

Reference #: FOIPP-2022-01-0053

April 4, 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 Tourism Officer Laurel Lea, 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.

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;***

If you feel that your request has not been answered completely or that you require clarification, please contact me at cmacmillan@charlottetown.ca or 902-629-4000.

FOIPP-2022-01-0053

April 4, 2022

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,



Cindy MacMillan, Executive Resource & Privacy Coordinator II
City of Charlottetown


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



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

Travel Advance & Expense Claim Form

Pg 2

General Travel Information				
Name	Laurel Lea	Departure Date	Tuesday, April 9, 2019	
		Return Date	Tuesday, April 9, 2019	
Purpose of Travel	CMA 2019 Major Events Programming Launch and Meetings			
Destination	Dieppe, NB			
Travel Details	Advances #1	Advances #2	Final Expenses	Payment Information
TRANSPORTATION TYPE: (Check Appropriate box) <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> AUTO (Personal) <input type="checkbox"/> AUTO (Rental) <input type="checkbox"/> OTHER				Total Final Expenses \$ - Advances #1 90.95 #2 - 90.95 Amount due to traveller/City (if negative traveller owes City) \$ 90.95
TAXIS				
HOTEL or MOTEL ROOM				Accounting & Authorization
MEALS and TIPS				G/L Account code 23(1)(b)
PER DIEM :				P.P.#
OTHER : (Please specify)				Traveller's Signature & Date <i>Laurel Lea</i> 04.05.19.
TOTAL =			\$ 90.95	Authorizing Signature & Date <i>Off. 05-19</i> CML 04/05/19

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

ENTERED APR 23 2019



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

ENTERED APR 15 2019

20/9/2020

Travel Advance & Expense Claim Form

General Travel Information			
Name	Laurel Lea	Departure Date	17-Apr-19
		Return Date	18-Apr-19
Purpose of Travel	Event Atlantic Municipal Partnership SCORE		
Destination	Shediac and Fredericton, NB		
Travel Details		Advances	Final Expenses
TRANSPORTATION TYPE: (Check Appropriate box)		#1	#2
AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> AUTO (Personal) <input type="checkbox"/> AUTO (Rental) <input type="checkbox"/> OTHER <input type="checkbox"/>			
TAXIS			
HOTEL or MOTEL ROOM			
MEALS and TIPS			
PER DIEM :			
OTHER : (Please specify)			
TOTAL =		\$ -	\$ 181.90
TRANSPORTATION TYPE: (Check Appropriate box) # of KMS Rate 2 \$ 90.95			
Total Final Expenses \$ 181.90 Advances #1 - #2 - Amount due to traveller/City (if negative traveller owes City) \$ 181.90			
Accounting & Authorization			
G/L Account code			
P.O. # 23(16)			
Traveller's Signature & Date		Hawrelle 04.15.2019	
Authorizing Signature & Date			

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

Page 02



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

ENTERED 10:33:09

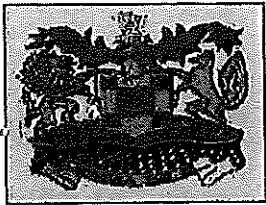
Travel Advance & Expense Claim Form

Pg 03

General Travel Information			
Name	Laurel Lea	Departure Date	25-Apr-19
Purpose of Travel	Discover Charlottetown Tourism Events Promotional Partnership: Saltscapes East Coast Expo	Return Date	29-Apr-19
Destination	Halifax, NS		

Travel Details	Advances		Final Expenses	Payment Information
	#1	#2		
TRANSPORTATION TYPE: (Check Appropriate box) <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> AUTO (Personal) <input type="checkbox"/> AUTO (Rental) <input type="checkbox"/> OTHER				Total Final Expenses \$ 454.75 Advances #1 - #2 - Amount due to traveller/City (if negative traveller owes City) \$ 454.75
TAXIS				
HOTEL or MOTEL ROOM				Accounting & Authorization G/L Account code P.O. # 2311(B)
MEALS and TIPS				Traveller's Signature & Date Yauweller 04.16.19 Authorizing Signature & Date CML 04/16/19
PER DIEM :	Days Stay 5	Rate \$ 90.95		
OTHER : (Please specify)				
TOTAL =			\$ 454.75	

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



City of Charlottetown

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

Expense Claim Form

NAME	DEPARTMENT
Laurel Lea	Tourism
	G/L ACCOUNT
	23(1)(b)

DATE	EXPENSE	REASON / DESCRIPTION	TOTAL
04.25.2019	Cobequid Pass Toll Plaza	Toll: Saltscapes Expo Travel	\$4.00
04.29.2019	Cobequid Pass Toll Plaza	Toll: Saltscapes Expo Travel	\$4.00
05.29.2019	Taxi Fare	Airport Transfer: FCM	\$24.00
05.31.2019	Taxi Fare	FCM	\$12.00
05.31.2019	Taxi Fare	FCM	\$10.00
06.01.2019	Taxi Fare	FCM	\$10.00
06.01.2019	Taxi Fare	FCM	\$14.00
06.02.2019	Taxi Fare	FCM	\$10.00
06.02.2019	Taxi Fare	FCM	\$10.00
-	Taxi Fare	FCM	\$10.00
-	Taxi Fare	FCM	\$10.00
<p>98.65 + 14.35 HST Taxi</p> <p>+ 8.00 TOLLS 118.</p> <p>ENTERED JUL 0 9 2019</p>			

Saltscapes
8.00

FCM
110.00

TOTAL EXPENSE CLAIMED	
SUBTOTAL	\$118.00
HST	
TOTAL CLAIMED =	\$118.00

AUTHORIZATION
AUTHORIZED BY: <i>Laurel Lea</i> 04.07.2019
<i>CML</i> 05.07.19



902-892-6587 email: citytaxi@pel.aibn.com 902-569-9999

CITY TAXI
Charlottetown, PEI

24 HOUR SERVICE

CITY TAXI

2 WAY RADIO

HST _____ TOTAL \$ 24.00

NAME M. J. 28/19 CAB

FAX: 902-569-2331 **DON'T TAKE A CHANCE - TAKE A CITY!**

TAXI COOP QUÉBEC

- Courrier / Livraison
- Gros et petits colis
- Commission
- Survolage / Déverrouillage

TAXI 525-5191 COOP

496, 2^e Avenue, Québec
taxiscoop-quebec.com

Date _____

Montant 210.00

CHAUFFEUR No. 243

Signature chauffeur _____

SERVICE 7 JOURS / 24 HEURES

TAXI COOP QUÉBEC

- Courrier / Livraison
- Gros et petits colis
- Commission
- Survolage / Déverrouillage

TAXI 525-5191 COOP

496, 2^e Avenue, Québec
taxiscoop-quebec.com

Date 01/06/19

Montant 14\$

CHAUFFEUR No. _____

Signature chauffeur _____

SERVICE 7 JOURS / 24 HEURES

ASSOCIATION COOPÉRATIVE

- Courrier / Livraison
- Gros et petits colis
- Commission
- Survolage / Déverrouillage

TAXI 418 525-5191 COOP

496, 2^e Avenue, Québec
taxicoop-quebec.com

Date 31/05/2019

Montant 12\$

CHAUFFEUR No. 65

Signature chauffeur _____

SERVICE 7 JOURS / 24 HEURES

TAXI COOP QUÉBEC

- Courrier / Livraison
- Gros et petits colis
- Commission
- Survolage / Déverrouillage

TAXI 525-5191 COOP

496, 2^e Avenue, Québec
taxiscoop-quebec.com

Date 22-06-19

Montant 10.00

CHAUFFEUR No. _____

Signature chauffeur _____

SERVICE 7 JOURS / 24 HEURES

TAXI COOP QUÉBEC

- Courrier / Livraison
- Gros et petits colis
- Commission
- Survolage / Déverrouillage

TAXI 525-5191 COOP

496, 2^e Avenue, Québec
taxiscoop-quebec.com

Date 31-05-2019

Montant 10.00

CHAUFFEUR No. 64

Signature chauffeur _____

SERVICE 7 JOURS / 24 HEURES

TAXI COOP QUÉBEC

- Courrier / Livraison
- Gros et petits colis
- Commission
- Survolage / Déverrouillage

TAXI 525-5191 COOP

496, 2^e Avenue, Québec
taxiscoop-quebec.com

Date 02/06/19

Montant 10.00

CHAUFFEUR No. 429

Signature chauffeur _____

SERVICE 7 JOURS / 24 HEURES

TAXI COOP QUÉBEC

- Courrier / Livraison
- Gros et petits colis
- Commission
- Survolage / Déverrouillage

TAXI 525-5191 COOP

496, 2^e Avenue, Québec
taxiscoop-quebec.com

Date 2019-06-01

Montant 10\$

CHAUFFEUR No. 429

Signature chauffeur _____

SERVICE 7 JOURS / 24 HEURES

TAXI COOP QUÉBEC

- Courrier / Livraison
- Gros et petits colis
- Commission
- Survoltage / Déverrouillage

496, 2^e Avenue, Québec
taxiscoop-quebec.com

TAXI
525-5191
COOP

VISA
MasterCard

Date _____
Montant _____

Signature chauffeur _____

CHAUFFEUR No.
201

SERVICE 7 JOURS / 24 HEURES

COBEQUID PASS TOLL PLAZA
209 Cobequid Pass
GREAT VILLAGE, N.S. BOM 1L0
902-668-2211 or
Toll Free 1-877-727-7104
www.cobequidpass.com

Class 2			
Price	CAD	4.00	
TOTAL	CAD	4.00	
CASH	CAD	4.00	

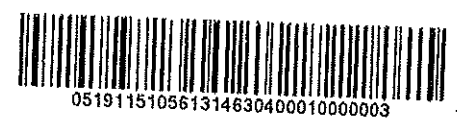
Amherst
29/04/2019 14:18:35 193102 1
COB-LA03
9731



COBEQUID PASS TOLL PLAZA
209 Cobequid Pass
GREAT VILLAGE, N.S. BOM 1L0
902-668-2211 or
Toll Free 1-877-727-7104
www.cobequidpass.com

Class 2			
Price	CAD	4.00	
TOTAL	CAD	4.00	
CASH	CAD	4.00	

Truro
25/04/2019 10:56:13 146304 1
COB-LT04
9718



City of Charlottetown
 P.O. Box 98
 Charlottetown, PE CI

City of Charlottetown
 P.O. Box 98
 Charlottetown, PE CI

Travel Advance & Expense Claim Form

General Travel Information				
Name	Laurel Lea			
Departure Date	29-May-19			
Return Date	03-Jun-19			
Purpose of Travel	Federation of Canadian Municipalities Annual Conference & Trade Show - Promotional Initiative			
Destination	Quebec City, QC			
Travel Details	Advances #1	Advances #2	Final Expenses	Payment Information
TRANSPORTATION TYPE: (Check Appropriate box) <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> AUTO (Personal) <input type="checkbox"/> AUTO (Rental) <input type="checkbox"/> OTHER				Total Final Expenses \$ 545.70
TAXIS				Advances #1 \$ #2 \$
HOTEL or MOTEL ROOM Days Stay Rate				Amount due to traveller/City (If negative traveller owes City) \$ 545.70
MEALS and TIPS				Accounting & Authorization 23(1)(b)
PER DIEM : Days Stay Rate \$:90/95				G/L Account code
OTHER : (Please specify)				P.O. #
TOTAL =				Traveller's Signature & Date LML 05.23.2019
				Authorizing Signature & Date LML 05.24.19

** Note: Final expenses must be submitted with receipts for reimbursements.

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PROVINCE OF BRITISH COLUMBIA
P.O. BOX 98
Charlottetown, PE C1A 7K2

Travel Advance & Expense Claim Form

General Travel Information

Name: Laurel Lea Departure Date: 06.08.2019

Return Date: 06.09.2019

Purpose of Travel: Tourism Product Development & Prospecting ENTERED MAY 24 2019

Destination: Nanaimo, BC

Travel Details	Advances		Final Expenses	Payment Information
	#1	#2		
TRANSPORTATION TYPE: (Check Appropriate box) <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> AUTO (Personal) <input type="checkbox"/> AUTO (Rental) <input type="checkbox"/> OTHER				Total Final Expenses \$ 181.90
TAXIS				Advances #1 #2
HOTEL or MOTEL ROOM				Amount due to traveller/City (If negative traveller owes City) \$ 181.90
MEALS and TIPS				Accounting & Authorization 23(1)(b)
PER DIEM :	Days Stay	Rate		G/L Account code
OTHER : (Please specify)	2	\$ 90.95	181.90	P.O.#
TOTAL =			\$ 181.90	Y. Nourbala 05.23.2019
				Traveller's Signature & Date CML 05-24-2019
				Authorizing Signature & Date JPL

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

General Travel Information	
Name	Laurel Lea
Departure Date	July 17 - PM
Return Date	July 19 - PM
Purpose of Travel	Capital City Events Winter Festival Planning Session
Destination	Montreal, Quebec

Travel Details	ADVANCES		Expenses	Payment Information
	#1	#2		
TRANSPORTATION TYPE: (Check Appropriate box) <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> AUTO (Personal) <input type="checkbox"/> AUTO (Rental) <input type="checkbox"/> OTHER				Total Final Expenses \$ 181.90 Advances #1 - #2 - Amount due to traveller/City (if negative traveller owes City) \$ 181.90
TAXIS				
HOTEL or MOTEL ROOM MEALS and TIPS PER DIEM : OTHER : (Please specify)			181.90	Accounting & Authorization G/L Account code 23(0)(b) P.O. # 7000000 07.15.2019 Traveller's Signature & Date Authorizing Signature & Date
TOTAL =	\$	\$	\$ 181.90	

09 09 ✓

** 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

P910 ✓

General Travel Information				
Travel Details		Advances	Final Expenses	Payment Information
Name	Purpose of Travel	#1	#2	Total Final Expenses
Laurel Lea	Event Attraction Natal Day Celebrations			\$ 272.85
	Destination: Toronto, Ontario			
	Departure Date: 26-Jul-19			
	Return Date: 28-Jul-19			
TRANSPORTATION TYPE: (Check Appropriate box)				
<input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> AUTO (Personal) <input type="checkbox"/> AUTO (Rental) <input type="checkbox"/> OTHER				
TAXIS				
HOTEL or MOTEL ROOM		Days Stay	Rate	
		3	\$ 90.95	
MEALS and TIPS				
PER DIEM		Days Stay	Rate	
OTHER: (Please specify)				
TOTAL =		\$	\$	\$ 272.85
Advances #1: \$ Advances #2: \$ Amount due to traveller/City (If negative traveller owes City): \$ 272.85				JUL 18 2019 ENVELOPE 23(1)(b)
Accounting & Authorization				G/L Account code: 23(1)(b)
P.O. #				Traveller's Signature & Date: Laurelea 07.15.2019
Traveller's Signature & Date				Authorizing Signature & Date: [Signature]

** 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

ENTERED AUG 12 2019

General Travel Information									
Name	Laurel Lea		Departure Date	15-Aug-19					
			Return Date	19-Aug-19					
Purpose of Travel	Francophone & Francophile Cities Network Rendez-Vous 2019 Conference Event Attraction Development - Tribu Experien								
Destination	Moncton, NB Montreal, PQ								
Travel Details			Advances		Final Expenses		Payment Information		
TRANSPORTATION TYPE: (Check Appropriate box)			#1	#2					
AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> AUTO (Personal) <input type="checkbox"/> AUTO (Rental) <input type="checkbox"/> OTHER <input type="checkbox"/>							Total Final Expenses \$ 454.75		
TAXIS							Advances #1 - #2		
HOTEL or MOTEL ROOM							Amount due to traveller/City (if negative traveller owes City) \$ 454.75		
MEALS and TIPS							Accounting & Authorization		
PER DIEM :							G/L Account code		
OTHER: (Please specify)							P.O. #		
Moncton - 1.5 days - 130.42 Montreal - 3.5 days - 316.32							454.75 118.63 + 17.79 H55 276.80 + 13.84 H55 + 27.62 Q57		
TOTAL =							454.75 23(1)(b) 23(1)(b)		
							Yaurdlea 08.09.19 Traveller's Signature & Date CCM 08.09.19 Authorizing Signature & Date		

** 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 12

General Travel Information	
Name	Laurel Lea
Departure Date	15-Sep-19
Return Date	18-Sep-19
Purpose of Travel	24-Hour Period Incidental Per Diem as per Policy C-HR-11 Adopted September 9, 2019 (CCCO Annual Conference)
Destination	Regina, SK

Travel Details	Advances		Final Expenses	Payment Information
	#1	#2		
TRANSPORTATION TYPE: (Check Appropriate box) # of KMS Rate AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> AUTO (Personal) <input type="checkbox"/> AUTO (Rental) <input type="checkbox"/> OTHER <input type="checkbox"/> TAXIS	ENTERED	OCT 07 2019	\$ 56.20	Total Final Expenses \$ 56.20
HOTEL or MOTEL ROOM				Advances #1 -
MEALS and TIPS				Advances #2 -
PER DIEM :	Days Stay	Rate		Amount due to traveller/City (if negative traveller owes City) \$ 56.20
OTHER : (Please specify)	4	\$ 14.05		
TOTAL =			\$ 56.20	

Accounting & Authorization	
G/L Account code	23(1)(b)
P.O. #	
Traveller's Signature & Date	Laurel Lea 10.03.19
Authorizing Signature & Date	[Signature] _____

** 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 13 ✓

General Travel Information			
Name	Laurel Lea	Departure Date	Sunday, September 15, 2019
		Return Date	Wednesday, September 18, 2019
Purpose of Travel	Canadian Capital Cities Organization Annual Conference		
Destination	Regina, SK		
Travel Details	Advances	Final Expenses	Payment Information
TRANSPORTATION TYPE: (Check Appropriate box) <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> AUTO (Personal) <input type="checkbox"/> AUTO (Rental) <input type="checkbox"/> OTHER	#1 #2 ENTERED SEP 06 2019	\$ 363.80 \$ 363.80	Total Final Expenses Advances #1 #2 Amount due to traveller/City (if negative traveller owes City)
TAXIS			
HOTEL or MOTEL ROOM	Days Stay	Rate	
MEALS and TIPS			
PER DIEM :	Days Stay	Rate	
OTHER : (Please specify)	4	\$ 90.95	
		363.80	
TOTAL =		\$ 363.80	
Accounting & Authorization			
G/L Account code		231000	
P.O. #		444444 09.03.2019	
Traveller's Signature & Date		C. Macmillan 09.03.2019	
Authorizing Signature & Date		[Signature]	

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



City of Charlotte
 P.O. Box 98
 Charlotte, NC 28201

Travel Advance & Expense Claim Form

pg 14

General Travel Information			
Name	Laurel Lea	Departure Date	23-Sep-19
		Return Date	29-Sep-19
Purpose of Travel	24-Hour Period Incidental Per Diem as per Policy C-HR-11 Adopted September 9, 2019 (IFEA and Mun. Partnership)		
Destination	Williamsburg, VA and Forest City, NC		
Travel Details	Advances	Final Expenses	Payment Information
TRANSPORTATION TYPE: (Check Appropriate box) <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> AUTO (Personal) <input type="checkbox"/> AUTO (Rental) <input type="checkbox"/> OTHER	#1	#2	Total Final Expenses \$ 129.85
TAXIS			Advances #1 -
HOTEL or MOTEL ROOM			Advances #2 -
MEALS and TIPS			Amount due to traveller/City (if negative traveller owes City) \$ 129.85
PER DIEM :	Days Stay	Rate	
	7	\$ 18.55	
OTHER : (Please specify) \$14.05 US (\$1.32 exchange rate)			
TOTAL =	\$	\$	\$ 129.85
Accounting & Authorization			
G/L Account code			
P.O. #		10.03.19	
Traveller's Signature & Date		<i>Yauwella</i>	
Authorizing Signature & Date		<i>CMC</i>	

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



City of Charlotte
 P.O. Box 98
 Charlotte, NC 28202

ENTERED SEP 16 2019

Travel Advance & Expense Claim Form

General Travel Information															
Name	Laurel Lea														
Departure Date	23-Sep-19														
Return Date	29-Sep-19														
Purpose of Travel	International Festivals & Events Association Convention FC Municipal Partnership														
Destination	Williamsburg, Virginia and Forest City, North Carolina														
Travel Details	Advances	Final Expenses	Payment Information												
TRANSPORTATION TYPE: (Check Appropriate box) <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> AUTO (Personal) <input type="checkbox"/> AUTO (Rental) <input type="checkbox"/> OTHER TAXIS	<table border="1"> <thead> <tr> <th>#1</th> <th>#2</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	#1	#2			<table border="1"> <tbody> <tr> <td>Total Final Expenses</td> <td>\$ 841.26</td> </tr> <tr> <td>Advances #1</td> <td>-</td> </tr> <tr> <td>Advances #2</td> <td>-</td> </tr> <tr> <td>Amount due to traveller/City (if negative traveller owes City)</td> <td>\$ 841.26</td> </tr> </tbody> </table>	Total Final Expenses	\$ 841.26	Advances #1	-	Advances #2	-	Amount due to traveller/City (if negative traveller owes City)	\$ 841.26	Accounting & Authorization G/L Account code: 23(1)(b) P.O. #: Traveller's Signature & Date: <i>Laurel Lea</i> 09.12.2019 Authorizing Signature & Date: <i>[Signature]</i>
#1	#2														
Total Final Expenses	\$ 841.26														
Advances #1	-														
Advances #2	-														
Amount due to traveller/City (if negative traveller owes City)	\$ 841.26														
HOTEL or MOTEL ROOM: Days Stay <u>7</u> Rate <u>\$120.18</u> MEALS and TIPS PER DIEM: Days Stay <u>7</u> Rate <u>\$120.18</u> OTHER: (Please specify) in-bound holdover for travel purposes in Washington, DC US Exchange Rate = \$1.32 TOTAL = \$ 841.26															

Pg 15 ✓

** 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

General Travel Information	
Name	Laurel Lea
Departure Date	16-Nov-19
Return Date	22-Nov-19
Purpose of Travel	Event Attraction Development - Winter Celebrations and TIAC CSTA Sport Tourism
Destination	Montreal, QC and Ottawa, ON

Travel Details	Advances		Final Expenses	Payment Information
	#1	#2		
TRANSPORTATION TYPE: (Check Appropriate box) <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> AUTO (Personal) <input type="checkbox"/> AUTO (Rental) <input type="checkbox"/> OTHER				Total Final Expenses \$ 665.00 Advances #1 - #2 - Amount due to traveller/City (if negative traveller owes City) \$ 665.00
TAXIS			105 180 180 15.22	
HOTEL or MOTEL ROOM				
MEALS and TIPS				
PER DIEM :				
OTHER : (Please specify) Note: Lunch at Conference on November 19. Breakfast and Lunch on November 20			665.00	
TOTAL =			\$ 665.00	

Accounting & Authorization	
G/L Account code	23(2)(0) - Quebec
P.O. #	23(2)(0) - Ontario
Traveller's Signature & Date	[Signature] 11.12.19 \$210.00 Ontario
Authorizing Signature & Date	[Signature] pg 16 ✓

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



Cardholder Activity

23(1)(b)

Name: LAUREL LEA Account Number: 23(1)(b) Cycle End Date: 2019-04-25

Trans Date	Merchant Name City, State/Prov.	Transaction Total	National	Regional	Source Currency	Currency Amount	Allocation Comment
Posting Date		←	Allocation Amounts	→	Accounting Code		
2019-03-25	GREATER MONCTON AIRPOR	\$96.00	\$4.25	\$6.80	CAD	96.00	
2019-03-26	DIEPPE, NB	\$96.00	\$4.25	\$6.80			CSTA Spot Events Congress

2018
23(1)(b)
CSTA Spot Events Congress

Activity Totals Purchases Payments National Taxes Regional Taxes

Cardholder Name: Laurel Lea

Signature:

Signature:

Supervisor Name:

WELCOME TO YQM
BIENVENUE A L'YQM
PLEASE KEEP THIS TICKET
VEUILLEZ GARDER CE BILLET

Entered/Arrivee:
2019/03/17 15:04

Ticket/Billet#:107197583
Dur/Duree:191:26:52
Paid On/Page Le:
2019/03/25 14:32

Paid/Paye:\$ 96.00
Original Fee:\$ 96.00
GST:\$ 12.52
PST:\$ 0.00

Change:\$ 0.00
VISA
SG:\$ 0.00

Merchant ID:

23(1)(b)

VISA
Seq 785001001013 POFWPSG2
Purchase 19/03/25 14:32:02
Auth 084915
A0000000031010
0080000000 E800
APPROVED 001/00



Cardholder Activity

Name: LAUREL LEA

Account Number:

23(1)(b)

Cycle End Date: 2019-05-27

Trans Posting Date	Merchant Name City, State/Prov.	Transaction Total	National Allocation Amounts	Regional	Source Currency	Currency Amount	Allocation Comment
2019-04-25	STRAIT CROSSING BRIDGE LI BORDEN-CARLET, PE	\$47.75	\$2.08	\$4.15	CAD	47.75	
2019-04-26	LL	\$47.75	\$2.08	\$4.15	23(1)(b)		Saltscapes Expo - bridge toll
2019-04-26	AIR CAN* 014211976433	\$846.68	\$37.80	\$52.92	CAD	846.68	
2019-04-29	AIRCANADA.COM, MB	\$846.68	\$37.80	\$52.92	23(1)(b)		Airfare - FCM annual conference & trade show
2019-04-26	THE AUCTION HOUSE HALIFAX, NS	\$80.39	\$3.50	\$6.99	CAD	80.39	
2019-04-29	WL	\$80.39	\$3.50	\$6.99	23(1)(b)		Event Atlantic Summit planning meeting
2019-04-28	PETROCAN-180 PROSPECT RD	\$62.00	\$2.70	\$5.39	CAD	62.00	
2019-04-30	GOOD WOOD, NS	\$62.00	\$2.70	\$5.39	23(1)(b)		Saltscapes Expo - rental vehicle fuel
2019-04-29	PETROCAN-205 WEYMOUTH ST	\$55.00	\$2.39	\$4.78	CAD	55.00	
2019-05-01	CHARLOTTETOWN, PE	\$55.00	\$2.39	\$4.78	23(1)(b)		Saltscapes Expo - rental vehicle fuel
	LL						

Pg 19

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
2019-04-30	THE PEI CAR RENTAL	\$270.25	\$11.75	\$23.50	CAD	270.25	
2019-05-01	COM CHARLOTTETOWN, PE	-\$270.25	\$11.75	\$23.50			Saltscapes Expo - rental vehicle

23(1)(b)

Confederation Bridge
Pont-de la Confederation
1047 Abegweit Blvd./Boul
P.O. Box / Boite 2032
Borden-Carleton, PEI / IPE
C0B 1X0

0141687 LC6 TP1048

1 2 Axles/Essieux [2 Axles/Essieux]
1 @ 47.75 = \$ 47.75

Type Purchase 23(1)(b)
Account Visa
Card Num *****
Order Id LC620130425092655
Date 2019-04-25 09:27:10
Ref Num 611337390011971200 C
Auth Code 001876

Amount \$47.75

App Label Visa Credit
ENV ALD A0000000031010
ARQC TYR 0080008000
ARQC A4DB6FA0B63E82CA
TSI F800

Verified By PIN

01 Approved - Thank You 027

IMPORTANT - retain this copy
for your records

Cardholder Copy

VISA PURCHASE/ACHAT: \$ 47.75
TENDERED/RECU: \$ 47.75
CHANGE/RENDU: \$ 0.00

2019/04/25 09:27:14

TOLL/PEAGE GST/TPS EXEMPT

PATAGONIA HALIFAX
408-1496 LOWER WATER ST
HALIFAX NS 23(1)(b)
CARD *****
CARD TYPE VISA
DATE 2019/04/25
TIME 1993 17:38:09
RECEIPT NUMBER
C84095168-001-002-709-0

PURCHASE
TOTAL
\$652.05

Visa Credit
A0000000031010
071C16F84E34E192
0080008000-E800
F66190CDA9838DCD
0080008000-F800

APPROVED
AUTH# 059405 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

washed or worn. tags damaged.
Patagonia locations can be reached at the following:
Within 30 days of purchase and at the time of purchase, we will issue a store credit.
Passroots environmental solutions to the

Confederation Bridge
Pont-de la Confederation
1047 Abegweit Blvd./Boul
P.O. Box / Boite 2032
Borden-Carleton, PEI / IPE
COB 1X0

0141687 LC6 TP1048

1 2 Axles/Essieux [2 Axles/Essieux]
1 @ 47.75 = \$ 47.75

Type Purchase
Account Visa
Card Num *****
Order Id LC620190425092655
Date 2019-04-25 09:27:10
Ref Num 611337390011971200 C
Auth Code 001876

23(1)(b)

Amount \$47.75

App Label Visa Credit
EMV Aid A0000000031010
ARQC TVR 0080008000
ARQC A4DB6FA0663E82CA
TSI F800

Verified By PIN

01 Approved - Thank You 027

IMPORTANT - retain this copy
for your records

Cardholder Copy

VISA PURCHASE/ACHAT: \$ 47.75
TENDERED/RECU: \$ 47.75
CHANGE/RENDU: \$ 0.00

2019/04/25 09:27:14

TOLL/PEAGE GST/TPS EXEMPT

PATAGONIA HALIFAX
408-1496 LOWER WATER ST
HALIFAX NS 23(1)(b)

CARD *****
CARD TYPE VISA
DATE 2019/04/25
TIME 1993 17:38:09
RECEIPT NUMBER
C84095168-001-002-709-0

PURCHASE
TOTAL
\$652.05

Visa Credit
A0000000031010
071C16F84E34E192
0080008000-E800
F66190CDA9838DCD
0080008000-F800

APPROVED
AUTH# 059406 01-027
THANK YOU

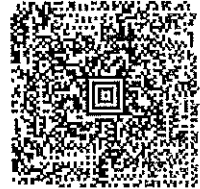
VERIFIED BY PIN

MERCHANT COPY

wasn't or worn. tags damaged.
Patagonia locations can be reached at the
within 30 days of purchase and at the
will issue a store credit
Passroots environmental solutions to the



Booking Confirmation



Booking Reference: **PU3M7I**

Date of issue: 26 Apr, 2019

This is your official Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

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Depart

Economy Flex

Wednesday
29 May, 2019

06:25
Charlottetown
(YYG), PE



07:10
Montréal
Montréal-Trudeau Int. (YUL),
QC

AC1687

1hr45
Economy G
Operated by: Air Canada | A319-100 |
Wi-Fi

Layover in Montréal

2hr35

AC1687 This flight is operated by Air Canada Rouge. You'll want to learn more about Air Canada Rouge's in-flight services and amenities, as these differ from those of Air Canada.

Wednesday
29 May, 2019

09:45
Montréal
Montréal-Trudeau Int.(YUL),
QC



10:35
Quebec City
Jean Lesage Int. (YQB), QC

AC8708

0hr50
Economy G
Operated by: Air Canada Express
Jazz | Q400

Total duration

5hr10

Return

Economy Flex

Monday 23 Jun, 2019	18:40 Quebec City Jean Lesage Int.(YQB), QC		19:34 Montréal Montréal-Trudeau Int. (YUL), QC	 AC8727	0hr54 Economy Q Operated by: Air Canada Express - Jazz Dash 8-300
			Layover in Montréal		1hr21
Monday 24 Jun, 2019	20:55 Montréal Montréal-Trudeau Int.(YUL), QC		23:25 Charlottetown (YYG), PE	 AC1686	1hr30 Economy Q Operated by: Air Canada A321-200 Wi-Fi
			Total duration		3hr45

ⓘ AC1686 This flight is operated by Air Canada Rouge. You'll want to learn more about Air Canada Rouge's in-flight services and amenities, as these differ from those of Air Canada.

Passengers

✈ Kathryn Laurel Lea	Seats
Ticket Number	AC1687 17E
0142141976433	AC8708 10D
Air Canada - Aeroplane	AC8727 7D
	AC1686 17E

Purchase summary

<p>23(1)(b)</p> <p>Visa Amount paid: 5846.68</p> <p>Tax Information QST no. 1000043172 TQ1991 \$3.49 GST no. 10009-2287 RT0001 \$1.75 GST/HST no. 10009-2287 RT0001 \$105.19</p>	<p> Air Transportation Charges</p> <p>Base Fare - Depart - Economy - Flex 264.00 Base Fare - Return - Economy - Flex 379.00 Surcharges 24.00</p> <p> Taxes, fees and charges</p> <p>Quebec Sales Tax - Canada no. 1000043172 TQ1991 3.49 Goods and Services Tax - Canada no. 100092287 RT0001 1.75 Harmonized Sales Tax - Canada (GST/HST #10009-2287 RT0001) 105.19 Air Travellers Security Charge - Canada 14.25 Airport Improvement Fee - Canada 55.00</p> <p>Total airfare and taxes before options <u>\$846.68</u></p> <p>GRAND TOTAL (Canadian dollars) <u>\$846.68</u></p>	1 adult
--	---	---------

THE AUCTION HOUSE
1726 ARGYLE ST.
HALIFAX, NS B3J2B3
9054311726

SALE

Clerk #: 000695
MID: 6240898
TID: 001 REF#: 00000001
Batch #: 116001 RRN: 00000001
04/26/19 13:08:18
APPR CODE: 002900
VISA **23(1)(b)** Chip

AMOUNT \$69.90
TIP \$10.49
TOTAL \$80.39

APPROVED

Visa Credit
AID: A0000000031010
TVR: 00 80 00 80 00
TSI: F8 00

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

THANK YOU / MERCI!

CUSTOMER COPY

PETRO-CANADA
180 PROSPECT RD
GOOD WOOD
NS B3T 1P2
(902) 876-5850

HST R895588788
PC0031942:1055201
TERMINAL: 081055253
PAYPOINT: 081055201

2019-04-28 17:29

PUMP 03
REGULAR
LITRES L 46.372
PRICE/L \$ 1.337
FUEL SALES \$ 62.00*

TOTAL OWED \$ 62.00

TOTAL PAID
CREDIT CARD \$ 62.00

* HST INCL. \$ 8.09

VISA **23(1)(b)**

AUTH 063856
PURCHASE
C 0010010010 00 027

VISA CREDIT
A0000000031010
0080008000
F800
INVOICE 021691

VERIFIED BY PIN

00 APPROVED
THANK YOU 027

-- IMPORTANT --
RETAIN THIS COPY
FOR YOUR RECORDS
- CUSTOMER'S COPY -

LEARN HOW TO
SAVE 3 CENTS/L
EVERY DAY AT
PETRO-CANADA.CA/RBC

GIVE US YOUR
FEEDBACK.
CHANCE TO WIN
FREE GAS FOR A YEAR!
PETRO-CANADA.CA/HERO

Pg 25

PETRO-CANADA
205 WYNDOUTH ST
CHARLOTTETOWN
PEI C1A 4E5
(902) 388-3343

F-HST R0185341785
PC0031942:1055201
TERMINAL: 081267651
PAYPOINT: 081267601

2019-04-28 17:29

PUMP 01
REGULAR
LITRES L 46.372
PRICE/L \$ 1.346
FUEL SALES \$ 62.00*

TOTAL OWED \$ 62.00

TOTAL PAID
CREDIT CARD \$ 62.00

* H-HST INCL \$ 2.39
* P-HST INCL \$ 4.78

VISA **23(1)(b)**

AUTH 063856
PURCHASE
C 0010010010 00 027

VISA CREDIT
A0000000031010
0080008000
F800
INVOICE 021691

VERIFIED BY PIN

00 APPROVED
THANK YOU 027

-- IMPORTANT --
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FOR YOUR RECORDS
- CUSTOMER'S COPY -

LEARN HOW TO
SAVE 3 CENTS/L
EVERY DAY AT
PETRO-CANADA.CA/RBC

GIVE US YOUR
FEEDBACK.
CHANCE TO WIN
FREE GAS FOR A YEAR!
PETRO-CANADA.CA/HERO

THE PEI CAR RENTAL COMPAN
18 QUEEN ST
CHARLOTTETOWN, PE C1A4A1
(+1) 902-939-0611

810000078982
Order #: 0000149185
04/30/2019
TOLGA T.

TID: 001
RRN: 000000001409
10:54:28

SALE

Product/Service 270.25
\$270.25 x 1

Subtotal: 270.25
Tax: 0.00

23(1)(b)

Total: **\$270.25**

Card #: *****
VISA

Auth #: 002877
Entry Method: Manual


APPROVED

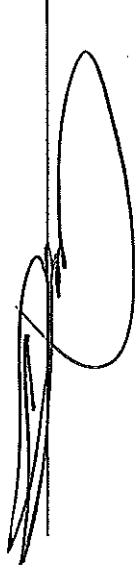
Payment services provided by:



Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total	Allocation Amounts	National	Regional	Source Currency	Accounting Code	Currency Amount	Allocation Comment
2019-06-04	INTERNATIONAL FESTIV	\$819.16		\$0.00	\$0.00	USD	23(1)(b)	595.00	
2019-06-06	208-4330950, ID LL	\$819.16		\$0.00	\$0.00				International Festivals & Events (conference registration)

Activity Totals Purchases Payments National Taxes Regional Taxes

Cardholder Name: Laurel Lea Signature: 

Supervisor Name: _____ Signature: 



Cardholder Activity

Name: LAUREL LEA

Account Number:

23(1)(b)

Cycle End Date: 2019-06-25

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total	National	Regional	Source Currency	Accounting Code	Currency Amount	Allocation Comment
2019-06-03 ✓	TAXI COOP QUEBEC	\$40.00	\$1.74	\$3.47	CAD	23(1)(b)	40.00	
2019-06-10	QUEBEC, QC	\$40.00	\$1.74	\$3.47				FCM - taxi

23(1)(b)

TAXI COOP QUEBEC
496 2E AVENUE
QUEBEC QC G1L3B1
TAXI 46

TERM # 22742001
INVOICE # 0001856
SEQUENCE # 1001857

CARD *****
CREDIT/VISA D
2019/06/03 17:05.04

23(c)(b)

PURCHASE

TOTAL \$ 40.00

AUTH#: 092461 B: 0075
HTS#: 20190603170514

OPERATION
APPROVED 000

THANK YOU

Visa Credit
AID: A0000000031010
CB1B10C5EA1DACA6
TSI: 0080008000
000

OTHER COPY

IFEA CONVENTION REGISTRATION



International Festivals & Events Association

2603 W Eastover Terrace
Boise, ID 83706

PAID
06/04/2019

Date	Invoice #
6/4/2019	2019.1435

Bill To: **wlong@charlottetown.ca**

City of Charlottetown
Laurel Lea
P O Box 98
Charlottetown, PE C1A 7K2
Canada

Expiration Date: 01/31/2020
Member Number: 51860

Description	Attendee Name	Amount
REGISTRATION FEES-2nd, 3rd & 4th attendee	Lauren Lea	595.00

CONTACTS: TELEPHONE: 208-433-0950
MEMBERSHIP: both@ifea.com ACCOUNTING: katfileen@ifea.com

Total	\$595.00
Payments/Credits	-\$595.00
Balance Due	\$0.00

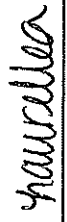
Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total	National Allocation Amounts	Regional Allocation Amounts	Source Currency Accounting Code	Currency Amount	Allocation Comment
2019-07-03	AIR CAN*	\$480.86	\$21.47	\$30.05	CAD	480.86	
2019-07-08	0142115434440 AIRCANADA.COM, MB	\$480.86	\$21.47	\$30.05	23(17)(b) ✓		Airfare - Montreal Winter Festival planning session


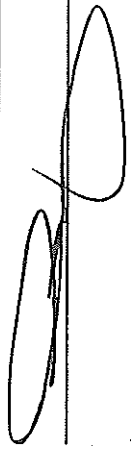
LL

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
2019-07-10	AIR CAN* 0142115786232	\$861.14	\$38.44	\$53.82	CAD	861.14	bursary certificate printing
2019-07-11	AIRCANADA.COM,MB	\$861.14	\$38.44	\$53.82			Airfare - Toronto Stihl Timbersports - Hosting Natal Day W/E

23(1)(b)

Activity Totals Purchases Payments National Taxes Regional Taxes

Cardholder Name: LAUREL LEA Signature: 

Supervisor Name:  Signature: 



Booking Confirmation



Booking Reference: **LW4KWR**

Date of issue: 03 Jul, 2019

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Depart

Economy - Flex

Wednesday
17 Jul, 2019

16:55
Charlottetown
(YYG), PE



17:31
Montréal
Montréal-Trudeau Int. (YUL),
QC

AC1689

1hr36
Economy A
Operated by: Air Canada | A319-100 |
Wi-Fi
Air Canada Bistro

AC1689 This flight is operated by Air Canada Rouge. You'll want to learn more about Air Canada Rouge's in-flight services and amenities, as these differ from those of Air Canada.

Return

Economy - Flex

Monday
22 Jul, 2019

20:30
Montréal
Montréal-Trudeau Int.(YUL),
QC



22:59
Charlottetown
(YYG), PE

AC1686

1hr29
Economy A
Operated by: Air Canada | A321-200 |
Wi-Fi
Air Canada Bistro

AC1686 This flight is operated by Air Canada Rouge. You'll want to learn more about Air Canada Rouge's in-flight services and amenities, as these differ from those of Air Canada.

Passengers

Kathryn Laurel Lea

Seats

Ticket Number
0142115434440

AC1689 16E
AC1686 25E



Purchase summary

Pg 34

Visa

 Amount paid: \$480.86
Tax Information
 QST no. 1000043172 TQ1991
 \$2.99
 GST no. 10009-2287 RT0001
 \$1.50
 GST/HST no. 10009-2287 RT0001
 \$58.22

23(1)(b)

Promotion Code :
 BKCHHMZ1 - SPECIAL PROMO SAVE 15 PCT

1 adult

Air Transportation Charges

Base Fare - discount applied - Depart - Economy - Flex	154.70
Base Fare - discount applied - Return - Economy - Flex	163.20
Surcharges	36.00

Taxes, fees and charges

Quebec Sales Tax - Canada no. 1000043172 TQ1991	2.99
Goods and Services Tax - Canada no. 100092287 RT0001	1.50
Harmonized Sales Tax - Canada (GST/HST #10009-2287 RT0001)	58.22
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	50.00

Total airfare and taxes before options	<u>\$480⁸⁶</u>
--	---------------------------

GRAND TOTAL (Canadian dollars)	\$480⁸⁶
---------------------------------------	---------------------------



Check-in and boarding gate deadlines

Within Canada

90
minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45
minutes*

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15
minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.



Booking Confirmation

pg 35



Booking Reference: **N8A8PA**

Date of issue: 10 Jul, 2019

This is your official Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

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✈ Depart

Economy - Flex

Friday
26 Jul, 2019

11:45
Charlottetown
(YYG), PE



13:02
Toronto
Toronto-Pearson Int. (YYZ),
ON
Terminal 1

AC1707

2hr17
Economy G
Operated by: Air Canada | A319-100 |
Wi-Fi
Air Canada Bistro

ⓘ AC1707 This flight is operated by Air Canada Rouge. You'll want to learn more about Air Canada Rouge's in-flight services and amenities, as these differ from those of Air Canada.

✈ Return

Economy - Flex

Sunday
28 Jul, 2019

21:55
Toronto
Toronto-Pearson Int. (YYZ),
ON
Terminal 1



00:56 +1 day
Charlottetown
(YYG), PE

AC1708

2hr01
Economy S
Operated by: Air Canada | A321-200 |
Wi-Fi
Air Canada Bistro

ⓘ AC1708 This flight is operated by Air Canada Rouge. You'll want to learn more about Air Canada Rouge's in-flight services and amenities, as these differ from those of Air Canada.

Passengers

Kathryn Laurel Lea

Seats

Ticket Number
0142115786232

AC1707 20E
AC1708 15E



Purchase summary

Pg 36

Visa

Amount paid: \$861.14

Tax information

GST/HST no. 10009-2287 RT0001
\$111.89

23(1)(b)

1 adult

Air Transportation Charges

Base Fare - Depart - Economy - Flex	349.00
Base Fare - Return - Economy - Flex	295.00
Surcharges	46.00

Taxes, fees and charges

Harmonized Sales Tax - Canada (GST/HST #10009-2287 RT0001)	111.89
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	45.00

Total airfare and taxes before options **\$861¹⁴**

GRAND TOTAL (Canadian dollars) \$861¹⁴



Check-in and boarding gate deadlines

Within Canada

90
minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45
minutes¹

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15
minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.



23(1)(b)

Cardholder Activity

Name: LAUREL LEA

Account Number:

Cycle End Date: 2019-08-26

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total	National	Regional	Source Currency	Currency Amount	Allocation Comment
		Allocation Amounts			Accounting Code		
2019-07-25	AIR CAN* 0142116511495	\$47.15	\$2.10	\$2.95	CAD 23(1)(b)	47.15	
2019-07-29	AIRCANADA.COM, MB LL	\$47.15	\$2.10	\$2.95			Seat selection - Montreal
2019-07-27	TTC UNION STATION	\$13.00	\$0.58	\$0.92	CAD 23(1)(b)	13.00	
2019-07-30	TORONTO, ON WL	\$13.00	\$0.58	\$0.92			Transit

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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
2019-08-01	✓ CITY OF VILLE DE MONCTON	\$175.00		\$12.39	CAD 23(17)(b)	175.00
2019-08-02	* MONCTON, NB Mx	\$175.00		\$12.39		Conference registration

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
2019-08-06	✓ AIR CAN* 014211725170	\$614.99	\$27.45	\$586.44	CAD 23(1)(b)	614.99
2019-08-07	AIR CANADA.COM, MB LL	\$614.99	\$27.45	\$586.44		Airfare - Capital Cities Conference
2019-08-07	AMTRAK.COM 2190601627950	\$87.34	\$0.00	\$0.00	USD 23(1)(b)	64.00
2019-08-09	A WASHINGTON, DC LL	\$87.34	\$0.00	\$0.00		Transportation - IFEA Conference
2019-08-07	✓ AIR CAN* 0142117217650	\$46.20	\$2.06	\$2.89	CAD 23(1)(b)	46.20
2019-08-09	AIR CANADA.COM, MB LL	\$46.20	\$2.06	\$2.89		Seat selection
2019-08-07	✓ AIR CAN* 0142117217651	\$15.75	\$0.70	\$0.98	CAD 23(1)(b)	15.75
2019-08-09	AIR CANADA.COM, MB LL	\$15.75	\$0.70	\$0.98		Sea selection

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
2019-08-07	AIR CAN*	\$503.31	\$22.47	\$31.46	CAD	23(1)(b)	503.31	
2019-08-09	0142117217650 AIRCANADA.COM, MB	\$503.31	\$22.47	\$31.46				Airfare - IFEA conference

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total ←	National Allocation Amounts	Regional →	Source Currency Accounting Code	Currency Amount Allocation Comment
2019-08-15	✓ STRAIT CROSSING BRIDGE LI BORDEN-CARLET, PE	\$47.75	\$2.08	\$4.15	CAD	23(1)(b)
2019-08-16	✓ W.L.	\$47.75	\$2.08	\$4.15	CAD	Bridge toll - Moncton, NB
2019-08-16	✓ SQ AIRCAB INC MONCTON, NB	\$21.39	\$0.95	\$1.51	CAD	23(1)(b)
2019-08-19	✓ W.L.	\$21.39	\$0.95	\$1.51	CAD	Airport transfer - Moncton, NB

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total	National Allocation Amounts	Regional	Source Currency Accounting Code	Currency Amount Allocation Comment
2019-08-16	AIR CAN* 0142116511495 AIRCANADA.COM, MB WL	\$34.50	\$1.54	\$2.16	CAD 23(1)(b)	34.50 Baggage fees
2019-08-19		\$34.50	\$1.54	\$2.16		
2019-08-16	STM BONAVENTURE DIS101 MONTREAL, QC LL	\$32.75	\$1.42	\$2.84	CAD 23(1)(b)	32.75 Transit - see credit on next page no receipt
2019-08-19		\$32.75	\$1.42	\$2.84		
2019-08-17	STM LOGE PIE-IX N101 MONTREAL, QC LL	(\$26.75)	(\$1.16)	(\$2.32)	CAD 23(1)(b)	(26.75)
2019-08-19		(\$26.75)	(\$1.16)	(\$2.32)		Credit - employee error incorrect billing
2019-08-17	RESIDENCE INN MONCTON MONCTON, NB WL	\$201.25	\$8.90	\$14.25	CAD 23(1)(b)	201.25 Accommodations - Moncton, NB
2019-08-19		\$201.25	\$8.90	\$14.25		
2019-08-18	AIR CAN* 0142116511495 AIRCANADA.COM, MB WL	\$34.50	\$1.54	\$2.16	CAD 23(1)(b)	34.50 Baggage fees
2019-08-21		\$34.50	\$1.54	\$2.16		

TORONTO TRANSIT
COMMISSION

Day Pass 13.00

PAYMENT 13.00

73063

4085 095-077583-0001 27/07/2019 11:13-R

Union Station
55 Front St Toronto ON, M5J 1E6
416-393-3030

23(1)(b)

TYPE	PURCHASE -
ACCOUNT TYPE	Visa
CARD NUMBER	****1****1
DATE/TIME	19/07/27 11:07:43
TERMINAL ID	4328145A
REC #	006617
REFERENC #	19072717535010 C
AUTHOR. #	011504
AMOUNT	\$13.00

TOTAL CAD \$13.00

APP	Visa Credit
AID	A000000031010
TVR	0080108000
TSI	7800

APPROVED -- THANK YOU
RESP CD 00

VERIFIED BY PIN

IMPORTANT -- retain this copy for your records.

CUSTOMER COPY

Lea, Laurel

Pg 44

From: CITY OF/VILLE DE MONCTON <esp_receipt@moneris.com>
Sent: August 1, 2019 11:33 AM
To: Lea, Laurel
Subject: Transaction Receipt - Do Not Reply

CITY OF/VILLE DE MONCTON

TRANSACTION APPROVED - THANK YOU

PAYMENT DETAILS

TYPE PURCHASE
 DATE 2019-08-01 11:33:18
 ORDER ID mhp19212103237p61
 AMOUNT(CAD) \$175.00
 CARDHOLDER Laurel Lea
 CARD NUM **** *
 ACCOUNT VISA
 REF NUM 664709600010640020
 AUTH CODE 076350

23(1)(b)

ITEM DETAILS

DESCRIPTION	PRODUCT CODE	QUANTITY	ITEM AMOUNT
		TOTAL(CAD)	\$175.00

CUSTOMER DETAILS

CUST ID 1111
 EMAIL lea@charlottetown.ca
 NOTE

BILLING DETAILS

FIRST NAME
 LAST NAME
 COMPANY
 ADDRESS
 CITY
 PROV
 COUNTRY
 POST CODE
 PHONE
 FAX

Please keep this email as your transaction receipt.

pg 45



Booking Reference: **MPW8EV**

Date of Issue: 06 Aug, 2019

This is your official Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ('GDS'), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.

 - Depart

Economy Flex

Sunday
15 Sep, 2019

05:05
Charlottetown
(YYG), PE




06:27
Toronto
Toronto-Pearson Int. (YYZ),
ON
Terminal 1


 AC1709

2hr22
Economy A
Operated by: Air Canada | A321-200 |
Wi-Fi
Air Canada Bistro

Layover in Toronto

1hr28

 AC1709 This flight departs early in the morning.

 AC1709 This flight is operated by Air Canada Rouge. You'll want to learn more about Air Canada Rouge's in-flight services and amenities, as these differ from those of Air Canada.

Sunday
16 Sep, 2019

07:55
Toronto
Toronto-Pearson Int. (YYZ),
ON
Terminal 1



09:16
Regina
(YQR), SK

 AC1113

3hr21
Economy A
Operated by: Air Canada | E90
Air Canada Bistro

Total duration

7hr11

Wednesday
18 Sep, 2019

14:35
Regina
(YQR), SK



19:29
Toronto
Toronto-Pearson Int. (YYZ),
ON
Terminal 1

AC1555

2hr54
Economy A
Operated by: Air Canada | A319-100 |
Wi-Fi
Air Canada Bistro

Layover in Toronto

2hr28

AC1555 This flight is operated by Air Canada Rouge. You'll want to learn more about Air Canada Rouge's in-flight services and amenities, as these differ from those of Air Canada.

Wednesday
18 Sep, 2019

21:55
Toronto
Toronto-Pearson Int. (YYZ),
ON
Terminal 1



00:58 +1 day
Charlottetown
(YYG), PE

AC1708

2hr03
Economy A
Operated by: Air Canada | A321-200 |
Wi-Fi
Air Canada Bistro

Total duration

7hr23

AC1708 This flight is operated by Air Canada Rouge. You'll want to learn more about Air Canada Rouge's in-flight services and amenities, as these differ from those of Air Canada.

Passengers

Kathryn Laurel Lea

Ticket Number
0142117125170

Seats
AC1709 24E
AC1113 22D
AC1555 14E
AC1708 15E

Alanna G Jankov

Ticket Number
0142117125171

Seats
AC1709 24F
AC1113 22F
AC1555 14F
AC1708 16D



Purchase summary

Pg 47

Visa
 Amount paid: \$1229.98
 Tax information
 GST no. 10009-2287 RT0001
 \$2.00
 GST/HST no. 10009-2287 RT0001
 \$154.68

23(1)(b)

Promotion Code:
 TIAC2018 - SPECIAL PROMO SAVE 15 PCT

2 adults

Air Transportation Charges

Base Fare - discount applied - Depart - Economy - Flex	222.70
Base Fare - discount applied - Return - Economy - Flex	205.70
Surcharges	48.00

Taxes, fees and charges

Goods and Services Tax - Canada - 100092287 RT0001	1.00
Harmonized Sales Tax - Canada - 100092287 RT0001	77.34
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	48.00

Total airfare and taxes before options (per passenger)	\$614.99
Number of passengers	X 2
Total	\$1,229.98
GRAND TOTAL (Canadian dollars)	\$1,229.98



Check-in and boarding gate deadlines

Within Canada

90 minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45 minutes¹

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15 minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.


Carry-on Baggage


On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.6 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.

Checked Baggage

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

Charlottetown (YYG) > Regina (YQR)

 **1st bag**
Complimentary


 **2nd bag**
\$ 57.50 CAD
Including taxes

Max. weight per bag:
23.0 kg (50.0 lb)

Max. dimensions per bag:
158.0 cm (62.0 in)

Regina (YQR) > Charlottetown (YYG)

 **1st bag**
Complimentary

 **2nd bag**
\$ 57.50 CAD
Including taxes

Max. weight per bag:
23.0 kg (50.0 lb)

Max. dimensions per bag:
158.0 cm (62.0 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage 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 baggage 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 baggage 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.

Currency

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/region 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.

Stoppers

Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours.

Baggage Allowance for Air Canada Altitude and Star Alliance Members

The baggage allowance displayed below applies when you check your bags with Air Canada, Air Canada Express (flights operated by Jazz, Sky Regional, Air Georgian, Exploits Valley Air) or Air Canada Rouge. Please make sure your Air Canada Altitude status level is valid at check-in.

Star Alliance Silver Members: Your baggage allowance is equivalent to that of the fare option you purchased.

	Economy Class	Premium Economy	Business Class
Altitude Super Elite 100K, Elite 75K, Elite 50K and Elite 35K	3 bags 32 kg (70 lb)	3 bags 32kg (70lb)	3 bags 32kg (70lb)
Altitude Prestige 25k	2 bags 23 kg (50 lb)	2 bags 23 kg (50 lb)	2 bags 32 kg (70 lb)
Star Alliance Gold	1 extra bag 23 kg (50 lb)	1 extra bag 23 kg (50 lb)	1 extra bag 32 kg (70 lb)

Note: If you exceed your baggage 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.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

Lea, Laurel

Pg 49

From: etickets@amtrak.com
Sent: August 7, 2019 11:13 PM
To: Lea, Laurel
Subject: Amtrak: eTicket and Receipt for Your 09/24/2019 Trip - LAUREL LEA
Attachments: Lea Laurel 201908072213040914.pdf

SALES RECEIPT



Purchased: 08/07/2019 7:13 PM PT Thank you for your purchase.

1. Retain this receipt for your records.
2. Print the attached eTicket and carry during your trip.

Merchant ID 006011 Massachusetts Ave NW Washington, DC 20001800-USA-RAILAmtrak.com

Reservation Number - E404FEWASHINGTON, DC - WILLIAMSBURG, VA (One-Way) AUGUST 7, 2019

Billing Information

LAUREL LEA PO BOX 98 CHARLOTTETOWN, PE C1A-7K

Visa ending in (Purchase) Authorization Code 033613

23(1)(b)

Total \$64

Purchase Summary - Ticket Number 2190601627950

Train 125: WASHINGTON, DC - WILLIAMSBURG, VA Depart 3:55 PM, Tuesday, September 24, 2019	
1 ADULT RAIL FARE	\$37.00
1 BUSINESS CLASS SEAT	\$27.00
Ticket Terms & Conditions NOT VALID ON OTHER DATES/TRAINS RAIL FARE ONLY VALID WHEN TRAVELING IN BUSINESS CLASS	
Subtotal	\$64.00

Pg. 50 :

Total Charged by Amtrak
\$64.00

Passengers

Laurel Lea

Important Information

- Tickets are non-transferable.
- Changes to your itinerary may affect your fare. Refund and exchange restrictions and penalties for failure to cancel unwanted travel may apply. If your travel plans change, contact us before departure to change your reservation. If you do not board your train, your entire reservation from that point will be canceled. If you board a different train without notifying us, you will have to pay for it separately; the conductor cannot apply the money paid for your prior reservation. For more information please visit Amtrak.com/changes.
- Summary of Terms and Conditions: Ticket valid for carriage or refund (subject to the refund rules of the fare purchased) for twelve months after day of issue unless otherwise specified. Amtrak tickets may only be sold or issued by Amtrak or an authorized travel agent/tour operator. Tickets sold or issued by an unauthorized third party will be voided by Amtrak. This ticket is a contract of carriage which includes specific terms and conditions and a binding arbitration agreement between Amtrak and the ticket holder. The terms and conditions and arbitration agreement are available at Amtrak.com/terms-and-conditions.html. Tickets sold for non-Amtrak service are subject to the tariffs of the providing carrier.
- Questions? Contact us online at Amtrak.com/contact or call 1-800-USA-RAIL (1-800-872-7245) or for text telephone (TTY) 1-800-523-6590.

Booking Confirmation

Pg 51



Booking Reference: **S2YLFR**

Date of issue: 08 Aug, 2019

This is your official Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

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 **Flight 1**

Economy - Standard

Monday
23 Sep, 2019

05:05
Charlottetown
(YYG), PE




06:27
Toronto
Toronto-Pearson Int. (YYZ),
ON
Terminal 1


 **AC1709**

2hr22
Economy A
Operated by: Air Canada | A321-200 |
Wi-Fi

Layover in Toronto

2hr03

 AC1709 This flight departs early in the morning.

 AC1709 This flight is operated by Air Canada Rouge. You'll want to learn more about Air Canada Rouge's in-flight services and amenities, as these differ from those of Air Canada.

Monday
23 Sep, 2019

08:30
Toronto
Toronto-Pearson Int. (YYZ),
ON
Terminal 1



09:55
Washington
Washington Dulles Int. (IAD),
DC

 **AC7394**

1hr25
Economy A
Operated by: Air Canada Express - Air
Georgian | CRJ100

Total duration

5hr50

Sunday
29 Sep, 2019

18:30
Charlotte
Charlotte Douglas (CLT), NC



20:25
Toronto
Toronto-Pearson Int. (YYZ),
ON
Terminal 1


AC7585

1hr55
Economy A
Operated by: Air Canada Express - Sky
Regional | E175 | Wi-Fi

Layover in Toronto

1hr30

Sunday
29 Sep, 2019

21:55
Toronto
Toronto-Pearson Int. (YYZ),
ON
Terminal 1




00:58 (+1 000)
Charlottetown
(YYG), PE


AC1708


2hr03
Economy A
Operated by: Air Canada | A321-200 |
Wi-Fi

Total duration

5hr28

 AC1708 This flight is operated by Air Canada Rouge. You'll want to learn more about Air Canada Rouge's in-flight services and amenities, as these differ from those of Air Canada.

Passengers

 Kathryn Laurel Lea

Ticket Number
0142117217650-51

Seats
AC1709 15E
AC7394 9D
AC7585 16D
AC1708 14E



Purchase summary

Pg 53

Visa

 Amount paid: \$565.26
 Tax information
 GST no. 10009-2287 RT0001
 \$21.46
 GST/HST no. 10009-2287 RT0001
 \$4.04

23(1)(b)

1 adult

Air Transportation Charges

Base Fare - Flight 1 - Economy - Standard 204.00
 Base Fare - Flight 2 - Economy - Standard 154.00

Taxes, fees and charges

September 11th Security Fee - United States 7.40
 Immigration User Fee - United States 9.25
 Goods and Services Tax - Canada - 100092287 RT0001 16.51
 Animal and Plant Health Inspection Service (APHIS) User Fee - United States 5.23
 Harmonized Sales Tax - Canada - 100092287 RT0001 4.04
 Air Travellers Security Charge - Canada 12.10
 Customs User Fee - United States 7.63
 Airport Improvement Fee - Canada 28.00
 Passenger Facility Charge - United States 3.97
 Transportation International/Domestic Tax - United States 49.18

Total airfare and taxes before options \$503³¹

Seat selection

Kathryn LAUREL Lea
 AC1709: 15E - Standard Seat (Middle) 15.00
 AC7394: 0D - Standard Seat (Aisle) 11.00
 AC7585: 16D - Standard Seat (Aisle) 18.00
 AC1708: 14E - Standard Seat (Middle) 15.00
 Goods and Services Tax - Canada - 100092287 RT0001 2.95

Total with options and seat selection fee: \$565²⁶

GRAND TOTAL (Canadian dollars) \$565²⁶



Check-in and boarding gate deadlines

Within Canada To/From the U.S.

90 minutes
120 minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45 minutes¹
60 minutes

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15 minutes
15 minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

Lea, Laurel

From: Air Canada <confirmation@aircanada.ca>
Sent: August 16, 2019 8:10 AM
To: Lea, Laurel
Subject: Air Canada - Receipt - Baggage Fee

Your fees have been successfully collected.

Departure Date: 2019-08-16

Passenger: KATHRYN LEA
Departure city: MONCTON YQM
Destination city: MONTREAL YUL

Fee Breakdown:

Excess baggage fee (1 piece): 30.00 CAD

HST/TVH: 4.50 CAD

Total CAD: 34.50 CAD

23(1)(b)

Form of payment used: Visa XXXXXXXXXXXX

Please Note: This fee is non refundable.

RC - HARMONIZED SALES TAX -CANADA NO. 100092287 RT0001

Fly through paying on your mobile device with Air Canada Mobile+!
Air Canada mobile+ can remember your personal and payment information so you can fly through your mobile experience and pay for items like upgrades and flight changes quickly, easily and securely. Click the link below to Learn More, <https://services.aircanada.com/portal-web/mobile/static/mobileplus.html>

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<https://mymessages.aircanada.com/en/P6rqvqbbPMIOFFShjb4ykA>

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Air Canada, PO Box 64239, RPO Thorncliffe, Calgary, Alberta, T2K 6J7

STM LOGE PIE-IX M101
2705, BOUL. PIE-IX
MONTREAL, QC H1V3P1
5143500800

ID Marchand: 6257380
ID Term: 001
ID Employe: 1306
No ref: 014

Remise D'Achat

XXXXXXXXXXXX 25(1)(b)
VISA Methode entr: Puce
08/17/19 13:55:43
N Fact: 000014 No D'Autor:
Approu No de lot: 229002
Total: \$ 26.75

Marque d'application: Visa Credit
AID : A0000000031010
TVR: 00 00 00 00 00
TSI: 28 00

Copie Marchand

Residence Inn® Hst#824225924rt0001
 600 Main Street, MONCTON, nb e1c 0m6 P 506.854.7100
 Marriott.com/YQMRI

L. Lea

Room: 430
 Room Type: ONBT
 Number of Guests: 1
 Rate: \$189.00

Clerk:

Arrive: 15Aug19 Time: 03:15PM Depart: 17Aug19 Time: Follo Number: 96666

DATE	DESCRIPTION	CHARGES	CREDITS
15Aug19	Room Charge	189.00	
15Aug19	Hst-rooms	28.35	
16Aug19	Room Charge	189.00	
16Aug19	Hst-rooms	28.35	
16Aug19	Nightly Parking	16.00	
16Aug19	Parking Tax	2.40	
17Aug19	Visa		453.10

23(1)(b)

Card #: VXXXXXXXXXXXXX /XXXXX
 Amount: 453.10 Auth: 030743 Signature on File
 This card was electronically swiped on 15Aug19

BALANCE: 0.00

As a Marriott Bonvoy Member, you could have earned points towards your free dream vacation today. Start earning points and Elite status, plus enjoy exclusive member offers. Enroll today at the front desk.

See our "Privacy & Cookie Statement" on Marriott.com.

Lea, Laurel

From: Air Canada <confirmation@aircanada.ca>
Sent: August 19, 2019 12:08 AM
To: Lea, Laurel
Subject: Air Canada - Receipt - Baggage Fee

Your fees have been successfully collected.

Departure Date: 2019-08-19

Passenger: KATHRYN LEA
Departure city: MONTREAL YUL
Destination city: CHARLOTTETOWN YYG

Fee Breakdown:

Excess baggage fee (1 piece): 30.00 CAD
HST/TVH: 4.50 CAD
Total CAD: 34.50 CAD

23(1)(b)

Form of payment used: Visa XXXXXXXXXXXXX

Please Note: This fee is non refundable.

RC - HARMONIZED SALES TAX -CANADA NO. 100092287 RT0001

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Air Canada mobile+ can remember your personal and payment information so you can fly through your mobile
experience and pay for items like upgrades and flight changes quickly, easily and securely. Click the link below to Learn
More, <https://services.aircanada.com/portal-web/mobile/static/mobileplus.html>

You can view all your available Air Canada mobile+ messages here:
<https://mymessages.aircanada.com/en/P6rqvgbbPMIOFFShjb4ykA>

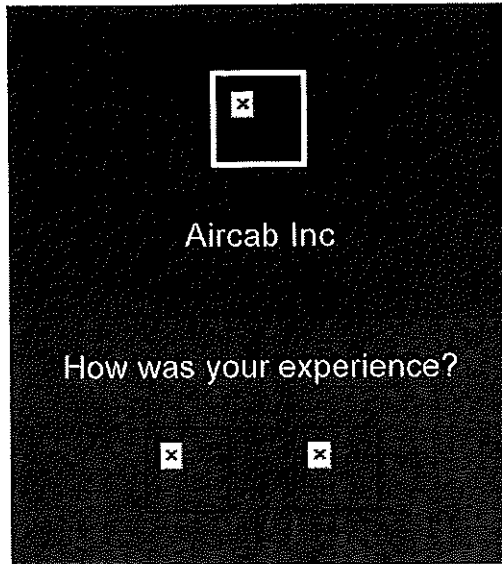
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provide, please view our Privacy Policy
(<https://www.aircanada.com/en/about/legal/privacy/policy.html>).

Please do not reply to this email, as this inbox is not monitored. If you have any questions regarding other Air Canada
product or service please visit [aircanada.com \(https://www.aircanada.com/en/customercare/index.html\)](https://www.aircanada.com/en/customercare/index.html).

Air Canada, PO Box 64239, RPO Thorncliffe, Calgary, Alberta, T2K 6J7

From: Aircab Inc via Square <receipts@messaging.squareup.com>
Sent: August 16, 2019 2:04 PM
To: Lea, Laurel
Subject: Receipt from Aircab Inc

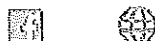


\$21.39

Custom Amount	\$18.60
Purchase Subtotal	\$18.60
Tip	\$2.79
Total	\$21.39



Aircab Inc
 44 Capitol Ave
 MONCTON, NB E1C6P8
 506-857-2000



pg 59

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total ←-----	National Allocation Amounts	Regional -----→	Source Currency Accounting Code	Currency Amount Allocation Comment
2019-08-08	✓ * LODGE FRONT	\$275.55	\$0.00	\$0.00	USD	202.48
2019-08-12	OFFICE 757-220-7976, VA LK	\$275.55	\$0.00	\$0.00	23(1)(b)	Accommodations deposit - IFEA conference - L. Lea

Long, Wayne

pg 60

From: <Hotel Name> <groupcampaigns@pkghlrss.com>
Sent: August 8, 2019 4:33 PM
To: Long, Wayne
Subject: Hotel Modification Acknowledgement

**THE WILLIAMSBURG LODGE RESERVATION NOTICE
YOUR RESERVATION ACKNOWLEDGEMENT IS #32M93WCK**

Your reservation for IFEA 2019 Annual Convention being held in Williamsburg, VA, over the dates of Sep 21, 2019 - Sep 28, 2019 has been modified.

Please make all changes, new reservations and cancellations online by [clicking here](#) or by calling / (International).

GUEST INFORMATION

Wayne Long
P O Box 98

Charlottetown, PE C1A7K2
CA
902.629.4023
wlong@charlottetown.ca

YOUR PASSKEY ACKNOWLEDGEMENT NUMBER IS 32M93WCK

Please retain this number for your reference should you need to make modifications to your reservation.

HOTEL INFORMATION

The Williamsburg Lodge
310 South England Street
Williamsburg, VA 23185

ROOM INFORMATION

Hotel Name: The Williamsburg Lodge
Room Name: Deluxe 2 Queens-T
Check-in: Sep 24, 2019
Check-out: Sep 27, 2019
Share-withs: Wayne Long
Requests: lodging guest-Laurel Lea
Accessible Room: No

HOTEL RATES

Single Occupancy Rate Per Room:

Date	Guest(s)	Status	Rate
Sep 24, 2019	1	Confirmed	179.00
Sep 25, 2019	1	Confirmed	179.00
Sep 26, 2019	1	Confirmed	179.00

Additional Guest Charges:

Additional GuestRate
Second Guest 0.00
Third Guest 0.00
Fourth Guest 0.00

Pg 61

Hotel Tax Policy:

Room rates quoted are pre-tax rates only.

CANCELLATION POLICY

CANCELLATION POLICY

Colonial Williamsburg requires a deposit of one night's room and tax. The deposit is charged to your credit card immediately upon receiving your reservation. **Cancellations made inside seven (7) days will require full payment of the reservation.** There will be no refunds for early checkouts unless there is an emergency making early checkout unavoidable.

EARLY DEPARTURE POLICY

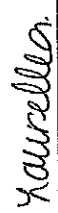
Upon arrival guests will be responsible for their entire full stay room and tax charges. There will be no refunds for early departures or shortened stay changes made after arrival.

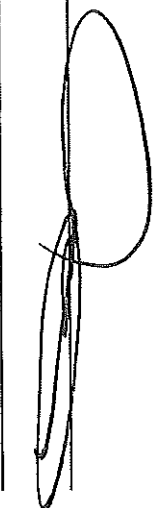

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total	National Allocation Amounts	Regional Allocation Amounts	Source Currency Accounting Code	Currency Amount	Allocation Comment
							vehicle rental fuel
2019-09-18 ✓ 2019-09-20	DELTA REGINA REGINA, SK	\$476.76 \$476.76	\$21.67 \$21.67	\$21.67 \$21.67	CAD 23(1)(b)	476.76	Canadian Capital Cities organization conference accommodations

LL

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total	National Allocation Amounts	Regional	Source Currency	Currency Amount	Allocation Comment
2019-09-18 2019-09-24	✓ CO-OP TAXI REGINA, SK LL	\$16.75 \$16.75	\$0.76 \$0.76	\$0.76 \$0.76	CAD	16.75	Canadian Capital Cities Organization airport transfer - Regina, SK
2019-09-22	✓ AIR CAN* 0142117217650 AIRCANADA.COM, MB LL	\$31.50	\$1.41	\$1.97	CAD	\$1.50	23(1)(b) Baggage fee
2019-09-23 2019-09-24	✓ SQ *UVC WASHINGTON, DC LL	\$17.23 \$17.23	\$0.00 \$0.00	\$0.00 \$0.00	USD	12.63	23(1)(b) Taxi
2019-09-23 2019-09-24	✓ SQ *TAXIS CABINET WASHINGTON, DC LL	\$21.65 \$21.65	\$0.00 \$0.00	\$0.00 \$0.00	USD	15.87	23(1)(b) Taxi
2019-09-24 2019-09-25	✓ SQ *DC VIP CAB WASHINGTON, DC LL	\$20.13 \$20.13	\$0.00 \$0.00	\$0.00 \$0.00	USD	14.79	23(1)(b) Taxi

Activity Totals Purchases Payments National Taxes Regional Taxes

Cardholder Name: LAUREL IEA Signature: 

Supervisor Name:  Signature: 



pg 64

1919 Saskatchewan Drive
 Regina, Saskatchewan, S4P 4H2
 Tel: 306-525-5255 Fax: 306-781-7188

Ms Laurel Lea
 PO Box 98
 Charlottetown PE C1A7K2
 Canada

Room: 1212
 Folio:
 Cashier: 31
 Arrival: 09-15-19
 Departure: 09-18-19
 Reference:

Date	Description	Additional Information	Charges	Credits
09-15-19	Room Charge		139.00	
09-15-19	Regina Marketing Fee (RMF)		4.17	
09-15-19	Rooms - GST		7.16	
09-15-19	Rooms - PST		8.59	
09-16-19	Room Charge		139.00	
09-16-19	Regina Marketing Fee (RMF)		4.17	
09-16-19	Rooms - GST		7.16	
09-16-19	Rooms - PST		8.59	
09-17-19	Room Charge		139.00	
09-17-19	Regina Marketing Fee (RMF)		4.17	
09-17-19	Rooms - GST		7.16	
09-17-19	Rooms - PST		8.59	
09-18-19	Visa	XXXXXXXXXXXXXX	XX/XX	476.76

23(1)(b)

GST Summary	
Registration No: 806922928	
Room	21.48
F&B	0.00
Other	12.51
Total	33.99

PST Summary	
Room	0.00
F&B	0.00
Other	0.00
Total	0.00

Total	476.76	476.76
Balance Due	0.00	CDN

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.

CO-OP TAXI
1654 ANGUS SIRLEY
REGINA, SK S4T 1Z2

Merchant ID: 00000000323420
Term ID: 07642679
25670930013

Purchase

Visa Credit

XXXXXXXXXXXX

AID: A0000000031010

Entry Method: Chip

Batch#: 000193

09/18/19

11:44:01

Ref#: 000067971985

Inv #: 014009 Appr. Code: 067245

Amount:	\$	13.75
Tip:	\$	3.00
Total:	\$	16.75

Customer Copy

Lea, Laurel

pg 66

From: Air Canada <confirmation@aircanada.ca>
Sent: September 22, 2019 10:21 AM
To: Lea, Laurel
Subject: Air Canada - Receipt - Baggage Fee

Your fees have been successfully collected.

Departure Date: 2019-09-23

Passenger: KATHRYN LEA
Departure city: CHARLOTTETOW YYG
Destination city: WASHINGTON IAD

Fee Breakdown:

Excess baggage fee (1 piece): 30.00 CAD

GST/TPS: 1.50 CAD

Total CAD: 31.50 CAD

23(1)(b)

Form of payment used: Visa XXXXXXXXXXXX.

Please Note: This fee is non refundable.

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Air Canada mobile+ can remember your personal and payment information so you can fly through your mobile experience and pay for items like upgrades and flight changes quickly, easily and securely. Click the link below to Learn More, <https://services.aircanada.com/portal-web/mobile/static/mobileplus.html>

You can view all your available Air Canada mobile+ messages here:
<https://mymessages.aircanada.com/en/P6rqvgbbPMIOFFShjb4ykA>

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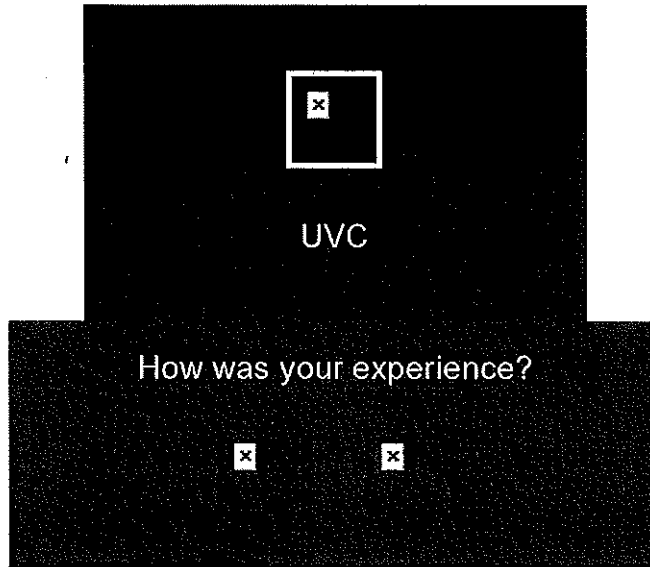
Air Canada, PO Box 64239, RPO Thorncliffe, Calgary, Alberta, T2K 6J7

Lea, Laurel

pg 67

From: UVC via Square <receipts@messaging.squareup.com>
Sent: September 23, 2019 9:47 PM
To: Lea, Laurel
Subject: Receipt from UVC

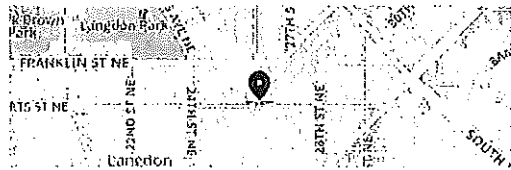
Square automatically sends receipts to the email address you used at any Square seller. [Learn more](#)



\$12.63

Custom Amount \$12.63
https://ezmetriq.com/r/77085_2FPIQUTF

Total \$12.63



UVC
2711 26th Street NE
Washington, DC 20018
301-793-7661

23(D)(b)
Visa (Chip)
VISA
LAUREL LEA

Sep 23
2019
at 8:46
PM
#PTO9
Auth
code:
025542

pg 68

AID: A0000000031010
Signature Verified

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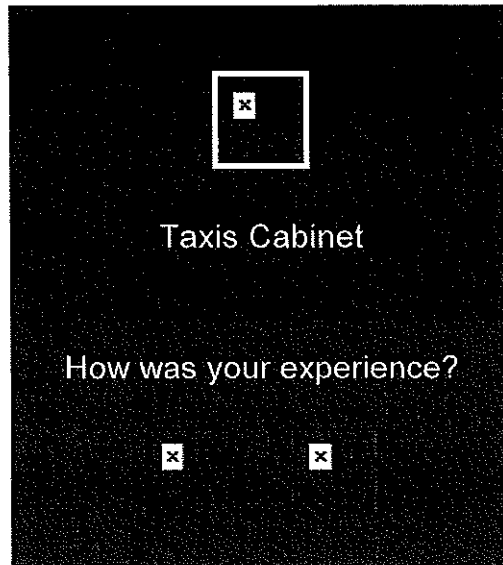


Lea, Laurel

pg 69

From: Taxis Cabinet via Square <receipts@messaging.squareup.com>
Sent: September 23, 2019 6:07 PM
To: Lea, Laurel
Subject: Receipt from Taxis Cabinet

Square automatically sends receipts to the email address you used at any Square seller. [Learn more](#)




\$ 15.87

Custom Amount	\$15.87

Total	\$15.87

Laurel

23(1)(b) 

Visa (Swipe) Sep 23
 VISA 2019
 LAUREL LEA at 4:06

PM
#EUz4
Auth
code:
062229

pg 70

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San Francisco, CA 94103

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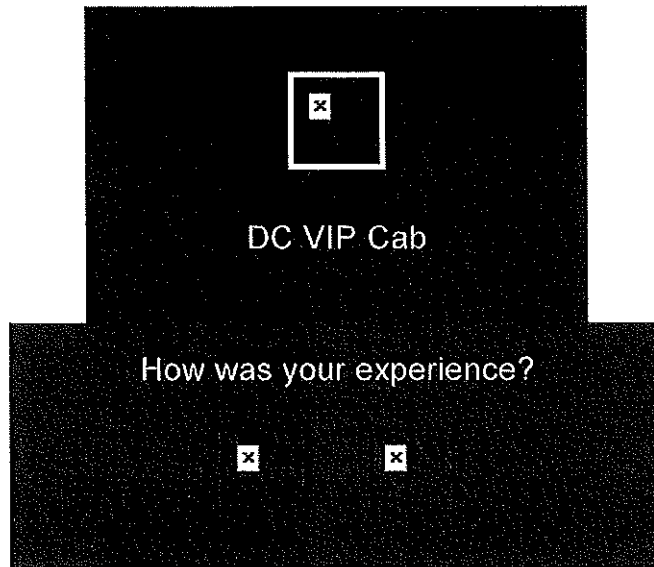


Lea, Laurel

pg 71

From: DC VIP Cab via Square <receipts@messaging.squareup.com>
Sent: September 24, 2019 3:59 PM
To: Lea, Laurel
Subject: Receipt from DC VIP Cab

Square automatically sends receipts to the email address you used at any Square seller. [Learn more](#)



\$14.79

Custom Amount \$14.79
https://ezmetriq.com/r/82557_2FPJB004

Total \$14.79



DC VIP Cab
2606 Bladensburg Rd NE
WASHINGTON, DC 20018
240-595-5764

23(1)(b)
Visa : (Chip)
VISA
LAUREL LEA

Sep 24
2019
at 2:58
PM
#tkio
Auth
code:
091903

pg 72

AID: A0000000031010
Signature Verified

Run your own business?
Start using Square and process
\$1,000 in sales for free.

Get Started with

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[Manage preferences](#) for digital receipts





Cardholder Activity

Name: LAUREL LEA

Account Number: 3419

Cycle End Date: 2019-10-25

Trans Date	Posting Date	Merchant Name City, State/Prov.	Transaction Total	National Allocation Amounts	Regional	Source Currency	Currency Amount	Allocation Comment
2019-09-29	✓	AIR CANADA 0142117217650 WINNIPEG, MB LL	\$31.47	\$1.40	\$1.97	USD	23.73	
2019-10-01			\$31.47	\$1.40	\$1.97			Baggage fees
2019-10-08	✓	AIR CAN* 0142120557528	\$82.80	\$3.70	\$5.18	CAD	82.80	
2019-10-10	✓	AIRCANADA.COM, MB WL	\$82.80	\$3.70	\$5.18			Seat selection
2019-10-08	✓	AIR CAN* 0142120557529	\$43.70	\$1.95	\$2.73	CAD	43.70	
2019-10-10	✓	AIRCANADA.COM, MB WL	\$43.70	\$1.95	\$2.73			Seat selection
2019-10-08	✓	AIR CAN* 0142120557528	\$1,213.55	\$54.18	\$75.85	CAD	1,213.55	
2019-10-10	✓	AIRCANADA.COM, MB WL	\$1,213.55	\$54.18	\$75.85			Garden Tourism Conference airfare

Pg 73

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total	Allocation Amounts	National	Regional	Source Currency	Currency Amount	Allocation Comment
2019-10-08	* PAYPAL * HORTICULTUR 4029357733, ON	\$468.95	\$20.75	\$33.20	CAD	468.95		
2019-10-10	WL	\$468.95	\$20.75	\$33.20				Garden Tourism Conference registration
2019-10-14	* VIA RAIL CA 9101427427000	\$79.33	\$3.45	\$6.88	CAD	79.33		
2019-10-16	MONTREAL, QC LL	\$79.33	\$3.45	\$6.88				Christmas parade research travel
2019-10-14	* AIR CAN* 0142120848501	\$41.40	\$1.85	\$2.59	CAD	41.40		
2019-10-16	AIRCANADA.COM, MB LL	\$41.40	\$1.85	\$2.59				Seat selection
2019-10-14	* AIR CAN* 0142120848501	\$23.00	\$1.03	\$1.44	CAD	23.00		
2019-10-16	AIRCANADA.COM, MB LL	\$23.00	\$1.03	\$1.44				Seat selection
2019-10-14	* AIR CAN* 0142120848501	\$536.88	\$23.97	\$33.55	CAD	536.88		
2019-10-16	AIRCANADA.COM, MB LL	\$536.88	\$23.97	\$33.55				TIAC Conference/(un)golf airfare

Lea, Laurel

Pg 75

From: Air Canada <confirmation@aircanada.ca>
Sent: September 28, 2019 10:00 PM
To: Lea, Laurel
Subject: Air Canada - Receipt - Baggage Fee

Your fees have been successfully collected.

Departure Date: 2019-09-29

Passenger: KATHRYN LEA
Departure city: CHARLOTTE CLT
Destination city: CHARLOTTETOWN YYG

Fee Breakdown:

Excess baggage fee (1 piece): 22.60 USD

GST/TPS: 1.13 USD

Total USD: 23.73 USD

23(1)(b)

Form of payment used: Visa XXXXXXXXXXXX

Please Note: This fee is non refundable.

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You can view all your available Air Canada mobile+ messages here:
<https://mymessages.aircanada.com/en/P6rqvgbbPMIOFFShjb4ykA>

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Air Canada, PO Box 64239, RPO Thorncliffe, Calgary, Alberta, T2K 6J7



Booking Confirmation

09 76



Booking Reference: **AAXKD5**

Date of issue: 09 Oct, 2019

This is your official Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

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✈ - Flight 1

Economy - Standard

Friday
01 Nov, 2019

06:00
Charlottetown
(YGO), PE



06:46
Montréal
Montréal-Trudeau Int. (YUL),
QC

AC8512

1hr46
Economy T
Operated by: Air Canada Express -
Jazz | CRJ100
Air Canada Bistro

Layover in Montréal

2hr59

⚠ AC8512 This flight departs early in the morning.

Friday
01 Nov, 2019

09:45
Montréal
Montréal-Trudeau Int.(YUL),
QC



12:29
Calgary
Calgary Int. (YYC), AB

AC319

4hr44
Economy T
Operated by: Air Canada | 320
Air Canada Bistro

Layover in Calgary

2hr31

Friday
01 Nov, 2019

15:00
Calgary
Calgary Int. (YYC), AB



15:53
Victoria
Victoria Int. (YYJ), BC

AC8555

1hr53
Economy T
Operated by: Air Canada Express -
Jazz | De Havilland Dash 8-400
Air Canada Bistro

Total duration

13hr53

 - Flight 2

Economy - Standard

Friday
08 Nov, 2019

10:05
Victoria
Victoria Int. (YYJ), BC



10:36
Vancouver
Vancouver Int. (YVR), BC
Terminal M


AC8060

0hr31
Economy W
Operated by: Air Canada Express -
Jazz | De Havilland Dash 8-400
Air Canada Bistro

Layover in Vancouver

1hr24

Friday
08 Nov, 2019

12:00
Vancouver
Vancouver Int. (YVR), BC
Terminal M



19:20
Toronto
Toronto-Pearson Int. (YYZ),
ON
Terminal 1


AC114

4hr20
Economy W
Operated by: Air Canada | 77W
Air Canada Bistro

Total duration

6hr15

 - Flight 3

Economy - Standard

Monday
11 Nov, 2019

08:15
Toronto
Toronto-Pearson Int. (YYZ),
ON
Terminal 1



11:15
Charlottetown
(YYG), PE


AC8358

2hr00
Economy S
Operated by: Air Canada Express -
Jazz | CRJ900 | Wi-Fi
Air Canada Bistro

Passengers

 Kathryn Laurel Lea

Ticket Number
0142120557528-29

Seats
AC8512 5F
AC319 20F
AC8555 4F
AC8060 4F
AC114 22J
AC8358 17D



Purchase summary

Visa **23(1)(b)**
 Amount paid: \$1340.05
 Tax information
 GST no. 10009-2287 RT0001
 \$0.75
 GST/HST no. 10009-2287 RT0001
 \$172.30

Promotion Code :
 TIAC2018 - SPECIAL PROMO SAVE 15 PCT

1 adult

Air Transportation Charges

Base Fare - discount applied - Flight 1 - Economy - Standard	313.65
Base Fare - discount applied - Flight 2 - Economy - Standard	391.85
Base Fare - discount applied - Flight 3 - Economy - Standard	208.25
Surcharges	69.00

Taxes, fees and charges

Goods and Services Tax - Canada - 100092287 RT0001	0.75
Harmonized Sales Tax - Canada - 100092287 RT0001	155.80
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	60.00
Total airfare and taxes before options	\$1213⁵⁵

Seat selection

Kathryn LAUREL Lea

AC8512: 5F - Standard Seat (Window)	18.00
AC319: 20F - Standard Seat (Window)	25.00
AC8555: 4F - Standard Seat (Window)	18.00
AC8060: 4F - Standard Seat (Window)	11.00
AC114: 22J - Standard Seat (Middle)	20.00
AC8358: 17D - Standard Seat (Aisle)	18.00
Harmonized Sales Tax - Canada - 100092287 RT0001	16.50
Total with options and seat selection fee:	\$1340⁰⁵
GRAND TOTAL (Canadian dollars)	\$1340⁰⁵



Check-in and boarding gate deadlines

Within Canada

90
minutes

Recommended check-in time
 You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45
minutes¹

Check-in and baggage drop-off deadline
 You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15
minutes

Boarding gate deadline
 You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.



Baggage allowance


Carry-on Baggage


On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 65 cm [9 x 15.6 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.

Checked Baggage

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

Charlottetown (YYG) > Victoria (YYJ)


 **1st bag**
\$ 34.50 CAD
Including taxes


 **2nd bag**
\$ 57.50 CAD
Including taxes

Max. weight per bag:
23.0 kg (50.0 lb)

Max. dimensions per bag:
158.0 cm (62.0 in)

Victoria (YYJ) > Toronto (YYZ)


 **1st bag**
\$ 34.50 CAD
Including taxes


 **2nd bag**
\$ 57.50 CAD
Including taxes

Max. weight per bag:
23.0 kg (50.0 lb)

Max. dimensions per bag:
158.0 cm (62.0 in)

Toronto (YYZ) > Charlottetown (YYG)

 **1st bag**
\$ 34.50 CAD
Including taxes

 **2nd bag**
\$ 57.50 CAD
Including taxes

Max. weight per bag:
23.0 kg (50.0 lb)

Max. dimensions per bag:
158.0 cm (62.0 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage 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 baggage 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 baggage 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.

Currency

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/region 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.

Stopovers

Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours.

Baggage Allowance for Air Canada Altitude and Star Alliance Members

The baggage allowance displayed below applies when you check your bags with Air Canada, Air Canada Express (flights operated by Jazz, Sky Regional, Air Georgian, Exploits Valley Air) or Air Canada Rouge. Please make sure your Air Canada Altitude status level is valid at check-in.

Star Alliance Silver Members: Your baggage allowance is equivalent to that of the fare option you purchased.

	Economy Class	Premium Economy	Business Class
Altitude Super Elite 100K, Elite 75K, Elite 50K and Elite 35K	3 bags 32 kg (70 lb)	3 bags 32kg (70lb)	3 bags 32kg (70lb)
Altitude Prestige 25k	2 bags 23 kg (50 lb)	2 bags 23 kg (50 lb)	2 bags 32 kg (70 lb)
Star Alliance Gold	1 extra bag 23 kg (50 lb)	1 extra bag 23 kg (50 lb)	1 extra bag 32 kg (70 lb)

Note: If you exceed your baggage 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.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and Interline partners.



North American Garden Tourism Conference
Where gardeners and tourism meet to forge lifelong partnerships

pg 80

INVOICE

North American Garden Tourism Conference
Attention: Joe Sabatino c/o Landscape Ontario
7856 Fifth Line South
Milton
Ontario, CA
L9T 2X8
director@gardencouncil.ca

Date: October 8, 2019
Registration Code: 71-3-1-9f88
Transaction ID: 71

Please send this invoice with payment attached to the address above, or use the payment link below.
Payment must be received within 48 hours of event date.

Bill To:

Laurel Lea
PO Box 98
Charlottetown, Prince Edward Island
Canada

Purchases

Item	Description	Qty	Price	Total
Member Registration Early Bird - Extended to Oct 13, 2019*	If you are a Member of, Canadian Garden Council, Gardens BC, APGA, Destination Greater Victoria, CNLA BC, Association des Jardins du Quebec (For Garden Tourism Conference Regular Registration)	1	\$375.00	\$375.00
Pre-Conference Tour*	Pre-Conference Tour This step-on, guided tour includes a quick visit to Abkhazi Gardens and then on to the magnificent Gardens at Hatley Estate-- the site of Royal Roads University, a stop at the Gardens at the Horticulture Centre of the Pacific, and finishes with a historical guided tour and back-of- house greenhouse tour at The Butchart Gardens. (For Pre-Conference Tour)	1	\$40.00	\$40.00
			Sub-Total	\$415.00 (CAD)
PST			8%	\$33.20
GST			5%	\$20.75
			Total	\$468.95 (CAD)

* taxable items

Payments

Payment Method	Date	Transaction Id / Cheque #	P.O. / S.O.#	Status	Amount
----------------	------	---------------------------	--------------	--------	--------

PayPal Express	October 8, 2019 12:33 pm	15F203338X675920V	Accepted	\$468.95
----------------	-----------------------------	-------------------	----------	----------

Total Paid \$468.95 (CAD)

Amount Owed \$0.00 (CAD)

ITINERARY / RECEIPT - NOT VALID FOR TRAVEL

Thank you for choosing
VIA Rail Canada .



BOOKING CONFIRMATION: WFH937

LAUREL LEA

IMPORTANT - AN E-BOARDING PASS HAS BEEN ISSUED FOR EACH SEGMENT OF THIS TRIP AND HAS BEEN SENT IN A SEPARATE E-MAIL. Please bring all e-boarding passes on your trip and review this confirmation carefully as it includes some important information about travelling with us.

Customers with special service requests

VIA suggests that all customers with special service requests arrive at VIA stations early for safe and timely access to the correct platform. Please validate VIA station hours as some stations open 30 minutes prior to scheduled train time..

ITINERARY # 1

TRAIN 635 | [info](#)

From: **MONTRÉAL** Mon. Nov 18, 2019 Departure: 14:10
To: **OTTAWA** Mon. Nov 18, 2019 Arrival: 16:14

RECEIPT

FARE INFORMATION

Laurel Lea (Adult) \$69.00
FARE: \$69.00 G.S.T/H.S.T.: \$3.45 P.S.T.: \$6.88 TOTAL: \$79.33

TAX INFORMATION

Taxable fare: \$69.00
G.S.T/H.S.T. number: 105521785RT001
P.S.T. number: 1001106674 *23(1)(b)*

PAYMENT 4715***** - AUTHORIZATION # 027865

TRANSACTION DATE: 10/14/2019

ITINERARY

REFUND/EXCHANGE CONDITIONS

Laurel Lea (Adult)

MONTRÉAL /
OTTAWA

Before Departure : Exchangeable and refundable less a \$20.00 plus applicable tax(es) service charge. A fare difference may apply in case of exchange.
After Departure : Non-exchangeable and non-refundable.

Booking Confirmation

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Booking Reference: NY2QTV
Date of issue: 14 Oct, 2019

This is your official Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.



- Flight 1
Economy - Standard

 Saturday
16 Nov, 2019

 06:00
Charlottetown
(YYG), PE

 06:46
Montréal
Montréal-Trudeau Int. (YUL),
QC


AC8512
1hr46
Economy L
Operated by: Air Canada Express -
Jazz | CRJ100

 **AC8512** This flight departs early in the morning.


- Flight 2
Economy - Standard

 Friday
16 Nov, 2019

 15:55
Ottawa
Ottawa Int. (YOW), ON

 16:47
Montréal
Montréal-Trudeau Int. (YUL),
QC


AC478
0hr52
Economy G
Operated by: Air Canada | 319

Layover in Montréal

3hr18

 Friday
22 Nov, 2019

 20:05
Montréal
Montréal-Trudeau Int. (YUL),
QC

 22:35
Charlottetown
(YYG), PE


AC8549
1hr30
Economy G
Operated by: Air Canada Express -
Jazz | CRJ100

Total duration

5hr40

Passengers
 **Kathryn Laurel Lea**
Seats
Ticket Number
0142120848501

AC8512 6D
AC478 14E
AC8549 6D



Purchase summary

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Visa **23(L) (b)**

 Amount paid: \$601.28
 Tax Information
 GST/HST no. 10009-2287 RT0001
 \$78.03

Promotion Code :
 TIAC2018 - SPECIAL PROMO SAVE 15 PCT

1 adult

Air Transportation Charges

Base Fare - discount applied - Flight 1 - Economy - Standard	136.85
Base Fare - discount applied - Flight 2 - Economy - Standard	237.15
Surcharges	36.00

Taxes, fees and charges

Harmonized Sales Tax - Canada - 100092287 RT0001	69.63
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	43.00

Total airfare and taxes before options **\$536.88**

Seat selection

Kathryn LAUREL Lea

AC8512: 6D - Standard Seat (Aisle)	18.00
AC478: 14E - Preferred Seat (Middle)	20.00
AC8549: 6D - Standard Seat (Aisle)	18.00
Harmonized Sales Tax - Canada - 100092287 RT0001	8.40

Total with options and seat selection fee: **\$601.28**

GRAND TOTAL (Canadian dollars) \$601.28



Check-in and boarding gate deadlines

Within Canada

90
 minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45
 minutes

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15
 minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.



Cardholder Activity

Name: J WAYNE LONG

Account Number:

Cycle End Date: 2019-10-25

23(1)(b)

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total	National	Regional	Source Currency	Accounting Code	Currency Amount	Allocation Comment
2019-09-27	✓ LODGE FRONT OFFICE	\$551.17	\$0.00	\$0.00	USD	23(1)(b)	404.96	
2019-09-30	757-220-7976, VA LL	\$551.17	\$0.00	\$0.00				IFEA Accommodation - L Lea



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WILLIAMSBURG
LODGE
GOLF • RESORT • SPA
AUTOGRAPH COLLECTION®
HOTELS

Wayne Long
P O Box 98
Charlottetown PE C1A7K2
Canada

Deliver to : 4642
Company Name : International Festivals & Events Associa
Group Name : IFEA 2019 Annual Convention-Main Block

Room No. : 4642
Arrival : 09-24-19
Departure : 09-27-19
Folio No. :
Conf. No. : 157760
Cashier No. :
Custom Ref. :
Page No. : 1 of 1
Printed on : 09-27-19

INVOICE

Date	Description	Charges	Credits
09-24-19	Deposit Transfer at C/I		202.48
09-24-19	IFEA 2019 Annual Convention-Main Block	179.00	
09-24-19	Room State Tax	12.53	
09-24-19	Room City Tax	8.95	
09-24-19	Room Occupancy Tax	2.00	
09-25-19	IFEA 2019 Annual Convention-Main Block	179.00	
09-25-19	Room State Tax	12.53	
09-25-19	Room City Tax	8.95	
09-25-19	Room Occupancy Tax	2.00	
09-26-19	IFEA 2019 Annual Convention-Main Block	179.00	
09-26-19	Room State Tax	12.53	
09-26-19	Room City Tax	8.95	
09-26-19	Room Occupancy Tax	2.00	
		Total Charges	607.44
		Total Credits	202.48
		Balance	404.96

Guest Signature: _____ Date: _____

TERMS AND CONDITIONS

Hotel accounts must be paid in full upon departure. Charges discovered after checkout are payable in full upon billing. Accounts not paid in full in 30 days after billing are considered delinquent and are subject to a 1.5% per month charge based upon the ending balance for the billing period exclusive of new charges incurred during the billing period.



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

Travel Advance & Expense Claim Form

General Travel Information			
Name	Laurel Lea	Departure Date	22-Oct-20
		Return Date	22-Oct-20
Purpose of Travel Shoulder Tourism Season Development: Devour! The Food Film Fest			
Destination Wolfville, NS			
ENTERED OCT 20 2020			
Travel Details	Advances	Final Expenses	Payment Information
TRANSPORTATION TYPE: (Check Appropriate box) # of KMS Rate AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> AUTO (Personal) <input type="checkbox"/> AUTO (Rental) <input type="checkbox"/> OTHER <input type="checkbox"/> TAXIS	#1 #2	Total Final Expenses \$ - Advances #1 90.00 #2 90.00 Amount due to traveller/City \$ 90.00 (If negative traveller owes City)	Accounting & Authorization G/L Account code 23(1)(b) P.O. #
HOTEL or MOTEL ROOM Days Stay Rate MEALS and TIPS	90.00 18.26 11.74 PST		Traveller's Signature & Date <i>Laurel Lea</i> 10.21.2020 Authorizing Signature & Date <i>CLM</i> Oct 21, 2020
PER DIEM : Days Stay Rate 1 \$ 90.00			
OTHER : (Please specify)			
TOTAL =	\$ 90.00	\$ -	\$ -

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11817

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

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total	National Allocation Amounts	Regional	Source Currency	Currency Amount	Allocation Comment
2019-11-06	HOTEL GRAND PACIFIC	\$488.55	\$21.81	\$30.53	CAD	488.55	
2019-11-08	VICTORIA, BC WL	\$488.55	\$21.81	\$30.53	23(1)(b)		Garden Tourism Conference accommodations
2019-11-16	WIENSTEIN & GAVINO'S	\$49.25	\$2.14	\$4.27	CAD	49.25	
2019-11-18	MONTREAL, QC WL	\$49.25	\$2.14	\$4.27	23(1)(b)		Jack Frost



HOTEL
GRAND
PACIFIC

Pg 89

463 Belleville Street, Victoria, BC, Canada V8V 1X3 Tel: (250) 386-0450 Guest Fax: (250) 380-4473
Reservations 1-800-663-7550

Ms Laurel Lea
Box 98
Charlottetown PE C1A 7K2
Canada

Room : 0301
Arrival Date : 11/03/19
Invoice No. : 564180
Folio No. : 564180
Conf. No. : 6150819
Cashier No. : 41
Billing Date : 12/03/19
A/R Number

Canadian Garden Council

Date	Description	Debit	Credit
11/03/19	Room	139.00	
11/03/19	Destination Marketing Fee	1.39	
11/03/19	Provincial Room Tax	15.44	
11/03/19	Room GST	7.02	
11/04/19	Room	139.00	
11/04/19	Destination Marketing Fee	1.39	
11/04/19	Provincial Room Tax	15.44	
11/04/19	Room GST	7.02	
11/05/19	Room	139.00	
11/05/19	Destination Marketing Fee	1.39	
11/05/19	Provincial Room Tax	15.44	
11/05/19	Room GST	7.02	
11/06/19	Visa XXXXXXXXXXXXX	XX/XX	488.55
Room H/GST Total - 21.06		Total	488.55
Other H/GST Total - 0.00			
H/GST # 122212624 PST# 1000-6248		Balance	0.00

23(1)(b)

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 association fails to pay for any part or the full amount of these charges.

WIENSTEIN & GAVINO'S
1434 CRESCENT H3G2B6
MONTREAL QC
23603217
QW23603217/10

SALE 23(1)(b)

11-16-2019 17:37:56
Acct # ***** C
Exp Date **/** Card Type, VI
Name: LEA/LAUREL
A0000000631010
Visa Credit

Trace # 480005 Operator 970
Inv. # 8986
Auth # 062860 RRN 001001609

Sale \$42.83
Tip \$6.42

TOT .L \$49.25

++++
00 APPROVED-THANK YOU
++++

Retain this copy for your records
Customer copy

Cardholder Activity

23 (1)(b)

Name: LAUREL LEA

Account Number:

Cycle End Date: 2019-12-26

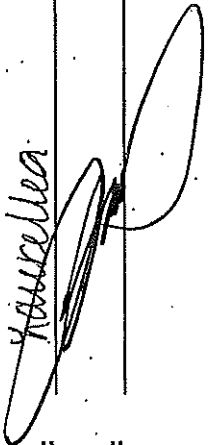
Trans Posting Date	Merchant Name City, State/Prov.	Transaction Total	National	Regional	Source Currency	Currency Amount	Allocation Comment
2019-11-25	✓ CANADIAN SPORT TOURISM,AL	\$834.75	\$36.94	\$59.10	CAD	834.75	
2019-11-26	613-6835843, ON <i>W</i>	\$834.75	\$36.94	\$59.10			SEC2020 reg. fee Expo
							8.98

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Trans Date Posting Date Merchant Name City, State/Prov. Transaction Total National Allocation Amounts Regional Accounting Code Source Currency Currency Amount Allocation Comment

2019-12-22	✓	SQ *VANCOUVER CHRISTMAS M VANCOUVER, BC		\$30.95	\$1.38	\$1.93	CAD	23(1)(b)	30.95
2019-12-23				\$30.95	\$1.38	\$1.93			Best Practices Market entry fee

Activity Totals Purchases Payments National Taxes Regional Taxes

Cardholder Name: Lauren Lea Signature: 

Supervisor Name: _____ Signature: _____

Lea, Laurel

From: CANADIAN SPORT TOURISM ALLIANCE <noreply@elavon.com>
Sent: November 25, 2019 7:20 PM
To: Lea, Laurel
Subject: Order Confirmation

*Margy-ck
Gordon 11/25*

CANADIAN SPORT TOURISM ALLIANCE
600 116 LISGAR ST
OTTAWA, ON K2P 0C2
613-683-5843

Order Results

Profile Name: CANADIAN SPORT TOURISM ALLIANCE
Transaction ID: 251119A43-B9E364EC-D72D-4583-906B-29984E850FAE
Date/Time: 11/25/2019 06:19:56 PM
Transaction Type: SALE
Approval Message: APPROVAL
Approval Code: 037642
ECl:

23(1)(b)

Order Section

Card Number : *****
Amount : \$834.75 CAD
Invoice Number : dd3b0d87f90808339ed2e15a2
Description : Online%20Event%20Registration%3A%20Sport%20Events%20Congress%202020%20Registration

Billing Address

First Name : Laurel
Last name : Lea
Address1 : PO%20Box%2098
City : Charlottetown
State/Province : PE
Postal Code : C1A7K2
Country : Canada
Email Address : llea@charlottetown.ca

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INVOICE

Showpass Ticketing & Venue Services
#2030 - 2600 Portland St SE
Calgary, AB, Canada
help@showpass.com
1-844-307-SHOW



Sold To
None

Sold By
Carolin Harstall

Vancouver Christmas Market
Method: Credit (****)

23(1)(b)

Invoice Date: Sun Dec 22, 2019 05:56PM

Transaction ID: 93-2a3f-4339-8298-c9b6672d48f5

Amount Paid (CAD): \$30.95

THIS IS NOT YOUR TICKET.

<i>Items</i>	<i>Quantity</i>	<i>Price</i>	<i>Amount</i>
Adult - Box Office	2	14.29	28.58

Fees: \$0.95

Taxes: \$1.43

Total: \$30.95

M

23(1)(b)

Cardholder Activity

Name: LAUREL LEA

Account Number:

Cycle End Date: 2020-01-27

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total	National	Regional	Source Currency	Accounting Code	Currency Amount	Allocation Comment
2020-01-13	AIR CAN* 0142125558679	\$689.37	\$30.78	\$43.09	CAD	23(1)(b)	689.37	
2020-01-15	AIRCANADA.COM, MB	\$689.37	\$30.78	\$43.09				Airfare - Canadian Capital Cities Organization Board Meeting - Ottawa

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ll

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total ←	National Allocation Amounts	Regional →	Source Currency Accounting Code	Currency Amount Allocation Comment
2020-01-13	AIR CAN* 0144202599097	\$20.70	\$0.92	\$1.29	CAD 23(1)(b)	20.70
2020-01-15	AIR CANADA.COM, MB LL	\$20.70	\$0.92	\$1.29		Seat selection - CCCC
2020-01-13	AIR CAN* 0144202599101	\$12.65	\$0.56	\$0.79	CAD 23(1)(b)	12.65
2020-01-15	AIR CANADA.COM, MB LL	\$12.65	\$0.56	\$0.79		Seat selection - CCCC
2020-01-13	AIR CAN* 0144202599102	\$12.65	\$0.56	\$0.79	CAD 23(1)(b)	12.65
2020-01-15	AIR CANADA.COM, MB LL	\$12.65	\$0.56	\$0.79		Seat selection - CCCC

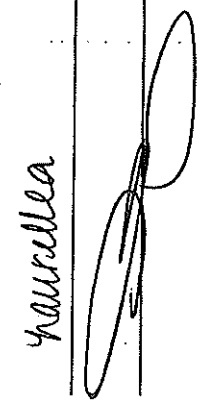
Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total	National Allocation Amounts	Regional	Source Currency Accounting Code	Currency Amount Allocation Comment
2020-01-13 2020-01-15	AIR CAN* 0144202599103 AIRCANADA.COM, MB ll	\$20.70 \$20.70	\$0.92 \$0.92	\$1.29 \$1.29	CAD 23(D)(b)	20.70 Seat selection - CCCC
2020-01-13 2020-01-15	AIR CAN* 0142125558713 AIRCANADA.COM, MB ll	\$930.47 \$930.47	\$41.54 \$41.54	\$58.15 \$58.15	CAD 23(D)(b)	930.47 Airfare - SEC2020 - Edmonton
2020-01-13 2020-01-15	AIR CAN* 0144202599117 AIRCANADA.COM, MB ll	\$20.70 \$20.70	\$0.92 \$0.92	\$1.29 \$1.29	CAD 23(D)(b)	20.70 Seat selection - SEC2020
2020-01-13 2020-01-15	AIR CAN* 0144202599118 AIRCANADA.COM, MB ll	\$23.00 \$23.00	\$1.03 \$1.03	\$1.44 \$1.44	CAD 23(D)(b)	23.00 Seat selection - SEC2020
2020-01-13 2020-01-15	AIR CAN* 0144202599119 AIRCANADA.COM, MB ll	\$23.00 \$23.00	\$1.03 \$1.03	\$1.44 \$1.44	CAD 23(D)(b)	23.00 Seat selection - SEC2020
2020-01-13 2020-01-15	AIR CAN* 0144202599120 AIRCANADA.COM, MB ll	\$20.70 \$20.70	\$0.92 \$0.92	\$1.29 \$1.29	CAD 23(D)(b)	20.70 Seat selection - SEC2020
2020-01-13 2020-01-17	AIR CAN* 0142125894266 AIRCANADA.COM, MB ll	\$176.53 \$176.53	\$7.88 \$7.88	\$11.03 \$11.03	CAD 23(D)(b)	176.53 Airfare - Event attraction - Vancouver, BC


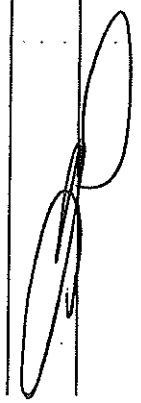
89 91

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total	National Allocation Amounts	Regional	Source Currency Accounting Code	Currency Amount	Allocation Comment
2020-01-13	AIR CAN* 0144202748384	\$21.00	\$0.94	\$1.31	CAD 23(1)(b)	21.00	
2020-01-17	AIRCANADA.COM, MB ll	\$21.00	\$0.94	\$1.31			Seat selection - Event attraction
						34.57	Jack Frost promo posters to NB/NS contacts

2020-01-15	STRAIT CROSSING BRIDGE LJ	\$48.50	\$2.11	\$4.22	CAD 23(1)(b)	48.50	
2020-01-16	BORDEN-CARLET, PE wl	\$48.50	\$2.11	\$4.22			Bridge toll - Jack Frost Marketing/Promotional Blitz
2020-01-17	THE TURTLEBACK TAP & GRILL	\$74.72	\$3.25	\$6.50	CAD 23(1)(b)	74.72	
2020-01-20	FALL RIVER, NS wl	\$74.72	\$3.25	\$6.50			Festival & Event Strategy Consultant meeting

Activity Totals Purchases Payments National Taxes Regional Taxes

Cardholder Name: Laurel Leo Signature: 

Supervisor Name:  Signature: 

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Booking Confirmation

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Booking Reference: **WAA9R6**

Date of issue: 14 Jan, 2020

This is your official Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.

✈ Depart

Economy - Standard

Wednesday
29 Jan, 2020

11:00
Charlottetown
(YYG),
Prince Edward Island



11:46
Montréal
Montréal-Trudeau Int. (YUL),
Quebec

AC8536

1hr46
Economy L
Operated by: Air Canada Express -
Jazz | CRJ100
Air Canada Bistro

Wednesday
29 Jan, 2020

14:00
Montréal
Montréal-Trudeau Int.(YUL),
Quebec



14:47
Ottawa
Ottawa Int. (YOW),
Ontario

AC477

0hr47
Economy L
Operated by: Air Canada | A320-200 |
Wi-Fi
Air Canada Bistro

✈ Return

Economy - Standard

Saturday
01 Feb, 2020

15:45
Ottawa
Ottawa Int. (YOW),
Ontario



16:33
Montréal
Montréal-Trudeau Int. (YUL),
Quebec

AC8982

0hr48
Economy U
Operated by: Air Canada Express -
Jazz | De Havilland Dash 8-300
Air Canada Bistro

Saturday
01 Feb, 2020

20:05
Montréal
Montréal-Trudeau Int.(YUL),
Quebec



22:35
Charlottetown
(YYG),
Prince Edward Island

AC8549

1hr30
Economy U
Operated by: Air Canada Express -
Jazz | CRJ100
Air Canada Bistro


Passengers

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 Kathryn Laurel Lea


Ticket Number
0142125558680

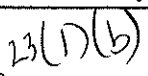
Seats
AC8536 6C
AC477 21E
AC8982 5C
AC8549 6C

 Alanna G Jankov

Ticket Number
0142125558679


Seats
AC8538 6A
AC477 21F
AC8982 5A
AC8549 6A

 Purchase summary


Visa 
Amount paid: \$1510.89
Tax information
GST/HST no. 10009-2287 RT0001 \$196.29

Promotion Code :
G2ENTUW1 - 15 PERCENT DISCOUNT

2 adults


 Air Transportation Charges

Base Fare - Depart - Economy - Standard - discount applied 141.10
Base Fare - Return - Economy - Standard - discount applied 365.50
Surcharges 36.00

 Taxes, fees and charges

Air Travellers Security Charge - Canada 14.25
Harmonized Sales Tax - Canada - 100092287 RT0001 89.52
Airport Improvement Fee - Canada 43.00
Total before options (per passenger) \$689.37

Number of passengers X 2

 Seat selection

Kathryn Laurel Lea
AC8536: 6C - Standard Seat (Aisle) 18.00
AC477: 21E - Standard Seat (Middle) 10.00
AC8982: 5C - Standard Seat (Aisle) 11.00
AC8549: 6C - Standard Seat (Aisle) 18.00
Alanna G Jankov
AC8536: 6A - Standard Seat (Window) 18.00
AC477: 21F - Standard Seat (Window) 11.00
AC8982: 5A - Standard Seat (Window) 11.00
AC8549: 6A - Standard Seat (Window) 18.00
Harmonized Sales Tax - Canada - 100092287 RT0001 17.25

Total with options and seat selection fee: \$1510.99

GRAND TOTAL (Canadian dollars) \$1510.99



Booking Confirmation

pg 101



Booking Reference: **WH6T5U**

Date of issue: 14 Jan, 2020

This is your official Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.

- Flight 1

Economy - Standard

Sunday
22 Mar, 2020

13:05
Charlottetown
(YYG),
Prince Edward Island



14:39
Toronto
Toronto-Pearson Int. (YYZ),
Terminal 1

AC7565

2hr34
Economy W
Operated by: Air Canada Express - Sky
Regional | E175 | Wi-Fi
Food for purchase on board

Sunday
22 Mar, 2020

16:40
Toronto
Toronto-Pearson Int. (YYZ),
Terminal 1



18:55
Edmonton
Edmonton Int. (YEG),
Alberta

AC171

4hr15
Economy W
Operated by: Air Canada | A321-200 |
Wi-Fi
Food for purchase on board

- Flight 2

Economy - Standard

Wednesday
01 Apr, 2020

09:35
Vancouver
Vancouver Int. (YVR),
Terminal M



17:11
Montréal
Montréal-Trudeau Int. (YUL),
Quebec

AC314

4hr36
Economy T
Operated by: Air Canada | 787-9
Meal

Wednesday
01 Apr, 2020

20:05
Montréal
Montréal-Trudeau Int. (YUL),
Quebec



22:34
Charlottetown
(YYG),
Prince Edward Island

AC8549


1hr29
Economy T
Operated by: Air Canada Express -
Jazz | CRJ100
Air Canada Bistro

Passengers

Kathryn Laurel Lea

Ticket Number
0142125558713


Seats
AC7565 16D
AC171 14E
AC314 19J
AC8549 3D

 Purchase summary

Visa
Amount paid: \$1017.87
Tax information
GST no. 10009-2287 RT0001 \$1.25
GST/HST no. 10009-2287 RT0001 \$129.27

23(1)(b)

Promotion Code : G2ENTUW1 - 15 PERCENT DISCOUNT	1 adult
Air Transportation Charges	
Base Fare - Flight 1 - Economy - Standard - discount applied	438.90
Base Fare - Flight 2 - Economy - Standard - discount applied	265.20
Surcharges	48.00
Taxes, fees and charges	
Air Travellers Security Charge - Canada	14.25
Goods and Services Tax - Canada - 100092287 RT0001	1.25
Harmonized Sales Tax - Canada - 100092287 RT0001	117.87
Airport Improvement Fee - Canada	49.00
Total before options (per passenger)	<u>\$930.47</u>
Seat selection	
Kathryn Laurel Lea	
AC171: 14E - Standard Seat (Middle)	20.00
AC7565: 16D - Standard Seat (Aisle)	18.00
AC8549: 3D - Standard Seat (Aisle)	18.00
AC314: 19J - Standard Seat (Middle)	20.00
Harmonized Sales Tax - Canada - 100092287 RT0001	11.40
Total with options and seat selection fee:	<u>\$1017.87</u>
GRAND TOTAL (Canadian dollars)	\$1017.87

 Check-in and boarding gate deadlines

Within Canada

- 90**
minutes **Recommended check-in time**
You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.
- 45**
minutes **Check-in and baggage drop-off deadline**
You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.
- 15**
minutes **Boarding gate deadline**
You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.



Booking Confirmation

Pg 103

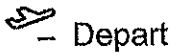


Booking Reference: **WHQX6B**

Date of issue: 14 Jan, 2020

This is your official Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

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Economy - Standard

Friday
27 Mar, 2020

12:20
Edmonton
Edmonton Int. (YEG),
Alberta



12:58
Vancouver
Vancouver Int. (YVR),
Terminal M



1hr38
Economy L
Operated by: Air Canada | A320-200 |
Wi-Fi
Air Canada Bistro

Passengers

Kathryn Laurel Lea

Ticket Number
0142125894266

Seats
AC241 13E

 Purchase summary




Pg 104


Visa

 Amount paid: \$197.53
 Tax Information
 GST no. 10009-2287 RT0001 \$9.41

23(1)(b)

Promotion Code :
 G2ENTUW1 - 16 PERCENT DISCOUNT

	1 adult
 Air Transportation Charges	
Base Fare - Economy - Standard - discount applied	119.00
Surcharges	12.00
 Taxes, fees and charges	
Air Travellers Security Charge - Canada	7.12
Goods and Services Tax - Canada - 100092287 RT0001	8.41
Airport Improvement Fee - Canada	30.00
Total before options (per passenger)	\$176 ⁵³
 Seat selection	
Kathryn Laurel Lea	
AC241: 13E - Preferred Seat (Middle)	20.00
Goods and Services Tax - Canada - 100092287 RT0001	1.00
Total with options and seat selection fee:	\$197 ⁵³
GRAND TOTAL (Canadian dollars)	\$197 ⁵³

 Check-in and boarding gate deadlines

Within Canada

90
minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45
minutes

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15
minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

Confederation Bridge
Pont de la Confederation
104 Abegweit Blvd./Boul
P.O. Box / Boite 2032
Borden-Carleton, PEI / IPE
COB 1X0

0255975 LC7 TP1017

1 2 Axles/Essieux [2 Axles/Essieux]
1 @ 48.50 = \$ 48.50

Type Purchase
Account Visa
Card Num *****
Order Id LC720200115154442
Date 2020-01-15 15:44:53
Ref Num 610471330014380330 C
Auth Code 057793

Amount \$48.50

App Label Visa Credit
EMV Aid A0000000031010
ARQC TVR 0080008000
ARQC 40F7814CCD3ADBOE
TSI F800

Verified By PIN

01 Approved - Thank You 027

IMPORTANT - retain this copy
for your records

Cardholder Copy

VISA PURCHASE/ACHAT: \$ 48.50
TENDERED/RECU: \$ 48.50
CHANGE/RENDU: \$ 0.00

2020/01/15 15:44:57

TOLL/PEAGE GST/TPS EXEMPT

B(1)(b)

IID: 0968000
SEQ#: 012734 SVR:000023
INV#: 77243

CARD *****
CREDIT/VISA C
2020/01/17 13:17:08

PURCHASE
AMOUNT \$64.98
TIP \$9.74
TOTAL \$74.72

AUTH#:028045 B:000432

**TRANSACTION
APPROVED - 00**

Visa Credit
AID: A0000000031010
TC: 5ACB7753F7652C05
TVR: 0000008000
TSI: F800

CUSTOMER COPY

THANK YOU
PLEASE COME AGAIN

B(1)(b)

Cardholder Activity

Name: LAUREL LEA

Account Number:

Cycle End Date: 2020-02-25

23(1)(b)

Trans Date Posting Date Merchant Name City, State/Prov. Transaction Total National Allocation Amounts Regional Source Currency Accounting Code Currency Amount Allocation Comment

2020-01-29 ✓ CAPITAL TAXI 2683 TAXI \$35.41 \$1.57 \$2.51 CAD 23(1)(b) 35.41

2020-01-31 OTTAWA, ON \$35.41 \$1.57 \$2.51 CCCC Board meeting - airport transfer

2020-01-29 ✓ LORD ELGIN HOTEL \$546.48 \$0.00 \$81.48 CAD 23(1)(b) 546.48

2020-02-03 OTTAWA, ON \$546.48 \$0.00 \$81.48 CCCC Board meeting - accommodations

2020-02-01 ✓ BLUE LINE 1823 TAXITAB \$35.09 \$1.55 \$2.48 CAD 23(1)(b) 35.09

2020-02-03 OTTAWA, ON \$35.09 \$1.55 \$2.48 CCCC Board meeting - airport transfer

Pg 106

CAPITAL TAXI
(613) 744 - 3333

Merchant ID: 4326185A
Driver ID: 55814
Record Num.: 0002

Sale

2301(b)

Registration Label: 11
XXXXXXXXXXXXXX
AID: A6000030031010

VISA Entry Method: Chip

Amount: \$ 32.41

Tip: \$ 3.00

Total: CAD\$ 35.41

2020-01-29 15:27:39

Resp Code: 00
00000000
000

000350 Appr Code: 069023

Online Batch#: 000056

Mer ID: 380029736602920

Validation Code: 6105

CALL 1-800-445-2612
@TAXITAB.COM
TAXITAB

CARDHOLDER COPY

RETAIN THIS COPY FOR STATEMENT
VERIFICATION

CAPITAL TAXI
(613) 744 - 3333

TERMINAL ID: 324-363-320
MERCHANT ID: 4326185A
VEHICLE ID: 2663
DRIVER ID: 00055814

TRIP NUMBER: 4734
PASSENGERS: 1

01/29/2020
START: 15:27
END: 15:27

FARE AMOUNT: \$ 32.41

TIP AMOUNT: \$ 3.00



LORD ELGIN

100 Elgin Street, Ottawa, ON K1P5K8 CA
Phone: 613-235-3333 Fax: 613-235-3223 lordelginhotel.ca

Laurel Lea

Room Number 0709
 Arrival Date 1/29/20
 Departure Date 2/1/20
 Reservation Number 29572

Company Canadian Capital Cities Organization (CCCO)
 Group Canadian Capital Cities Organization (CCCO)

Folio Number 45482

Trans Date	Description	Voucher	Amount
Charges			
1/29/20	Room Charge (GRC) Canadian Capital Cities Org (C	leh-0709	155.00
1/29/20	Room HST	leh-0709	20.96
1/29/20	Municipal Accommodation Tax	leh-0709	6.20
1/30/20	Room Charge (GRC) Canadian Capital Cities Org (C	leh-0709	155.00
1/30/20	Room HST	leh-0709	20.96
1/30/20	Municipal Accommodation Tax	leh-0709	6.20
1/31/20	Room Charge (GRC) Canadian Capital Cities Org (C	leh-0709	155.00
1/31/20	Room HST	leh-0709	20.96
1/31/20	Municipal Accommodation Tax	leh-0709	6.20
	Subtotal		546.48
	Total Charges		546.48
Payments			
2/1/20	Visa #####	070461 0709 0000023594	-546.48
	Subtotal		-546.48
	Total Payments		-546.48
		Balance Due:	0.00

23(1)(b)

HST # 102094604RT

BLUE LINE TAXI
(613) 238 - 1111

TERMINAL ID:	314-685-981
MERCHANT ID:	4326528A
VEHICLE ID :	1823
DRIVER ID :	0005702
TRIP NUMBER:	3610
PASSENGERS:	1
02-01-2020	10:14:19
START: 14:19	
TAXI AMOUNT	\$ 32.09
TIP AMOUNT:	\$ 3.00
TOTAL :	\$ 35.09
VISA SALE :	000
APPROVAL NUMBER :	016/01

23(1)(b)

PASSENGER COPY
 CUSTOMER SERVICE 1-800-443-2812
 INDOTRYBTAXI.TAB.COM
 TAXITAB





City of Charlotte

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

Travel Advance & Expense Claim Form

Pg 110

General Travel Information				
Name	Laurel Lea	Departure Date	15-Jan-20	
		Return Date	16-Jan-20	
Purpose of Travel	Jack Frost Winterfest Partnership Marketing Campaign - Early Departure due to Forecasted Weather			
Destination	Eastern/Central, NS			
Travel Details	Advances #1	Advances #2	Final Expenses	Payment Information
TRANSPORTATION TYPE: (Check Appropriate box) <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> AUTO (Personal) <input type="checkbox"/> AUTO (Rental) <input type="checkbox"/> OTHER				Total Final Expenses \$ 60.00 Advances #1 - #2 -
TAXIS				Amount due to traveller/City (If negative traveller owes City) \$ 60.00
HOTEL or MOTEL ROOM				Accounting & Authorization
MEALS and TIPS				G/L Account code
PER DIEM :				P.O. # 230)(b)
OTHER : (Please specify)				Traveller's Signature & Date <i>Laurel Lea</i> 01.24.2020
				Authorizing Signature & Date
TOTAL =	\$ -	\$ -	\$ 60.00	

** 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

General Travel Information										
Name	Laurel Lea		Departure Date	16-Jan-20			Payment Information			
Purpose of Travel	Jack Frost Winterfest Partnership Marketing Campaign						Total Final Expenses	\$ 280.00		
Destination	Eastern/Central, Nova Scotia						Advances #1	-		
			Return Date	18-Jan-20			Advances #2	-		
Travel Details			Advances		Final Expenses		Accounting & Authorization			
TRANSPORTATION TYPE: (Check Appropriate box)			#1	#2	ENTERED		G/L Account code			
<input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> AUTO (Personal) <input type="checkbox"/> AUTO (Rental) <input type="checkbox"/> OTHER							23(1)(b)			
TAXIS							P.O.#			
HOTEL or MOTEL ROOM							Traveller's Signature & Date			
MEALS and TIPS							01.09.2020			
PER DIEM :							Authorizing Signature & Date			
OTHER: (Please specify)							280.00			
Breakfast - 2 @ \$20 Lunch - 3 @ \$25 Dinner - 3 @ \$45 24-Hour Incidental - 2 @ \$15							TOTAL = \$ 280.00			

** 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

General Travel Information								
Name		Laurel Lea		Departure Date		29-Jan-20		
Purpose of Travel		Canadian Capital Cities Organization Board Meeting		Return Date		01-Feb-20		
Destination		Ottawa, ON						
Travel Details			Advances		Final Expenses		Payment Information	
TRANSPORTATION TYPE: (Check Appropriate box) <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> AUTO (Personal) <input type="checkbox"/> AUTO (Rental) <input type="checkbox"/> OTHER			#1	#2			Total Final Expenses \$ 385.00 Advances #1 - #2 - Amount due to traveller/City (if negative traveller owes City) \$ 385.00	
TAXIS HOTEL or MOTEL ROOM Days Stay Rate MEALS and TIPS PER DIEM : Days Stay Rate OTHER : (Please specify)			STC 711 0311 1471				Accounting & Authorization GIL Account code 23(1)(6) P.O. # (23(1)(6)) 40000000 01.15.2020 Traveller's Signature & Date Authorizing Signature & Date	
Breakfast - 3 @ \$20 Lunch - 4 @ \$25 Supper - 4 @ 45 24-hour incidental - 3 @ \$15 TOTAL =			\$	\$	\$	\$	\$	\$

Handwritten notes: "Member SEPT", "pg 112", and a checkmark.

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



CCCO
Canadian Capital
Cities Organization
Uniting Canada's Capitals

OCC
Organisation des
capitales canadiennes
Les capitales du Canada créent des liens

**2021 Annual Conference
INVOICE**

[Empty rectangular box]

August 26, 2021

Invoice #: 2021-23 ✓

LPO #5319

To: City of Charlottetown
PO Box 98
Charlottetown PE C1A 7K2

Requisition No: 8875
Purchase Order: 5319
Receipt No: 15415
Signature 1: [Signature]
Signature 2: [Signature]
Distribution No.: 1

23(1)(2)

2021 Annual Conference Registration
Ms. Laurel Lea

UM \$300.00 ✓

Total Due

\$300.00

If paying by direct deposit, please contact ccco@bell.net for banking information.

If paying by cheque, please make payable to "Canadian Capital Cities Organization" and mail to:

Monique Goffinet-Miller, Treasurer
Canadian Capital Cities Organization
2900 Wascana Drive, Box 7111
Regina, Saskatchewan S4P 3S7

ENTERED AUG 27 2021

RECEIVED

AUG 25 2021

ACCOUNTS PAYABLE

Note: Payment by credit card is not available

V 18104 ✓



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

Travel Advance & Expense Claim Form

AUG 02 2021
 F71344
 118.260
 11.914

Pg 114

General Travel Information					
Name	Laurel Lea	Departure Date	01-Aug-21		
		Return Date	01-Aug-21		
Purpose of Travel	Canadian Capital Cities Organization Executive Tourism and Cultural Development				
Destination	Victoria, BC				
Travel Details		Advances		Final Expenses	Payment Information
TRANSPORTATION TYPE: (Check Appropriate box) <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> AUTO (Personal) <input type="checkbox"/> AUTO (Rental) <input type="checkbox"/> OTHER		#1	#2	Expenses	Total Final Expenses
TAXIS HOTEL or MOTEL ROOM MEALS and TIPS PER DIEM : OTHER : (Please specify)					Advances #1: 90.00 Advances #2: 90.00 Amount due to traveller/City (if negative traveller owes City): \$ 90.00
					Accounting & Authorization
					G/L Account code: 23(1)(b)
					P.O. #
					Traveller's Signature & Date: <i>Ula</i> 07.28.2021
					Authorizing Signature & Date: <i>[Signature]</i>
TOTAL =		\$ 90.00	\$ -	\$ -	

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



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

ENTERED AUG 19 2021

Travel Advance & Expense Claim Form

left on
 Aug 1 to
 go to
 Victoria
 for multiple
 business
 terms

80.36 GST
 14.02 GST
 5.00 GST

pg 115

1170111

General Travel Information			
Name	Laurel Lea	Departure Date	07-Aug-21
		Return Date	07-Aug-21
Purpose of Travel	City of Victoria CCCO Executive: Meetings and Tour		
Destination	Victoria, BC		
Travel Details	Advances	Final Expenses	Payment Information
	#1	#2	
TRANSPORTATION TYPE: (Check Appropriate box) <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> AUTO (Personal) <input type="checkbox"/> AUTO (Rental) <input type="checkbox"/> OTHER			Total Final Expenses \$ 90.00
TAXIS			Advances #1 - #2 -
HOTEL or MOTEL ROOM			Amount due to traveller/City (If negative traveller owes City) \$ 90.00
MEALS and TIPS			Accounting & Authorization 23(1)(b)
PER DIEM :	Days Stay 1	Rate \$ 90.00	G/L Account code
OTHER: (Please specify)			P.O. #
TOTAL =	\$ -	\$ -	Traveller's Signature & Date Lea 08.19.2021
	\$ 90.00	\$ 90.00	Authorizing Signature & Date CDM Aug 19, 2021

** 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

19.9.21
 14.06.21
 28.1.21
 2022 Aug 0 2 2022
 M1738

Pg 116

General Travel Information				
Name	Laurel Lea	Departure Date	12-Aug-21	
		Return Date	14-Aug-21	
Purpose of Travel	CUFC2022 Tourism and Cultural Development Festival Development Sport Tourism			
Destination	Vancouver, BC			
Travel Details	Advances #1	Advances #2	Final Expenses	Payment Information
TRANSPORTATION TYPE: (Check Appropriate box) AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> AUTO (Personal) <input type="checkbox"/> AUTO (Rental) <input type="checkbox"/> OTHER <input type="checkbox"/> TAXIS HOTEL or MOTEL ROOM MEALS and TIPS PER DIEM : OTHER : (Please specify)				Total Final Expenses \$ Advances #1 315.00 #2 - 315.00 Amount due to traveller/City (if negative traveller owes City) \$ 315.00
Accounting & Authorization				
		G/L Account code 23(1)(b)		
		P.O. #		
		07.28.2021		
		Traveller's Signature & Date		
		Authorizing Signature & Date		
		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> TOTAL = \$ 315.00 \$ - \$ - \$ </div>		

** 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

General Travel Information				
Name	Laurel Lea	Departure Date	04-Oct-21	
		Return Date	09-Oct-21	
Purpose of Travel	Event Development/Attraction - Event Atlantic Board Meetings/Event Atlantic Summit - Wasco AC Holiday Programming			
Destination	Halifax, NS			
Travel Details	Advances #1	Advances #2	Final Expenses	Payment Information
TRANSPORTATION TYPE: (Check Appropriate box) <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> AUTO (Personal) <input type="checkbox"/> AUTO (Rental) <input type="checkbox"/> OTHER				Total Final Expenses \$ 570.00 Advances #1 - #2 - Amount due to traveller/City (if negative traveller owes City) \$ 570.00
TAXIS				
HOTEL or MOTEL ROOM				Accounting & Authorization
MEALS and TIPS				G/L Account code 23(1)(b)
PER DIEM :				P.O. #
OTHER: (Please specify)				Lea 04.29.2021
5 days @ \$105				Traveller's Signature & Date
1 day @ 45				CDM 09.29.21
TOTAL =	\$ -	\$ -	\$ 570.00	Authorizing Signature & Date

1496.05 HST
 714.45 HST

pg 11

11/10/21
 1958

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

ENTERED SEP 29 2021



City of Charlottetown

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

Travel Advance & Expense Claim Form

General Travel Information			
Name	Laurel Lea	Departure Date	27-Oct-21
		Return Date	30-Oct-21
Purpose of Travel	City of Halifax - Canadian Heritage Programming - SCORE - ECMA - Wasko AV		
Destination	Halifax and Liverpool, Nova Scotia		
Travel Details	Advances #1	Advances #2	Final Expenses
TRANSPORTATION TYPE: (Check Appropriate box) <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> AUTO (Personal) <input type="checkbox"/> AUTO (Rental) <input type="checkbox"/> OTHER			
TAXIS			
HOTEL or MOTEL ROOM			
MEALS and TIPS			
PER DIEM :			
OTHER : (Please specify)			
Wed - \$85 Thurs/Fri - \$105/day Sat - \$90			
TOTAL =			\$ 385.00
Total Final Expenses			\$ 385.00
Advances #1			\$ 385.00
Advances #2			\$ 385.00
Amount due to traveller/City (if negative traveller owes City)			\$ 385.00
Accounting & Authorization			
G/L Account Code			23(D)(b)
P.O. #			
Traveller's Signature & Date	Lea	10.20.2021	
Authorizing Signature & Date	COM	Oct. 21. 2021	

334.78
50.22 (b)
Pg 118

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



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

ENTERED NOV 24 2021

Travel Advance & Expense Claim Form

General Travel Information

Name: Laurel Lea Departure Date: 28-Nov-21

Return Date: 03-Dec-21

Purpose of Travel: National Tourism Congress | Sport Tourism | Canadian Capital Cities Organization | Development & Attraction

Destination: Ottawa, ON and Montreal, PQ

Travel Details	Advances		Final Expenses	Payment Information
	#1	#2		
TRANSPORTATION TYPE: (Check Appropriate box) <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> AUTO (Personal) <input type="checkbox"/> AUTO (Rental) <input type="checkbox"/> OTHER				Total Final Expenses \$ - Advances #1 630.00 #2 630.00 Amount due to traveller/City (if negative traveller owes City) \$ 630.00
TAXIS				
HOTEL or MOTEL ROOM				
MEALS and TIPS				
PER DIEM :				
OTHER : (Please specify)				
4 days ON 2 days PQ				
TOTAL =	\$ 630.00	\$ -	\$ -	

Accounting & Authorization

GL Account code: -210 23(1)(b)

P.O. #: 23(1)(b)

Traveller's Signature & Date: Wlea 11.23.2021

Authorizing Signature & Date: COM 11.23.2021

ON → 420.00 (371.68 + 48.31 #57)
 PQ → 210.00 (182.65 + 9.13 GST + 18.22 GST)

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11/11/21

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



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

ENTERED DEC 08 2021

Travel Advance & Expense Claim Form

General Travel Information			
Name	Laurel Lea	Departure Date	09-Dec-21
		Return Date	11-Dec-21
Purpose of Travel	Festival and Event Best Practices (Evergreen Festival), Event Attraction Development, SCORE, Promoter Meeting		
Destination	Halifax and Truro, NS		
Travel Details	Advances #1	Advances #2	Final Expenses
TRANSPORTATION TYPE: (Check Appropriate box) <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> AUTO (Personal) <input type="checkbox"/> AUTO (Rental) <input type="checkbox"/> OTHER			
TAXIS			
HOTEL or MOTEL ROOM Days Stay Rate			
MEALS and TIPS			
PER DIEM : Days Stay Rate		200.00	300.00
OTHER : (Please specify) 2 Days @ \$105 1 Day @ \$90		451.99.13	
TOTAL =	\$ -	\$ -	\$ 300.00
Accounting & Authorization			Payment Information
G/L Account code			Total Final Expenses \$ 300.00
P.O. #			Advances #1 -
23(1)(6)			Advances #2 -
Traveller's Signature & Date <i>Lea</i>			Amount due to traveller/City (if negative traveller owes City) \$ 300.00
Authorizing Signature & Date			

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 11/21/21
 1888

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

Cardholder Activity

23(1)(b)

Name: LAUREL LEA

Account Number:

Cycle End Date: 08/25/2021

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total	National	Regional	Source Currency	Currency Amount	Allocation Comment
			Allocation Amounts		Accounting Code		

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08/01/2021	CITY OF VICTORIA PARKI VICTORIA, BC WL	\$5.00	\$0.22	\$0.31	CAD	5.00	
08/02/2021		\$5.00	\$0.22	\$0.31			Parking
08/07/2021	FOUR MILE BREW PUB VICTORIA, BC LL	\$82.35	\$3.68	\$5.15	CAD	82.35	
08/09/2021		\$82.35	\$3.68	\$5.15			CCCO Planning Meeting - City of Victoria meeting
08/13/2021	IMAGINE VAN GOGH - WINNIPEG, MB LL	\$99.98	\$4.46	\$6.25	CAD	99.98	
08/16/2021		\$99.98	\$4.46	\$6.25			Cultural Development - Imagine Van Gogh - Admission

23(1)(b)

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total	National Allocation Amounts	Regional	Source Currency	Currency Amount	Allocation Comment
08/14/2021	FALSE CREEK FERRIES VANCOUVER, BC	\$17.00	\$0.76	\$1.06	CAD	17.00	
08/16/2021	LL	\$17.00	\$0.76	\$1.06			Taxi
08/16/2021	AIR CAN* 0142138344845	\$1,841.77	\$82.22	\$115.11	CAD	1,841.77	
08/18/2021	AIRCANADA.COM, MB	\$1,841.77	\$82.22	\$115.11			Air travel - Whitehorse CCCC Annual Conference
08/16/2021	LL	\$20.70	\$0.92	\$1.29	CAD	20.70	
08/18/2021	AIR CAN* 0144210950681	\$20.70	\$0.92	\$1.29			Seat selection
08/16/2021	LL	\$23.00	\$1.03	\$1.44	CAD	23.00	
08/18/2021	AIRCANADA.COM, MB	\$23.00	\$1.03	\$1.44			Seat selection
08/16/2021	LL	\$20.70	\$0.92	\$1.29	CAD	20.70	
08/18/2021	AIR CAN* 0144210950682	\$20.70	\$0.92	\$1.29			Seat selection
08/16/2021	LL	\$20.70	\$0.92	\$1.29	CAD	20.70	
08/18/2021	AIRCANADA.COM, MB	\$20.70	\$0.92	\$1.29			Seat selection
08/16/2021	LL	\$20.70	\$0.92	\$1.29	CAD	20.70	
08/18/2021	AIR CAN* 0144210950683	\$20.70	\$0.92	\$1.29			Seat selection
08/16/2021	LL	\$12.65	\$0.56	\$0.79	CAD	12.65	
08/18/2021	AIRCANADA.COM, MB	\$12.65	\$0.56	\$0.79			Seat selection
08/16/2021	LL	\$12.65	\$0.56	\$0.79	CAD	12.65	
08/18/2021	AIR CAN* 0144210950686	\$12.65	\$0.56	\$0.79			Seat selection

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
08/16/2021	AIR CAN* 0144210950687 AIRCANADA.COM, MB LC	\$23.00	\$1.03	\$1.44	CAD 23(1)(b)	23.00
08/18/2021	AIR CAN* 0144210950688 AIRCANADA.COM, MB LC	\$20.70	\$0.92	\$1.29	CAD 23(1)(b)	20.70
08/18/2021	AIR CAN* 0144210950688 AIRCANADA.COM, MB LC	\$23.00	\$1.03	\$1.44		Seat selection
08/18/2021	AIR CAN* 0144210950688 AIRCANADA.COM, MB LC	\$20.70	\$0.92	\$1.29		Seat selection

FOUR MILE BREW PUB
199 ISLAND HWY
VICTORIA BC

23(1)(b)

CARD *****
CARD TYPE VISA
DATE 2021/08/07
TIME 1539 13:47:19
SERVR ID 5109
CHECK # 212765
TABLE # 34
RECEIPT NUMBER
C82035850-001-039-005-0

PURCHASE
AMOUNT \$71.61
TIP \$10.74
TOTAL

\$82.35

Visa Credit
A0000000031010
4D797EBB8E2E5760
0080008000-E800
F473C7F8497182D8
0080008000-F800

APPROVED

AUTH# 011142 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS



ENJOY DOWNTOWN

Payment

Space #: 584
Tariff Zone: Wharf Lot
Card balance: \$---

60157 Wharf #2

▼ PARKING TIME EXPIRES AT ▼

4:49pm on
08/01/2021

Ticket # 34923/062
Amount \$5.00
GST paid: \$0.24
Cash 0.00 Card 5.00
From: 08/01/2021, 2:19pm

Your order receipt

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Order details

Buyer Laurel Lea
Event Imagine Van Gogh - August 13th
Location 1055 Canada Pl, Vancouver, BC V6C 0C3, Canada
Date Fri, Aug 13 2021 4:15pm - Fri, Aug 13 2021 5:15pm

Payment Information

Items	Unit price	Quantity	Total
Adult (16+) Timed Entry	\$43.99 CAD	2	\$87.98 CAD
Ticket Fee			\$12.00 CAD
Service charge			Free
Total			\$99.98 CAD

Payments transact in CAD

Your credit card ending in 3419 was charged \$99.98 CAD on August 13, 2021 22:40.

Reference ID: 6116f4f3fe2dea002e7fe9e4

We have sent you a confirmation email to llea@charlottetown.ca

UNIVERSE
a ticketmaster® company

TRANSACTION RECORD
FALSE CREEK FERRIES
1804 BOATLIFT LANE
VANCOUVER BC

Purchase

Aug 14, 2021 11:45:18
VISA *****
TID: 14010920 Entry: Chip (C)
Sequence: 001 201
Auth#: 055903 Response: 01-027
Batch: 001

23(1)(b)

Amount \$ 17.00
Total \$ 17.00

A0000000031010 Visa Credit
TVR 0080008000 TSI F800

Approved

Important: Retain this copy for your record

Cardholder copy

* DUPLICATE *



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Booking Confirmation

Booking Reference: **2K682G**

Date of issue: 17 Aug, 2021

This is your official Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs. Opens in a new window that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

For the well-being of all customers and employees, we are temporarily adjusting our on-board service as a health and safety measure in response to COVID-19. Unfortunately, we will not be able to accommodate any special meal requests. Learn more Opens in a new window.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website Opens in a new window or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy Opens in a new window directly.

Ensure you are in compliance with the entry requirements of your destination. For the latest information on COVID-19 testing, entry requirements, flexible change and cancellation policies, and biosafety measures please visit our COVID-19 information hub Opens in a new window.

IMPORTANT: Entry requirements

- **Travelling (or returning) to Canada from another country:** travellers must register with ArriveCAN Opens in a new window, get a pre-departure COVID-19 test, and participate in the mandatory testing and quarantine requirements upon arrival. Fully vaccinated travellers will not be required to stay at a government-authorized hotel while awaiting their on-arrival test result if they meet all of the required criteria. For more information visit the entry requirements page.
- **Travelling (or returning) to U.S. or international destinations:** Make sure to review the government entry requirements Opens in a new window prior to travel.

- Flight 1

Economy - Standard

Thursday
16 Sep, 2021

12:10
Charlottetown
(YYG),
Prince Edward Island



13:32
Toronto
Toronto-Pearson Int. (YYZ),
Terminal 1



AC8333

2hr22
Economy L
Operated by: Air Canada Express -
Jazz | E175 | Wi-Fi
Food for purchase on board

Thursday
16 Sep, 2021

15:10
Toronto
Toronto-Pearson Int. (YYZ),
Terminal 1



17:20
Vancouver
Vancouver Int. (YVR),
Terminal M



AC117

5hr10
Economy L
Operated by: Air Canada | A320-200 |
Wi-Fi
Food for purchase on board

- Flight 2

Economy - Standard

Saturday
18 Sep, 2021

19:40
Vancouver
Vancouver Int. (YVR),
Terminal M



22:00
Whitehorse
(YXY),
Yukon



AC8889

2hr20
Economy H
Operated by: Air Canada Express -
Jazz | CRJ900 | Wi-Fi
Food for purchase on board

 - Flight 3

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Economy - Standard

Thursday
23 Sep, 2021

10:00
Whitehorse
(YXY),
Yukon



12:16
Vancouver
Vancouver Int. (YVR),
Terminal M

 AC8890

2hr16
Economy Q
Operated by: Air Canada Express -
Jazz | CRJ900 | Wi-Fi
Food for purchase on board

Thursday
23 Sep, 2021

15:30
Vancouver
Vancouver Int. (YVR),
Terminal M



15:59
Victoria
Victoria Int. (YYJ),
British Columbia

 AC8071

0hr29
Economy Q
Operated by: Air Canada Express -
Jazz | De Havilland Dash 8-400

 - Flight 4

Economy - Standard

Monday
27 Sep, 2021

10:30
Victoria
Victoria Int. (YYJ),
British Columbia



11:00
Vancouver
Vancouver Int. (YVR),
Terminal M

 AC8054

0hr30
Economy L
Operated by: Air Canada Express -
Jazz | De Havilland Dash 8-400

Monday
27 Sep, 2021

12:30
Vancouver
Vancouver Int. (YVR),
Terminal M



19:49
Toronto
Toronto-Pearson Int. (YYZ),
Terminal 1

 AC184

4hr19
Economy L
Operated by: Air Canada | 777-300ER
| Wi-Fi
Food for purchase on board

Monday
27 Sep, 2021

21:00
Toronto
Toronto-Pearson Int. (YYZ),
Terminal 1



00:01 + 1 day
Charlottetown
(YYG),
Prince Edward Island

 AC8332

2hr01
Economy L
Operated by: Air Canada Express -
Jazz | E175 | Wi-Fi
Food for purchase on board

Passengers

 Kathryn Laurel Lea

Ticket number
0142138344845

Seats
AC8333 15D
AC117 19E
AC8889 16D
AC8890 17D
AC8071 5D
AC8054 8D
AC184 22J
AC8332 15D

Purchase summary

Air Canada Gift Card/Travel Voucher/Coupon *****4500
 Amount paid: \$197.53
 Visa

 Amount paid: \$1995.87
 Tax information
 GST no. 10009-2287 RT0001 \$1.00
 GST/HST no. 10009-2287 RT0001 \$283.15

23(1)(b)

1 adult

Air transportation charges	
Base fare - Flight 1 Economy - Standard	361.00
Base fare - Flight 2 Economy - Standard	445.00
Base fare - Flight 3 Economy - Standard	420.00
Base fare - Flight 4 Economy - Standard	363.00
Carrier surcharges	120.00

Taxes, fees and charges	
Air Travellers Security Charge - Canada	14.25
Goods and Services Tax - Canada - 100092287 RT0001	1.00
Harmonized Sales Tax - Canada - 100092287 RT0001	263.05
Airport Improvement Fee - Canada	52.00
Total before options (per passenger)	\$2039³⁰

Seat selection	
Kathryn Laurel Lea	
AC117: 10E - Standard seat (Middle) - 0144210950682	20.00
AC8333: 15D - Standard seat (Aisle) - 0144210950681	18.00
AC8890: 17D - Standard seat (Aisle) - 0144210950684	18.00
AC8889: 16D - Standard seat (Aisle) - 0144210950683	18.00
AC8054: 8D - Standard seat (Aisle) - 0144210950686	11.00
AC8071: 5D - Standard seat (Aisle) - 0144210950685	11.00
AC8332: 15D - Standard seat (Aisle) - 0144210950688	18.00
AC184: 22J - Standard seat (Middle) - 0144210950687	20.00
Harmonized Sales Tax - Canada - 100092287 RT0001	20.10
Total with options and seat selection fee:	\$2193⁴⁰
GRAND TOTAL (Canadian dollars)	\$2193⁴⁰

Check-in and boarding gate deadlines

Within Canada

90
minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45
minutes¹

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

30
minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

Baggage allowance



Carry-on baggage



On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.



Checked baggage

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

Charlottetown (YYG) > Vancouver (YVR)		
 1st bag \$ 0.00 CAD Including taxes	 2nd bag \$ 0.00 CAD Including taxes	Max. weight per bag: 32 kg (70 lb) Max. dimensions per bag: 158 cm (62 in)

Vancouver (YVR) > Whitehorse (YXY)		
 1st bag \$ 0.00 CAD Including taxes	 2nd bag \$ 0.00 CAD Including taxes	Max. weight per bag: 32 kg (70 lb) Max. dimensions per bag: 158 cm (62 in)

Whitehorse (YXY) > Victoria (YYJ)		
 1st bag \$ 0.00 CAD Including taxes	 2nd bag \$ 0.00 CAD Including taxes	Max. weight per bag: 32 kg (70 lb) Max. dimensions per bag: 158 cm (62 in)

Victoria (YYJ) > Charlottetown (YYG)		
 1st bag \$ 0.00 CAD Including taxes	 2nd bag \$ 0.00 CAD Including taxes	Max. weight per bag: 32 kg (70 lb) Max. dimensions per bag: 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 baggage 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 baggage 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 baggage 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.

Currency

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/region 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.

Stopovers

Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours.

Cardholder Activity

23(1)(b)

Name: LAURELÉA Account Number: * Cycle End Date: 11/26/2021

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total	National Allocation Amounts	Regional	Source Currency	Currency Amount	Allocation Comment
10/24/2021 ✓ 10/26/2021 *	VIA RAIL CA 110245968000 MONTREAL, QC	\$80.23	\$3.49	\$6.96	CAD	80.23	
							23(1)(b)
10/24/2021 ✓ 10/26/2021 *	AIR CAN* 01442140984668 AIRCANADA.COM, MB	\$629.33	\$28.10	\$39.33	CAD	629.33	Train fare - Development & Attraction, Montreal
							23(1)(b)
10/24/2021 ✓ 10/26/2021 *	AIR CAN* 0144213887183 AIRCANADA.COM, MB	\$20.70	\$0.92	\$1.29	CAD	20.70	Airfare - TIAC Tourism Congress, Ottawa
							23(1)(b)
10/24/2021 ✓ 10/26/2021 *	AIR CAN* 0144213887184 AIRCANADA.COM, MB	\$12.65	\$0.56	\$0.79	CAD	12.65	Seat selection
							23(1)(b)
10/24/2021 ✓ 10/26/2021 *	AIR CAN* 0144213887185 AIRCANADA.COM, MB	\$20.70	\$0.92	\$1.29	CAD	20.70	Seat selection
							23(1)(b)

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Lea, Laurel

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From: VIA Rail Canada <service@viarail.ca>
Sent: October 24, 2021 7:04 PM
To: Lea, Laurel
Subject: VIA Rail Itinerary & Receipt | Dec 02, 2021 - Booking Ref: ZNU928

ITINERARY / RECEIPT - NOT VALID FOR TRAVEL

Thank you for choosing
VIA Rail Canada.



BOOKING CONFIRMATION:ZNU928

LAURELLEA

IMPORTANT - AN E-BOARDING PASS HAS BEEN ISSUED FOR EACH SEGMENT OF THIS TRIP AND HAS BEEN SENT IN A SEPARATE E-MAIL. Please bring all e-boarding passes on your trip and review this confirmation carefully as it includes some important information about travelling with us.

Customers with special service requests

VIA suggests that all customers with special service requests arrive at VIA stations early for safe and timely access to the correct platform. Please validate VIA station hours as some stations open 30 minutes prior to scheduled train time.

ITINERARY # 1

TRAIN 24 | [info](#)

From:
OTTAWA
Thu. Dec 2, 2021

Departure: **10:15**

To:
MONTREAL
Thu. Dec 2, 2021

Arrival: **12:15**

Class: Business

Remarks: Operated by: VIA Rail Canada.

Masks are required in the stations and on the trains, except when eating or drinking. Please note that for the health and safety of all passengers and employees, boarding will be denied to passengers not wearing a mask, and passengers will be detained if they refuse to wear a mask during the trip. If you can't wear a mask due to a medical condition or disability, please [click here](#) to learn more.

Identification

Please make sure you always have a valid photo ID that exactly matches the name on your ticket and the photo on the ID looks like you. A VIA Rail staff member will ask you for it when boarding or on board, for all passengers who appear to be 12 years of age or older.
Bike baggage service is currently suspended in the Corridor until further notice, as a result of gradual operations resumption, changes to our services and implemented preventive health measures.

Effective October 30, 2021, passengers ages 12 and over will be required to be fully vaccinated in order to travel on VIA Rail trains. Up until November 30, 2021, as an alternative to showing full proof of vaccination, travellers will be able to board a train if they present proof of a negative COVID-19 molecular test taken within 72 hours prior to departure date. More information will be communicated on October 29.

RECEIPT

FARE INFORMATION

Laurel Lea (Adult) \$71.00
FARE: \$71.00 G.S.T/H.S.T.: \$9.23 P.S.T.: \$0.00 TOTAL: \$80.23

TAX INFORMATION

Taxable fare: \$71.00
G.S.T/H.S.T. number: 105521785RT001

23(1)(b)

PAYMENT - Authorization number: 079220

TRANSACTION DATE: 10/24/2021

ITINERARY FARE PLAN REFUND/EXCHANGE CONDITIONS

Laurel Lea (Adult)
OTTAWA / MONTRÉAL BUSINESS
Before Departure : Exchangeable and refundable less a \$20.00 plus applicable tax(es) service charge. A fare difference may apply in case of exchange.
After Departure : Non-exchangeable and non-refundable.

BAGGAGE ALLOWANCE*

Carry-on baggage

COVID-19: Our usual carry-on baggage assistance service is only offered for passengers with disabilities and/or limited mobility for the time being.

1 PERSONAL ITEM
Max. 11.5 kg (25lb.)
Max. 43 x 15 x 33 cm (17 x 6 x 13 in.)

AND

2 LARGE ITEMS
Max. 23 kg (50 lb.) each
Max. 158 linear cm (62 li. in.) each

OVERWEIGHT ITEM(S): Items over 23kg (50lb.) not permitted on board.

ADDITIONAL CARRY-ON ITEM: 1 additional item allowed Max 23 kg (50lb.) \$40 (tax included) per direction.

Checked baggage

No checked baggage or bike service is available on this train. Please comply with the carry-on baggage policy.

*VIA reserves the right to weigh any and all baggage which may result in applicable allowance fees, as you may be subject to excess charges.

CONDITIONS OF CONTRACT



Booking Confirmation



Booking Reference: **3U574A**

Date of Issue: 24 Oct, 2021

This is your official Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs. Opens in a new window that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

For the well-being of all customers and employees, we are temporarily adjusting our on-board service as a health and safety measure in response to COVID-19. Unfortunately, we will not be able to accommodate any special meal requests. Learn more Opens in a new window.

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Ensure you are in compliance with the entry requirements of your destination. For the latest information on COVID-19 testing, entry requirements, flexible change and cancellation policies, and biosafety measures please visit our COVID-19 Information hub Opens in a new window.

IMPORTANT: Entry requirements

- **Travelling (or returning) to Canada from another country:** travellers must register with ArriveCAN Opens in a new window, get a pre-departure COVID-19 test, and participate in the mandatory testing and quarantine requirements upon arrival. Fully vaccinated travellers will not be required to stay at a government-authorized hotel while awaiting their on-arrival test result if they meet all of the required criteria. For more information visit the entry requirements page.
- **Travelling (or returning) to U.S. or international destinations:** Make sure to review the government entry requirements Opens in a new window prior to travel.

Flight 1

Economy - Standard

Sunday
28 Nov, 2021

06:05
Charlottetown
(YYG),
Prince Edward Island



07:06
Montréal
Montréal-Trudeau Int. (YUL),
Quebec

AC8215

2hr01
Economy A
Operated by: Air Canada Express -
Jazz | De Havilland Dash 8-400
Food for purchase on board

Sunday
28 Nov, 2021

08:15
Montréal
Montréal-Trudeau Int.(YUL),
Quebec



09:01
Ottawa
Ottawa Int. (YOW),
Ontario

AC8001

0hr46
Economy A
Operated by: Air Canada Express -
Jazz | De Havilland Dash 8-400

Flight 2

Economy - Standard

Friday
03 Dec, 2021

20:45
Montréal
Montréal-Trudeau Int.(YUL),
Quebec



23:25
Charlottetown
(YYG),
Prince Edward Island

AC8218

1hr40
Economy L
Operated by: Air Canada Express -
Jazz | De Havilland Dash 8-400

Passengers

Kathryn Laurel Lea

Seats

Ticket number	AC8215 6D
0142140984668	AC8001 6D
	AC8218 4D



Purchase summary

Visa 23(1)(b)

 Amount paid: \$683.38
 Tax Information
 GST no. 10009-2287 RT0001 \$1.75
 GST/HST no. 10009-2287 RT0001 \$83.89
 QST no. 1000043172 TQ1991 \$3.49

1 adult

Air transportation charges

Base fare - Flight 1 Economy - Standard	216.00
Base fare - Flight 2 Economy - Standard	216.00
Carrier surcharges	46.00

Taxes, fees and charges

Air Travellers Security Charge - Canada	14.25
Goods and Services Tax - Canada - 100092287 RT0001	1.75
Harmonized Sales Tax - Canada - 100092287 RT0001	76.84
Quebec Sales Tax - Canada - 1000043172 TQ1991	3.49
Airport Improvement Fee - Canada	55.00
Total before options (per passenger)	\$629³³

Seat selection

Kathryn Laurel Lea	
AC8001: 6D - Standard seat (Aisle) - 0144213887184	11.00
AC8215: 6D - Standard seat (Aisle) - 0144213887183	18.00
AC8218: 4D - Standard seat (Aisle) - 0144213887185	18.00
Harmonized Sales Tax - Canada - 100092287 RT0001	7.05

Total with options and seat selection fee: **\$683³⁸**

GRAND TOTAL (Canadian dollars) \$683³⁸



Check-in and boarding gate deadlines

Within Canada

90
minutes

When to arrive at the airport

You should arrive no later than the time indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45
minutes¹

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

30
minutes

Boarding gate deadline

This is the latest you should be at the departure gate, ready for boarding.

15
minutes

Boarding gate closes

Arriving after this time will result in reassignment of any reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.



23(1)(b)

Cardholder Activity

Name: LAUREL LEA Account Number: Cycle End Date: 12/27/2021

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total	National	Regional	Source Currency	Currency Amount	Allocation Comment
		←	Allocation Amounts	→	Accounting Code		
11/28/2021	BLUELINE TAXI OTTAWA	\$20.00	\$0.88	\$1.42	CAD	20.00	
11/29/2021	OTTAWA, ON LL	\$20.00	\$0.88	\$1.42			Taxi - Ottawa
11/28/2021	BLUELINE TAXI OTTAWA	\$20.00	\$0.88	\$1.42	CAD	20.00	
11/29/2021	OTTAWA, ON LL	\$20.00	\$0.88	\$1.42			Taxi - Ottawa

23(1)(b)

23(1)(b)

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Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total	National Allocation Amounts	Regional	Source Currency	Currency Amount
					Accounting Code	Allocation Comment
12/03/2021	SO. CHAMPAIN TAXI REMONT, QC LL	\$44.00	\$1.91	\$3.82	CAD	44.00
12/06/2021		\$44.00	\$1.91	\$3.82	23(1)(b)	Airport transfer - Montreal

BLUE LINE TAXI OTTAWA
619-238-1111

PURCHASE

VEHICLE ID 0494
DRIVER ID 00052574
TRIP NUMBER 1393
11/28/2021 16:19
START: 16:19 END: 16:19

FARE AMOUNT \$ 20.00
TOTAL CAD \$: 20.00

AID: A000000031010
APPLICATION NAME Visa Credit
VISA XXX
APPROVED 000
Approval Code 098204
RESP CD 00
TVR : 000000000
TSI : E800
TC : C058ABF01E7AAC00
VAL CODE: 00M1
TRN REF #: 581332767680130
ENTRY METHOD CONTACT CHIP (C)

23(1)(b)

PASSENGER COPY

Description: _____

INQUIRY@TAXITAB.COM

BLUE LINE TAXI OTTAWA
613-238-1111

PURCHASE

VEHICLE ID 0390
DRIVER ID 00051471
TRIP NUMBER 4117
11/28/2021 21:06
START: 21:05 END: 21:06

FARE AMOUNT \$ 20.00
TOTAL CAD \$: 20.00

AID: A000000031010
APPLICATION NAME Visa Credit
VISA XXX
APPROVED 000
Approval Code 098808
RESP CD : 00
TVR : 000000000
TSI : E800
TC : BF01CC00469D58F7
VAL CODE: VPNG
TRN REF #: 301333075614568
ENTRY METHOD CONTACT CHIP (C)

23(1)(b)

PASSENGER COPY

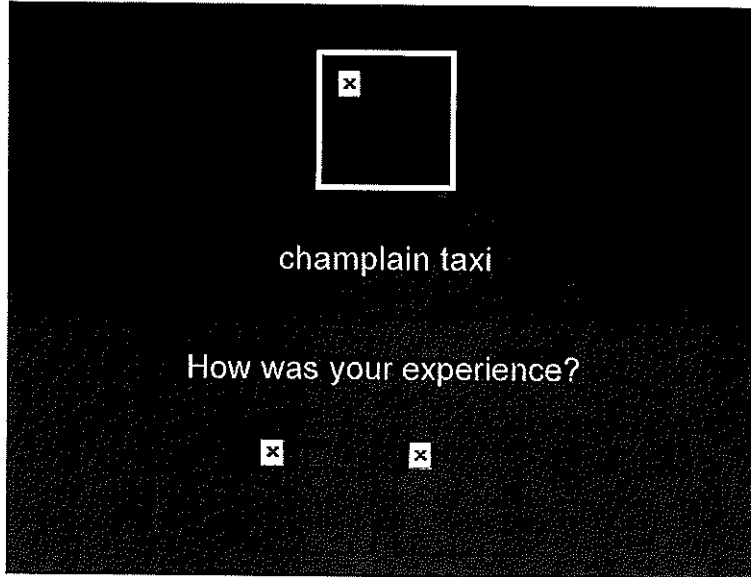
Description: _____

INQUIRY@TAXITAB.COM

Lea, Laurel

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From: champlain taxi via Square <receipts@messaging.squareup.com>
Sent: December 3, 2021 5:36 PM
To: Lea, Laurel
Subject: Receipt from champlain taxi



\$44.00

Custom Amount	\$41.00

Purchase Subtotal	\$41.00
Tip	\$3.00

Total	\$44.00

23(1)(b) champlain taxi

Visa	hip)	2021-
VISA		12-03-
LAUREL LEA		16:29
		#BG3c
		Auth
		code:
		027463

AID: A0000000031010