

**Reference #: FOIPP-2022-01-0040**

April 8, 2022

James Wood  


Dear Mr. Wood:

**Re: Freedom of Information and Protection of Privacy Act**

I am responding to your request of January 17, 2022, for access to information. Request as follows:

***In regards to the 2019 city-covered travel, meeting expenses, and related expenses incurred by Councillor Greg Rivard, please provide the total of all city-covered costs (including supporting records and detailed receipts) incurred by that person (include any expense or charge paid by staff for the individual and reimbursed by the city (whether paid by personal or City credit cards or paid directly by the city related to the travel, including the following details per cost: purpose of travel, date of cost, vendor, the amount paid, and the description of goods or services provided. Search through electronic records only, unless relevant records do not exist in that format. Remove duplicate emails and chains. Remove French versions if English exists. Final version of documents or last draft if final version is not available. Limit timeframe of records to April 1, 2019, to Dec. 31, 2019.***

Time period of requested records: **April 1, 2019 – January 17, 2022**

A copy of all responsive records has been attached to this letter with redactions of credit card details and internal account coding. Our Public Body has relied on section 23(1)(b) of the *FOIPP Act* for these redactions. Section 23 states:

**23. Disclosure harmful to economic and other interests of a public body**

- (1) *The head of a public body may refuse to disclose information to an applicant if the disclosure could reasonably be expected to harm the economic interest of a public body or the Government of Prince Edward Island or the ability of the Government to manage the economy, including the following information:*
- (b) *financial, commercial, scientific, technical or other information in which a public body or the Government of Prince Edward Island has a proprietary interest or a right of use and that has, or is reasonably likely to have, monetary value;*

April 8, 2022

If you feel that your request has not been answered completely or that you require clarification, please contact me at [cmatheson@charlottetown.ca](mailto:cmatheson@charlottetown.ca) or 902-629-4125.

Under section 60 of the *Freedom of Information and Protection of Privacy Act*, you may ask the Information and Privacy Commissioner to review the assessment of a fee or any other matter concerning this response to your request. You have 60 days from the date of this notice to request a review by writing to the Information and Privacy Commissioner at the J. Angus MacLean Building, P.O. Box 2000, Charlottetown, PE C1A 7N8.

If you wish to request a review, please provide the Commissioner with the following information:

- The reference number quoted at the top of this notice;
- A copy of this letter;
- A copy of your original request for information that you sent to the City of Charlottetown.

Sincerely,



Chantal Matheson, Executive Resource & Privacy Coordinator I  
City of Charlottetown



Peter Kelly, Chief Administrative Officer  
Head of Public Body – Record(s) Disclosure Approval  
City of Charlottetown

# Cardholder Activity

Name: PETER J KELLY

Account Number:

Cycle End Date: 01/27/2020

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total	Allocation Amounts	National	Regional	Source Currency	Currency Amount	Allocation Comment
01/20/2020	DELTA TORONTO SFC	\$363.14		\$16.07	\$25.71	CAD	363.14	
01/22/2020	TORONTO, ON	\$363.14		\$16.07	\$25.71			Councillor Rivard - FCM Hotel 1 Night deposit

Section 23(1)(b)

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## Stay Details

STAY DATES

**Thu Jun 4, 2020 – Mon Jun 8, 2020**

Room(s): 1

Adult(s): 1

**Delta Hotels Toronto**

75 Lower Simcoe Street Toronto Ontario M5J 3A6 Canada

Phone: +1 416-849-1200

#88900243

*Grey Rivard*

Jill Stewart, thank you for your reservation. Your reservation is guaranteed to your *Visa* card. An email with this information has been sent to [jstewart@charlottetown.ca](mailto:jstewart@charlottetown.ca). We look forward to greeting you soon.

Your receipt for hotel stays may be automatically sent to the email address associated with your reservation. If you prefer, you may request a paper copy at the front desk when you check in. Learn how to change your email address.

No room preferences were selected.

## Summary of Charges

Room Type: Guest room, 2 Queen, City view

**FCM'S 2020****1 room(s) for 4 night(s)**

Prices in CAD

Thursday, June 4, 2020	309.00
Friday, June 5, 2020	309.00
Saturday, June 6, 2020	309.00
Sunday, June 7, 2020	309.00
Total cash rate	1,236.00

Estimated government taxes and fees 216.55

**Total Stay 1,452.55 CAD***B2*





## Cardholder Activity

Name: PETER J KELLY

Account Number:

Cycle End Date: 04/27/2020

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total	Allocation Amounts	National	Regional	Source Currency	Currency Amount	Allocation Comment
03/25/2020 03/31/2020	* DELTA TORONTO SFC TORONTO, ON	(\$363.14)		(\$16.07)	(\$25.71)	CAD	(363.14)	FCM Hotel Deposit Refund
		(\$363.14)		(\$16.07)	(\$25.71)			
03/25/2020 03/31/2020	* DELTA TORONTO SFC TORONTO, ON	(\$363.14)		(\$16.07)	(\$25.71)	CAD	(363.14)	FCM Hotel Deposit Refund
		(\$363.14)		(\$16.07)	(\$25.71)			
03/25/2020 03/31/2020	* DELTA TORONTO SFC TORONTO, ON	(\$363.14)		(\$16.07)	(\$25.71)	CAD	(363.14)	FCM Hotel Deposit Refund
		(\$363.14)		(\$16.07)	(\$25.71)			
03/25/2020 03/31/2020	* DELTA TORONTO SFC TORONTO, ON	(\$363.14)		(\$16.07)	(\$25.71)	CAD	(363.14)	FCM Hotel Deposit Refund
		(\$363.14)		(\$16.07)	(\$25.71)			
03/25/2020 03/31/2020	* DELTA TORONTO SFC TORONTO, ON	(\$363.14)		(\$16.07)	(\$25.71)	CAD	(363.14)	FCM Hotel Deposit Refund
		(\$363.14)		(\$16.07)	(\$25.71)			
03/25/2020 03/31/2020	* DELTA TORONTO SFC TORONTO, ON	(\$363.14)		(\$16.07)	(\$25.71)	CAD	(363.14)	FCM Hotel Deposit Refund
		(\$363.14)		(\$16.07)	(\$25.71)			
03/25/2020 03/31/2020	* DELTA TORONTO SFC TORONTO, ON	(\$363.14)		(\$16.07)	(\$25.71)	CAD	(363.14)	FCM Hotel Deposit Refund
		(\$363.14)		(\$16.07)	(\$25.71)			
03/25/2020 03/31/2020	* DELTA TORONTO SFC TORONTO, ON	(\$363.14)		(\$16.07)	(\$25.71)	CAD	(363.14)	FCM Hotel Deposit Refund
		(\$363.14)		(\$16.07)	(\$25.71)			
03/25/2020 03/31/2020	* DELTA TORONTO SFC TORONTO, ON	(\$363.14)		(\$16.07)	(\$25.71)	CAD	(363.14)	FCM Hotel Deposit Refund
		(\$363.14)		(\$16.07)	(\$25.71)			
03/30/2020 03/31/2020	* INTERCONTINENTAL TORONTO TORONTO, ON	(\$412.50)		(\$18.25)	(\$29.20)	CAD	(412.50)	FCM Hotel Deposit Refund
		(\$412.50)		(\$18.25)	(\$29.20)			

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Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total	National Allocation Amounts	Regional Allocation Amounts	Source Currency Accounting Code	Currency Amount Allocation Comment
01/22/2019	* DELTA QUEBEC CITY	\$253.49	\$11.02	\$21.99	CAD	253.49
01/24/2019	QUEBEC CITY, QC	\$253.49	\$11.02	\$21.99		FCM Accommodations - Greg Rivard
SOL 230126						

Cardholder Name:

Peter Kelly


Signature:

JW Feb 7/19

Supervisor Name:

Peter Kelly  
Chantal Matheson

Signature:



B4

**From:** Gagnon, Isabelle [mailto:Isabelle.Gagnon@deltahotels.com]  
**Sent:** Tuesday, January 29, 2019 3:19 PM  
**To:** Stewart, Jill <jstewart@charlottetown.ca>  
**Subject:** Confirmations of FCM Reservations

Greeting,

As agreed, here a recap of your reservations;

99268351 - Philip Brown - May 30th to June 3rd - \$203 per night before taxes - First night with taxes non-refundable deposit of \$253.49

99268352- Terry Bernard - May 30th to June 3rd - \$203 per night before taxes - First night with taxes non-refundable deposit of \$253.49

99268355- Julie McCabe - May 30th to June 3rd - \$203 per night before taxes - First night with taxes non-refundable deposit of \$253.49

99269301 – Greg Rivard - May 30th to June 3rd - \$203 per night before taxes - First night with taxes non-refundable deposit of \$253.49

99269315 – Alanna Jankov - May 30th to June 3rd - \$203 per night before taxes - First night with taxes non-refundable deposit of \$253.49

99269324 – Bob Doiron - May 30th to June 3rd - \$203 per night before taxes - First night with taxes non-refundable deposit of \$253.49

99266074 – Mike Duffy - May 30th to June 3rd - \$203 per night before taxes - First night with taxes non-refundable deposit of \$253.49

99266076 – Kevin Ramsay - May 30th to June 3rd - \$203 per night before taxes - First night with taxes non-refundable deposit of \$253.49

99266078 Terry Macleod - May 30th to June 3rd - \$203 per night before taxes - First night with taxes non-refundable deposit of \$253.49

Let me know if there is anything else I can do for you!

Best regards,

Isabelle Gagnon

Équipe des réservations | Reservation team  
**Delta Québec**  
1-844-860-3756 / 418-647-1717 | [que.reservations.sm@deltahotels.com](mailto:que.reservations.sm@deltahotels.com) | [www.deltahotels.com/fr](http://www.deltahotels.com/fr)

690 boulevard René-Lévesque est, Québec QC G1R 5A8

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# Cardholder Activity

Name: PETER J KELLY

Account Number:

Cycle End Date: 03/25/2019

Trans Date  
Posting Date

Merchant Name  
City, State/Prov.

Transaction Total

National

Regional

Source Currency

Currency Amount

<

Allocation Amounts

Accounting Code

Allocation Comment

03/22/2019

FCM - FED.OF CDN

\$9,991.30

\$442.09

\$707.35

CAD

9,991.30

03/25/2019

MUN OTTAWA, ON

\$9,991.30

\$442.09

\$707.35

FCM Registrations for Council

Section 23(1)(b)

Section 23(1)(b)

Cardholder Name:

Peter Kelly

Supervisor Name:

CMatheson

Signature:

Signature:

SW Apr 2/19





FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

# FCM Annual Conference 2019

## Congrès annuel de la FCM

24, rue Clarence Street  
Ottawa, Ontario K1N 5P3  
T. 613-241-5221  
F. 613-241-7440

City of Charlottetown  
199 Queen Street PO Box 98  
Charlottetown, PE, C1A 7K2

INVOICE / FACTURE: INV-17748-C9X0T6

DATE: 03/22/2019

ACCOUNT / COMPTE: 22

DUE DATE / DATE LIMIT: 04/21/2019

ITEM/DESCRIPTION	RATE/TAUX	SUB-TOTAL / SOUS-TOTAL	GST / TPS	QST / TVQ	TOTAL
Alanna Jankov - 00013380					
Delegate/ Délégué	\$869.00	\$869.00	\$43.45	\$86.68	\$999.13
Bob Dolron - 00013381					
Delegate/ Délégué	\$869.00	\$869.00	\$43.45	\$86.68	\$999.13
Greg Rivard - 00013379					
Delegate/ Délégué	\$869.00	\$869.00	\$43.45	\$86.68	\$999.13
Julie Maccabe - 00013378					
Delegate/ Délégué	\$869.00	\$869.00	\$43.45	\$86.68	\$999.13
Kevin Ramsay - 00013383					
Delegate/ Délégué	\$869.00	\$869.00	\$43.45	\$86.68	\$999.13
Mike Duffy - 00013382					
Delegate/ Délégué	\$869.00	\$869.00	\$43.45	\$86.68	\$999.13
Mitchell Tweel - 00013386					
Delegate/ Délégué	\$869.00	\$869.00	\$43.45	\$86.68	\$999.13
Phillip Brown - 00013230					
Delegate/ Délégué	\$869.00	\$869.00	\$43.45	\$86.68	\$999.13
Terence H. Bernard - 00013377					
Delegate/ Délégué	\$869.00	\$869.00	\$43.45	\$86.68	\$999.13
Terry MacLeod - 00013385					
Delegate/ Délégué	\$869.00	\$869.00	\$43.45	\$86.68	\$999.13
<b>TOTAL</b>		\$8,690.00	\$434.50	\$866.80	\$9,991.30

PAID AMOUNT / MONTANT PAYÉ: \$9,991.30

BALANCE DUE / MONTANT DÛ: \$0.00

Payment Type / Type de paiement:

VISA

Card Number / No de carte:

Section 23(1)(c)(b)



**City of Charlottetown**  
P.O. Box 98  
Charlottetown, PE C1A 7K2

**Travel Advance & Expense Claim Form**

General Travel Information				
Name	Greg Rivard	Departure Date	April 11/19	
Purpose of Travel	Planning Conference	Return Date	April 16/19	
Destination	San Francisco	ENTERED APR 02 2019		
Travel Details		Advances		Final Expenses
		#1	#2	
TRANSPORTATION TYPE: (Check Appropriate box) AIR <input checked="" type="checkbox"/> <input type="checkbox"/> TRAIN <input type="checkbox"/> AUTO (Personal) <input type="checkbox"/> AUTO (Rental) <input type="checkbox"/> OTHER <input type="checkbox"/>		\$1,101.00		
TAXIS				
HOTEL or MOTEL ROOM		Days Stay	Rate	
		5		
MEALS and TIPS				
PER DIEM :		Days Stay	Rate	
		2	\$125.00	
OTHER : (Please specify) Air and Hotel costs are on my credit card. Will reconcile on balance when all receipts are finalized.				
TOTAL =		\$ 3,061.00	\$ -	\$ -
Payment Information		Accounting & Authorization		
Total Final Expenses		\$ 3,061.00		
Advances #1 3000 #2				
Amount due to traveller/City (If negative traveller owes City)		\$3,061		
		Section 23		
G/L Account code		10		
P.O. #		Apr 2 / 19		
Traveller's Signature & Date				
Authorizing Signature & Date				

\*\* Note: Final expenses must be submitted with receipts for reimbursement \*\*

\* Greg will worry about currency converter when he returns



# City of Charlottetown

P.O. Box 98

Charlottetown, PE C1A 7K2

## Travel Advance & Expense Claim Form

General Travel Information			
Name	Greg Livard		
Departure Date	May 30, 2019		
Return Date	June 3, 2019		
Purpose of Travel	FCM		
Destination	Quebec City		

Travel Details	Advances #1	Advances #2	Final Expenses	Payment Information
TRANSPORTATION TYPE: (Check Appropriate box) # of KMS      Rate <input checked="" type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> AUTO (Personal) <input type="checkbox"/> AUTO (Rental) <input type="checkbox"/> OTHER	1137.55		1137.55	Total Final Expenses \$1762.55 Advances #1 #2
TAXIS				Amount due to traveller/City (If negative traveller owes City) \$1762.55
HOTEL or MOTEL ROOM				Accounting & Authorization Section 24.00(1)
MEALS and TIPS				G/L Account code
PER DIEM :				P.O. #
OTHER: (Please specify)				Traveller's Signature & Date AuthORIZING Signature & Date
TOTAL =				

\*\* Note: Final expenses must be submitted with receipts for reimbursement \*\*

Stewart, Jill

**From:** Rivard, Greg  
**Sent:** Tuesday, May 07, 2019 8:24 AM  
**To:** Stewart, Jill  
**Subject:** Fwd: FlightNetwork Airfares Booking Confirmation MRD023

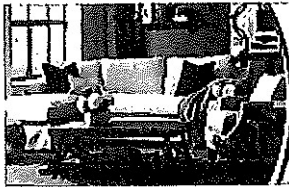
Late booking....but now booked

Thanks  
Greg

Sent from my iPhone

Begin forwarded message:

**From:** Flight Network Sales Department <[sales@flightnetwork.com](mailto:sales@flightnetwork.com)>  
**Date:** May 7, 2019 at 7:16:21 AM ADT  
**To:** <[grivard@charlottetown.ca](mailto:grivard@charlottetown.ca)>  
**Subject:** FlightNetwork Airfares Booking Confirmation MRD023



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AdChoice

This is one of the 2 emails you will receive from us. You will receive a second email with your electronic ticket(s).

Typically you will receive this email within 1 hour of booking however, in some cases this process could take up to 24 hours as some tickets are not issued automatically. If you are travelling within 24 hours and you have not yet received your electronic tickets, please contact us. Please present your electronic ticket attachment(s) at the Airport check-in. You'll find your Airline locator on your electronic tickets. If during ticket issuance your credit card declines, your booking will automatically be cancelled and you will be notified.

**FlightNetwork.com**  
search no further."

**Invoice:** 7948349  
**GST Reg No:** 12930 9720  
**TICO Reg No:** 3392505

**Summary of your Booking/Request is below.**

Date of Transaction: Tue May 07 06:16 AM

**TICKET DETAILS:**



Flight Confirmation number is : **MRD023**

Your flight has been booked with **Air Canada** using FlightNetwork® Airfares. You will need to check in with **AIR CANADA EXPRESS - JAZZ/AIR CANADA ROUGE** at least 3 hours prior to departure.

**ELECTRONIC TICKETS: PLEASE READ CAREFULLY**

**Your Flight Network Booking ID: 7948349**

> Reference this number when contacting Flight Network

**Your Airline Booking Numbers:**

> Reference the number(s) below for online check-in or when contacting the airline(s)

Air Canada: **LWYDUV**

**PASSENGER INFORMATION:**

Adult : Mr Greg Troy Rivard

**DETAILS:**

**Flight Details**

**Depart Flight : Thursday May 30, 2019**

Departs:	Arrives:	Airline:
Charlottetown - PE, Charlottetown (YYG) 6:25am Thu May 30	Montreal - QC, Pierre Elliott Trudeau Intl (YUL) 7:10am Thu May 30	Air Canada # 1687 Operated by: AIR CANADA ROUGE

**Flight Duration : 1h 45m | Connection Time: 2h 35m | Economy**

Departs:	Arrives:	Airline:
Montreal - QC, Pierre Elliott Trudeau Intl (YUL) 9:45am Thu May 30	Quebec City - QC, Quebec Jean Lesage International (YQB) 10:35am Thu May 30	Air Canada # 8708 Operated by: AIR CANADA EXPRESS - JAZZ

**Flight Duration : 50m | Economy**

**Return Flight: Monday June 03, 2019**

Departs:	Arrives:	Airline:
Quebec City - QC, Quebec Jean Lesage International (YQB) 7:20pm Mon Jun 03	Toronto - ON, Lester B Pearson International (YYZ) 8:50pm Mon Jun 03	Air Canada # 1797 Operated by: AIR CANADA ROUGE

**Flight Duration : 1h 30m | Connection Time: 1h 05m | Economy**

Departs:	Arrives:	Airline:
----------	----------	----------

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Toronto - ON, Lester B Pearson International (YYZ)  
2:55pm Mon Jun 03

Charlottetown - PE, Charlottetown (YYG)  
1:00am Tue Jun 04

Air  
Canada #  
1708  
Operated  
by: AIR  
CANADA  
ROUGE

Flight Duration : 2h 05m | Economy

#### Airline Reconfirmation Number

It is your responsibility to reconfirm your flight times with Air Georgian Ltd. dba Air Alliance(ZX), Air Canada(AC) at 888-422-7533 / 888-247-2262 at least 24 hours prior to your flight departure. You can also check with your local airport authority for flight status and timings. Flight Network is not responsible for last minute schedule changes made within 48 hours prior to departure. For more information on schedule changes please visit our [Terms and Conditions](#).

#### Suggested Check in times:

Within Canada - 90 minutes prior to departure

To/From US - 120 minutes prior to departure

To/From International - 180 minutes prior to departure

#### Insurance Details

#### CONTACT US

##### Insurance Type

TRIP CANCELLATION

##### Policy Number

Not Processed

There appears to have been a temporary connection error with our supplier and therefore your travel insurance is DECLINED. Travel insurance is designed to make travel a worry-free experience. Emergencies can occur even to the most well prepared of frequent traveller. Travel insurance protects you against these unforeseen incidents and ensures that financial help is readily available to you. Purchasing travel insurance is purchasing 'Peace of mind'. For assistance contact our offices at 1-877-496-4815.

#### PAYMENT DETAILS:

##### Breakdown of Flight Charges

Traveller Type	# of Travellers	Base Price	Taxes & Fees	Total
Adult	1	CAD \$ 892.00	CAD \$ 245.55	CAD \$ 1,137.55
Total Charges for Flight (MasterCard will show charges from Air Canada)				CAD \$ 1,137.55

##### Summary of All Charges

Total Charges for all Passengers & Flights

CAD \$ 1,137.55

Grand Total CAD \$ 1,137.55

Your credit card will be charged an approximate total of CAD \$ 1,137.55 which includes the base fare, taxes and all surcharges. The final amount on your bank statement may vary upon the exchange rate that your credit card company will use.

#### Important:

\*Upon redemption, any Price Drop Protection Dollars will be refunded in the form of a cheque and mailed to the credit card holders mailing address on file. Please allow 7-10 days for delivery.

\*\* Any Coupon Codes applied will be processed as a refund immediately after booking and will appear on your statement within 2-3 business days.

Any instant or Honoured Discounts applied will be processed as a refund immediately after booking and will appear on your statement within 2-3 business days.

#### Disclosure: Terms and Conditions

By making this booking you have accepted FlightNetwork's Terms and Conditions; and which covers important topics like Passports/Visas, Cancellations, Changes and Check-in Times. You understood that even after pressing the Purchase Button that a reservation is not confirmed until receiving a confirmation email mentioning this. You have verified [grivard@charlottetown.ca](mailto:grivard@charlottetown.ca) is the correct email address.

If your credit card payment is declined or if you have not provided us accurate credit card billing information, your reservation is liable to be cancelled without notice. Proof of documents for bookings using third party credit cards may be required.

#### CONTACT/BILLING DETAILS:

Contact Name: Greg Rivard  
Email: [grivard@charlottetown.ca](mailto:grivard@charlottetown.ca)  
Telephone: 902-388-7031 (Home)  
Billing Address : 108 Kirkcaldy Drive , Charlottetown , PE , C1E1G9 , CA

#### ADD TO YOUR FLIGHT :



#### Change and Cancellation:

If you need to change or cancel your Air Canada reservation, please call us immediately at **1-877-496-4815**. Alternate numbers can be found at the bottom of this email. We are open 24/7 for your convenience.

The ticket is non-refundable and name changes are not permitted.

#### Changes :

The minimum change fee for your flight is CAD \$ 250 , per passenger, plus any fare difference and all applicable taxes.

#### Cancellations:

This booking can be cancelled up to the 10:00 PM Eastern Standard Time (EST) for a minimum fee of CAD \$ 50, per passenger, on the day the booking was done.

For all other cancellations, a minimum fee of CAD \$ 113.75, per passenger, is charged at the time of cancellation and an airline fee is applied at the time of rebooking. If permitted by the airline, the remaining funds may be available within one year of the cancellation. However, please note that the travel credit is available only to the passenger listed on the original ticket.

#### No Shows:

Customers who do not appear or 'no show' for their flight will forfeit the entire fare paid. To avoid this, please contact Flight Network at least 3 hours before the original departure time of your flight to verify the exact fare rules of your ticket. If you arrive at the airport late or are denied boarding, you will again forfeit the entire fare paid.

#### MANDATORY INFORMATION:

##### Important Information Please Read

Thank you for booking with [FlightNetwork.com](http://FlightNetwork.com). Please double check your booking information in this email to verify the flight details and passenger names, ensuring they appear as per the passport for international travel and as per photo ID for domestic travel.

If you have a problem, please call our Flight Reservations Department at 1-877-496-4815 or at 1-905-829-8699 as soon as possible. We are open 24/7.

Your booking is subject to the **terms and conditions** of our website. Please reconfirm check-in cut off times with the airline directly. All flights must also be reconfirmed with the relevant airlines at least 24 hours prior to the commencement of that leg of the journey unless specifically informed otherwise by that airline.

**Passports/Visas/Health Requirements:** Please note that many countries require that your passport be valid for a period of (a minimum) six months beyond your return date. You should ensure that you meet the passport, visa, affidavit, health and other requirements of the countries you wish to visit and those that you transit (even if it is for a plane change). We accept no responsibility if you should be denied boarding or deported for any reason, including your age.

Please check the documentation and/or inoculations needed for your destination(s).

For further questions regarding travel documentation please contact Flight Network directly. Our office is open 24/7 for your convenience.

**Baggage Allowance and Restrictions-**

Please check your electronic ticket for Baggage Allowances. Baggage Allowance and Restrictions apply to all airlines and are subject to change at any time. If you have questions about Baggage contact the airline you are travelling with directly to verify the specific Baggage restrictions. Click Here for Airline contact information including online check-in, baggage and seat selection or visit <http://www.aircanada.com/en/travelinfo/airport/codeshare.html>

**Advanced Seat Selection:** Once you have purchased your ticket you can request a seat online in advance, please click here. Advanced seat selection is available on some airlines and is subject to availability and the fare type booked. If you are unable to obtain advanced seat selection online, the airlines do hold a percentage of seats until the day of departure for airport check-in. Customers with special needs should contact the operating airline directly for their seating needs. Advanced seat selection is subject to change at any time and is fully controlled by the operating airline(s).

Thank you for booking with FlightNetwork®

FlightNetwork®  
1 Toronto Street, Suite 1000  
Toronto, Ontario  
Canada  
M5C 2V6

**CALL US FROM THE FOLLOWING COUNTRIES :**

Within Canada : 1 (877) 496-4815  
Within United States : 1 (855) 976-9378

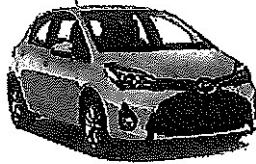
Outside North America  
Within Argentina : 1152197792  
Within Australia : 1300 764 316 or +61 2 8806 3764  
Within Austria: 43800802899  
Within Belgium: 3280026896  
Within Brazil : 1149502287  
Within Chile : 800914351  
Within Colombia : 8005184639  
Within Denmark : 4580820090  
Within Finland : 87 53 25 16 35  
Within France : 9 75 18 82 77  
Within Germany: 498000004656  
Within Italy: 39800593870  
Within Mexico City : 8002694546  
Within New Zealand : 9887 9881  
Within Norway: 4780025093  
Within Peru : 17008757  
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Within Singapore : 653 159 1623  
Within All Other Countries : +00 1 905 829 8699



Frequently Asked Questions

Best value car hire

Economy  
Toyota Yaris or similar



CAD40 /day

4  
5  
2

Budget

Economy  
Chevrolet Spark or similar



4  
5  
2

CAD59 /day

**Hertz**

Economy  
Chevrolet Aveo or similar



CAD59 /day

4  
5  
2

**Hertz**

- ✓ FREE CANCELLATION
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- ✓ 24/7 CUSTOMER SERVICE



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7515



City of Charlottetown  
P.O. Box 98  
Charlottetown, PE C1A 7K2

Travel Advance & Expense Claim Form

General Travel Information			
Name	Greg Rward		
Departure Date	May 30/19		
Return Date	June 03/19		
Purpose of Travel	FCM		
Destination	Quebec City		
General Travel Information			
TRANSPORTATION TYPE: (Check Appropriate box)		Advances #1	Final Expenses
AIR <input checked="" type="checkbox"/> # of KMS Rate		1137.55	1137.55
TRAIN <input type="checkbox"/>			
AUTO (Personal) <input type="checkbox"/>			
AUTO (Rental) <input type="checkbox"/>			
OTHER <input type="checkbox"/>			
TAXIS			
HOTEL or MOTEL ROOM Days Stay Rate		100.00	769.49
MEALS and TIPS		83.00	760.47
PER DIEM : Days Stay Rate		60.00	625
OTHER: (Please specify)			
TOTAL =		1762.55	2592.51
Total Final Expenses			\$2592.51
Advances #1			1762.55
Advances #2			
Amount due to traveller/City (If negative traveller owes City)			\$829.96
Accounting & Authorization		Section 22(1)(1)	
G/L Account code		P.O. #	
ENTERED JUN 17 2019			
Traveller's Signature & Date		Dee Stewart	
Authorizing Signature & Date			

\*\* Note: Final expenses must be submitted with receipts for reimbursement \*\*

**Stewart, Jill**

---

**From:** Rivard, Greg  
**Sent:** Friday, June 07, 2019 12:32 PM  
**To:** Stewart, Jill  
**Subject:** Fwd: Thanks for tipping! We've updated your Sunday afternoon trip receipt

Sent from my iPhone

Begin forwarded message:

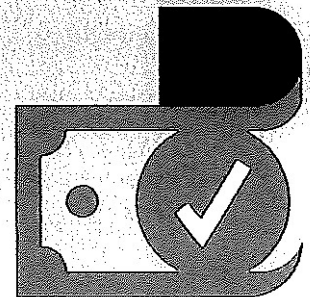
**From:** Uber Receipts <[uber.canada@uber.com](mailto:uber.canada@uber.com)>  
**Date:** June 2, 2019 at 3:29:00 PM ADT  
**To:** <[grivard@charlottetown.ca](mailto:grivard@charlottetown.ca)>  
**Subject:** Thanks for tipping! We've updated your Sunday afternoon trip receipt

**Uber**

Total: CA\$34.25  
Sun, Jun 02, 2019

**Thanks for tipping, Greg**

Here's your updated Sunday  
afternoon ride receipt.



**Total**

**CA\$34.25**

---

Base fare

CA\$1.90

Time

CA\$4.59

Distance

CA\$11.77

**Stewart, Jill**

---

**From:** Rivard, Greg  
**Sent:** Friday, June 07, 2019 12:32 PM  
**To:** Stewart, Jill  
**Subject:** Fwd: Thanks for tipping! We've updated your Thursday morning trip receipt

Sent from my iPhone

Begin forwarded message:

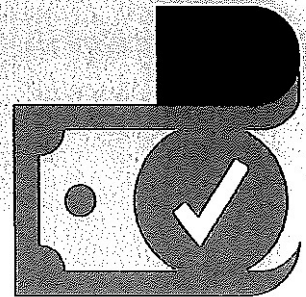
**From:** Uber Receipts <[uber.canada@uber.com](mailto:uber.canada@uber.com)>  
**Date:** May 30, 2019 at 12:22:31 PM ADT  
**To:** <[grivard@charlottetown.ca](mailto:grivard@charlottetown.ca)>  
**Subject:** Thanks for tipping! We've updated your Thursday morning trip receipt

**Uber**

Total: CA\$35.24  
Thu, May 30, 2019

**Thanks for tipping, Greg**

Here's your updated Thursday  
morning ride receipt.



**Total**

**CA\$35.24**

---

Base fare	CA\$1.90
Time	CA\$4.49
Distance	CA\$12.66



D  
**DELTA**  
HOTELS  
MARRIOTT  
QUÉBEC

690, boul. Rene-Levesque East, Quebec, Quebec, G1R 5A8  
Telephone: 418-647-1717 Fax: 418-647-2146

Federation of Canadian Municipalities  
Mr Greg Rivard  
PO Box 98  
Charlottetown PE C1A7K2  
Canada

Room: 0645  
Folio:  
Cashier: 86  
Arrival: 30/05/19  
Departure: 03/06/19

Group: Federation of Canadian Municipalities 20

Date	Description	Additional Information	Charges	Credits
30/05/19	Deposit Transfer at C/I	Dépôt 1er nuit non remboursable as per FCM contract		253.49
30/05/19	CHAMBRE / Room charge		213.00	
30/05/19	Taxe d'Hebergement / Housing Tax		7.46	
30/05/19	TPS - Chambre/ Rooms-GST		11.03	
30/05/19	TVQ - Chambre / Rooms - PST		22.00	
31/05/19	CHAMBRE / Room charge		213.00	
31/05/19	Taxe d'Hebergement / Housing Tax		7.46	
31/05/19	TPS - Chambre/ Rooms-GST		11.03	
31/05/19	TVQ - Chambre / Rooms - PST		22.00	
01/06/19	CHAMBRE / Room charge		213.00	
01/06/19	Taxe d'Hebergement / Housing Tax		7.46	
01/06/19	TPS - Chambre/ Rooms-GST		11.03	
01/06/19	TVQ - Chambre / Rooms - PST		22.00	
02/06/19	CHAMBRE / Room charge		213.00	
02/06/19	Taxe d'Hebergement / Housing Tax		7.46	
02/06/19	TPS - Chambre/ Rooms-GST		11.03	
02/06/19	TVQ - Chambre / Rooms - PST		22.00	

Total	1,013.96	253.49
Balance Due	760.47	CDN

<b>GST Summary</b>	
Registration No: 769979287	
Room	44.12
F&B	0.00
Other	29.84
<b>Total</b>	<b>73.96</b>

<b>PST Summary</b>	
Registration No: 1225323000	
Room	88.00
F&B	0.00
Other	0.00
<b>Total</b>	<b>88.00</b>

Guest Signature: \_\_\_\_\_

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.

PS 19



# City of Charlottetown

P.O. Box 98  
Charlottetown, PE C1A 7K2

## Travel Advance & Expense Claim Form

Name <u>Greg Livard</u>		Departure Date <u>May 30, 2019</u>		Return Date <u>June 3, 2019</u>	
Purpose of Travel <u>FEM</u>					
Destination <u>Quebec City</u>					
TRANSPORTATION TYPE: (Check Appropriate box)		Advances #1		Final Expenses	
AIR <input checked="" type="checkbox"/> # of KMS <u>1137.55</u> Rate <u>15.25</u>					
TRAIN <input type="checkbox"/>					
AUTO (Personal) <input type="checkbox"/>					
AUTO (Rental) <input type="checkbox"/>					
OTHER <input type="checkbox"/>					
TAXIS					
HOTEL or MOTEL ROOM		Days Stay		Rate	
MEALS and TIPS					
PER DIEM :		Days Stay		Rate	
OTHER : (Please specify)					
TOTAL =		1762.55		1762.55	
Total Final Expenses		Advances #1		Advances #2	
\$1762.55		1137.55		15.25	
Amount due to traveller/City (If negative traveller owes City)					
\$1762.55					
G/L Account code		P.O. #		Traveller's Signature & Date	
				<u>[Signature]</u> <u>May 7, 2019</u>	
				Authorizing Signature & Date	
				<u>[Signature]</u>	

\*\* Note: Final expenses must be submitted with receipts for reimbursement \*\*



City of Charlottetown  
P.O. Box 98  
Charlottetown, PE C1A 7K2

Travel Advance & Expense Claim Form

Pg 21

General Travel Information			
Name		Departure Date	Return Date
Greg R Ward		May 30/19	June 03/19
Purpose of Travel		FCM	
Destination		Quebec City	
Travel Details		Advances	Final Expenses
TRANSPORTATION TYPE: (Check Appropriate box)		#1	#2
AIR <input checked="" type="checkbox"/> # of KMS Rate			
TRAIN <input type="checkbox"/>			
AUTO (Personal) <input type="checkbox"/>			
AUTO (Rental) <input type="checkbox"/>			
OTHER <input type="checkbox"/>			
TAXIS			
HOTEL or MOTEL ROOM Days Stay Rate			
MEALS and TIPS			
PER DIEM : Days Stay Rate			
OTHER: (Please specify)			
TOTAL =			
Total Final Expenses		\$2592.51	
Advances #1		1762.55	
Advances #2			
Amount due to traveller/City (If negative traveller owes City)		\$829.96	
Accounting Authorization		See 2340 (11)	
G/L Account code			
P.O. #			
Traveller's Signature & Date		[Signature] [Date]	
Authorizing Signature & Date		[Signature] [Date]	

\*\* Note: Final expenses must be submitted with receipts for reimbursement \*\*