUBJECT TO CHANGE AND ARE GUARANTEED ONLY ONCE TICKETED.

Travel Industry regulations require the travel agency to advise the customer about the availability of optional trip cancellation insurance and optional out of province health insurance. Individuals may contact the travel insurance provider of their choice to obtain a personal quote. TICO NO. 1355825

HRG North America, 370 King St. W., Suite 700, Toronto ON M5V 1J9, 1-866-857-3578

PENTICTON LAKESIDE RESORT

21 LAKESHORE DRIVE WEST
PENTICTON, BC V2A 7M5



PENTICTON LAKESIDE RESORT
AND CONFERENCE CENTRE

(250) 493-8221

lakeside@rpbhotels.com

www.pentictonlakesideresort.com

05/19/2016 11:32 AM

Registered To:

Simpson, Steve

(604) 666-2914

Room # 547-A

Conf # 17066406

Arrival 05/18/16

Departure 05/19/16

Group Bcab

Room Type NQQB-2 Queen Bed

Guests 1 / 0

Payment Visa/Master

Acct

Posting Date	Oper	AcctCode	Description	From	Reference	Amount
05/18/16	Admin	24	HOODED MERGANSER		6-8043 <i>personal charge</i> ←	\$57.28
05/18/16	Dan	RC	ROOM CHRG REVENUE			\$160.00
05/18/16	Dan	92	CITY TAX 2%			\$3.20
05/18/16	Dan	90	ROOM TAX 8%			\$12.80
05/18/16	Dan	91	GST 5% ROOMS			\$8.00
05/19/16	Caitlin	103	MASTERCARD PAYMENT			\$241.28-

Balance Due	\$0.00
-------------	--------

- \$241.28

- 57.28

\$ 184

room rate

I AGREE THAT MY LIABILITY FOR THIS BILL IS NOT WAIVED AND AGREE TO BE HELD PERSONALLY LIABLE IN THE EVENT THAT INDICATED PERSON, COMPANY, OR ASSOCIATION FAILS TO PAY FOR ANY PART OR THE FULL AMOUNT OF THESE CHARGES.

IF YOU WOULD LIKE EXPRESS CHECK OUT, PLEASE SIGN THIS COPY AND DEPOSIT INTO THE EXPRESS CHECK OUT BOX LOCATED AT THE FRONT DESK, ALONG WITH YOUR ROOM KEYS. IF YOU WOULD LIKE A COPY OF YOUR INVOICED EMAILED PLEASE PROVIDE YOUR EMAIL BELOW.

EMAIL: _____

IF YOU NEED TO CONTACT US PLEASE CALL 1-250-493-8221 OR VISIT WWW.PENTICTONLAKESIDERESORT.COM

Signature

TAX REG. # 104652482RT0003

Taxi receipts - Credit Cards.

s.19(1)

May 18/16
home → airport
\$ 26.20

VANCOUVER TAXI
790 CLARK DR
VANCOUVER BC

CARD [REDACTED]
CARD TYPE MASTERCARD
DATE 2016/05/18
TIME 5014 16:19:21
CLERK ID 999
RECEIPT NUMBER
CB500B036-001-292-001-0

PURCHASE
AMOUNT \$22.20
TIP \$4.00
TOTAL
\$26.20

MasterCard
[REDACTED]
652E079A3C454622
000000B000-E800
E7FFE2EB79B1A82D

APPROVED

NEWTON VALLEY HI-WAY TAXI LTD
19111 107 1119 84 AVE
SURREY BC V4A 4H3
CAR #44
(604) 581-1111

May 19/16
airport → home
\$ 33

TERM ID: A7533372 BATCH#: 351
EMPLOYEE ID: 642 SHIFT#: 002

Sale
INVT: 0000010003 Chip
MCARD SEQR: 061001001003
Application Label: MasterCard
AID: [REDACTED]
TVR: 00 00 00 00
ISI: 00 00
*****8481
Amount: CAD\$ 28.00
Tip: CAD\$ 5.00

Total: CAD\$ 33.00

APPROVED 173736
001/00

19-May -16 14:37:37

CUSTOMER COPY
THANK YOU!



~~_____~~
\$59.20

Platt, Jo-Anne

Subject: FW: Your Western Association of Broadcasters receipt [#1800-7844]

From: Vanessa Ong [mailto:info@wab.ca]

Sent: March-31-17 4:56 PM

To: Carriere, Paula <Paula.Carriere@crtc.gc.ca>

Subject: Fwd: Your Western Association of Broadcasters receipt [#1800-7844]

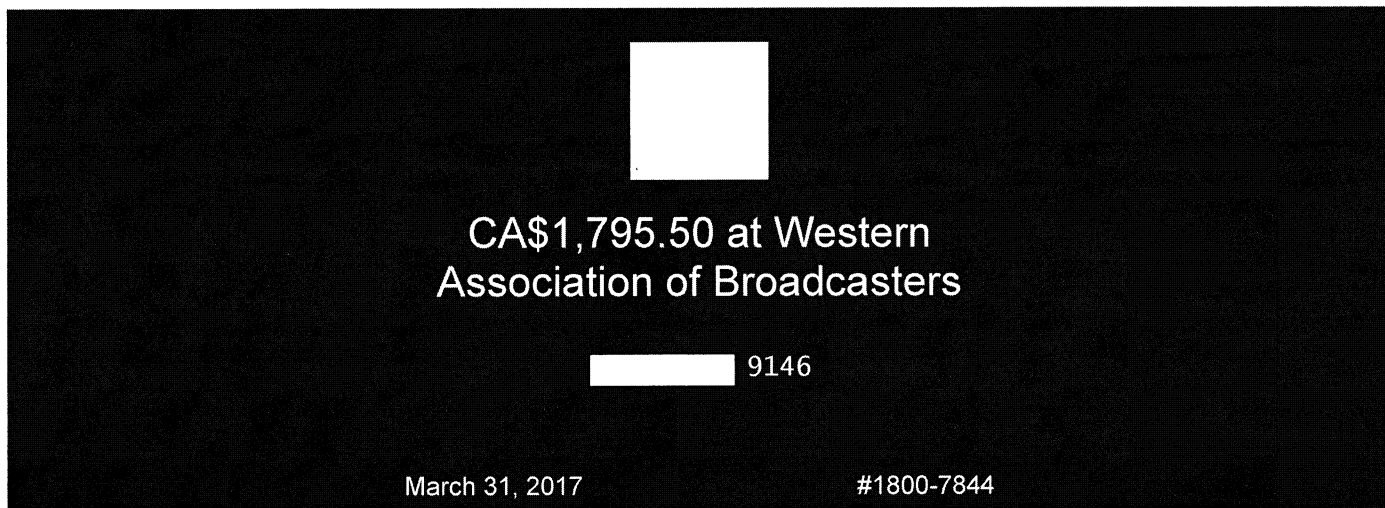
----- Forwarded message -----

From: Western Association of Broadcasters <receipts+mnI9oDyuADPuJJAA6OjL@stripe.com>

Date: Fri, Mar 31, 2017 at 1:54 PM

Subject: Your Western Association of Broadcasters receipt [#1800-7844]

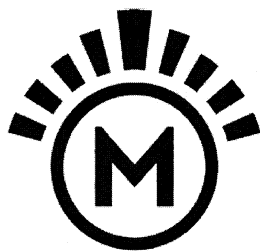
To: info@wab.ca



Description	Amount
WAB Non-Member Registration Fees for CRTC Linda Vennard & Stephen Simpson	CA\$1,795.50
Total	CA\$1,795.50

Have a question or need help? Send us an email or give us a call at (877) 814-2719.

Something wrong with the email? View it in your browser.



15

07-06-17

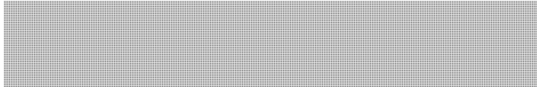
CRTC	Folio No. :	181172	Room No. :	402
Canadian Radio-television and	A/R Number :	100314	Arrival :	07-05-17
Telecommunications	Group Code :		Departure :	07-06-17
Commission	Company :	CRTC	Conf. No. :	75645SB06
Ottawa ON K1A 0N2	Membership No. :		Rate Code :	IMCGV
Simpson, Stephen	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
07-05-17	*Accommodation	175.00	
07-05-17	Ottawa DMF	5.25	
07-05-17	HST	23.43	
Total		203.68	0.00
Balance		203.68	

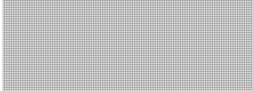



Guest Signature: _____

I have received the goods and / or services in the amount shown heron. 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 associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

The Metcalfe Hotel
123 Metcalfe Street
Ottawa, ON K1P 5L9
Telephone: (613) 231-6555 Fax: (613) 231-7555







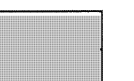
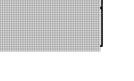


Statement







Account Name: PLATT, JO-ANNE **Card Number:** 
Company Name: C R T C **Account Limit:** 
Employee ID: plattj
Statement Date (MM/DD/YYYY):  **Currency:** CANADIAN DOLLAR
Payment Due Date (MM/DD/YYYY): 

Statement Summary:



Report any items which do not agree with your records within 30 days of the statement date.

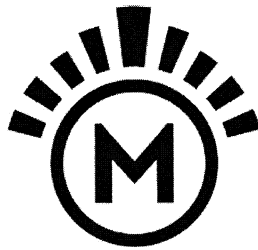
Previous Balance: 
Payments: 
Adjustments: 
Net Purchases: 
Cash Advance: 
Fees: 
Other Charges: 
New Account Balance: 

Interest Charges and rates:

Item	Purchase/Other	Cash Advances
Interest charges on this statement (\$)		
Annual interest rate next period (%)		
Daily interest rate next period (%)		

Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
09/04	09/05 	I I C LTD LONDON SW19 POUND STERLING 445.00@1.608853900	\$ 715.94 050935	\$ 0.00	\$ 715.94
		TOTAL CREDITS			
		TOTAL DEBITS			\$ 715.94



8

11-03-17

CRTC	Folio No. :	188069	Room No. :	210
Canadian Radio-television and Telecommunications Commission	A/R Number :	100314	Arrival :	10-30-17
Ottawa ON K1A 0N2	Group Code :		Departure :	11-03-17
Simpson, Stephen	Company :	CRTC	Conf. No. :	75645SB01
	HST :	872644893	Rate Code :	IMCGV
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
10-30-17	*Accommodation	175.00	
10-30-17	Ottawa DMF	5.25	
10-30-17	HST	23.43	
10-31-17	*Accommodation	175.00	
10-31-17	Ottawa DMF	5.25	
10-31-17	HST	23.43	
11-01-17	*Accommodation	169.00	
11-01-17	Ottawa DMF	5.07	
11-01-17	HST	22.63	
11-02-17	*Accommodation	169.00	
11-02-17	Ottawa DMF	5.07	
11-02-17	HST	22.63	
Total		800.76	0.00
Balance		800.76	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. 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 associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

The Metcalfe Hotel
 123 Metcalfe Street
 Ottawa, ON K1P 5L9
 Telephone: (613) 231-6555 Fax: (613) 231-7555



STS SVP
 Shared Travel Services Services de voyage partagés

HRG

E-Ticket Itinerary Receipt and Invoice

19 October 2017

THANK YOU FOR BOOKING WITH THE HOGG ROBINSON GROUP (HRG) GOVERNMENT OF CANADA TRAVEL SERVICES. THIS DOCUMENTATION CONFIRMS YOUR TRAVEL ARRANGEMENTS.

THE INFORMATION CONTAINED IN THIS DOCUMENT IS PROVIDED BY HRG NORTH AMERICA VIA TRAVELPORT AND OTHER THIRD-PARTY VENDORS. AS SUCH, SOME CONTENT IS AVAILABLE IN ENGLISH ONLY.

PLEASE REVIEW TO ENSURE THAT ALL INFORMATION IS CORRECT.

TRAVELLERS ARE RESPONSIBLE FOR VERIFYING THEIR TRAVEL DOCUMENTS UPON RECEIPT.

ACCEPTANCE OF YOUR ITINERARY CONSTITUTES AGREEMENT WITH ITS CONTENTS./p>

ANY DISCREPANCY MUST BE REPORTED TO HRG NORTH AMERICA PRIOR TO 8PM EST THE SAME BUSINESS DAY.

HRG WILL NOT INCREASE THE PRICE AFTER TICKET ISSUANCE.

Itinerary details		Account references	
Trip locator:	MRTTGC	Traveller Category :	Public Servants
Traveller:	Mr STEPHEN SIMPSON	Travel Directive Module :	M3D - Domestic - Overnight stay
		THCEE Trip Category :	Core Mandate
		Trip Purpose :	Core Mandate - Meetings
		TAN :	AKU729017
		Fiscal Year :	2017-2018
		Rationale for not using virtual presence :	Personal attendance required

Itinerary summary						
Traffic	Date	From-to/location	Supplier	Times	Class/room	Status
	30 Oct 2017	<u>YVR - YOW</u>	AC340	09:25-16:58	Business	Booked
	03 Nov 2017	<u>YOW - YVR</u>	AC343	18:10-20:39	Business	Booked

Frequent flyer cards:

Air Canada		
Flight # AC340		Status: Booked
Departing:	Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M	
Date/time:	30 October 2017, 09:25	
Arriving:	Ottawa Intl Airport, Ottawa, Canada (YOW)	
Date/time:	30 October 2017, 16:58	
Duration:	4h33m	
Aircraft:	Airbus A320-100/200 Narrowbody Jet	
Cabin class:	Business (D)	Add to calendar



Air Canada
Flight # AC343



Status: Booked

Departing: Ottawa Intl Airport, Ottawa, Canada (YOW)
Date/time: 03 November 2017, 18:10
Arriving: Vancouver Intl Airport, Vancouver, Canada (YVR), Terminal M
Date/time: 03 November 2017, 20:39
Duration: 5h29m
Aircraft: Airbus A321 Narrowbody Jet
Cabin class: Business (P)

Add to calendar



Fare details

Fare accepted: 4063.00 CAD
Taxes and fees: 207.16 XG / 2.99 RC / 0.00 XQ / 103.25 XT
Total amount: 4376.40 CAD
Fare routing: YVR - YOW
 YOW - YVR



Service Fees

Fee 1 Base: 22.00 CAD
Fee 1 Taxes: 1.10 CAD GST
Fee 1 Total: 23.10 CAD

GENERAL INFORMATION

 VENDOR TICKET NUMBER-2184700001

 VENDOR NAME-AIR CANADA
 VENDOR LOCATOR-SCH5TE

GST REGISTRATION NO. R136445095 QST REGISTRATION NO. TVQ M1015857826

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