



Employee Travel Expense Form

Claimant Name		Department	Authorized by (must not be claimant)		Vendor ID
Hilary Woodward		Office of the Executive Financial Officer	Name: [Redacted]		
[Redacted] Sign Here			[Redacted] Sign Here		30-Mar-20
Claimant Signature		Employee Authority Signature			Date
Purpose of the Trip: 2019 Canadian Association of Parliamentary Administrators (CAPA) Conference					
Date of Transaction	Description				Balancing Total
12-Aug-19 ①	Taxi from home to YYJ		\$65.78		\$65.78
12-Aug-19	WestJet Flights from YYJ to YYZ (return)		\$782.41		\$782.41
12-Aug-19 ②	Baggage Fee (YYJ)		\$31.50		\$31.50
12-Aug-19 ③	UP Express: YYZ to [Redacted]		\$12.35		\$12.35
12-Aug-19 ④	Taxi from [Redacted] to Hotel		\$10.00		\$10.00
12-Aug-19	Full per diem		\$61.00		\$61.00
12-Aug-19	Hotel Room Charge		\$251.85		\$251.85
13-Aug-19	Dinner & incidentals		[Redacted]		[Redacted]
13-Aug-19	Hotel Room Charge		\$251.85		\$251.85
14-Aug-19	Incidentals		\$14.50		\$14.50
14-Aug-19	Hotel Room Charge		\$251.85		\$251.85
15-Aug-19	Incidentals		\$14.50		\$14.50
15-Aug-19	Hotel Room Charge		\$251.85		\$251.85
16-Aug-19 ⑤	Taxi from Hotel to [Redacted]		\$10.50		\$10.50
24-Aug-19	Full per diem		\$61.00		\$61.00
24-Aug-19 ⑥	UP Express [Redacted] to YYZ (missing receipt)		\$12.35		\$12.35
24-Aug-19 ⑦	Baggage Fee (YYZ)		\$31.50		\$31.50
24-Aug-19 ⑧	Taxi from YYJ to home		\$75.00		\$75.00
12-Aug-19	Conference Registration Fees		\$500.00		\$500.00
					\$0.00
TOTAL			\$0.00	\$0.00	[Redacted]
GST 3.85%			\$0.00	\$0.00	[Redacted]
FMR info Sub-total to STOB			\$0.00	\$0.00	[Redacted]



eTicket Receipt

Prepared For
WOODWARD/HILLARY C MS

RESERVATION CODE	[REDACTED]
ISSUE DATE	15Jul19
TICKET NUMBER	[REDACTED]
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	[REDACTED]

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
12Aug19	WESTJET WS [REDACTED]	VICTORIA BC, CANADA Time [REDACTED]	CALGARY INTL AB, CANADA Time [REDACTED]	Class ECONOMY Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis KCUD0EQS Not Valid Before 12AUG19 Not Valid After 12AUG19
12Aug19	WESTJET WS [REDACTED]	CALGARY INTL AB, CANADA Time [REDACTED]	TORONTO ON, CANADA Time [REDACTED] Terminal TERMINAL 3	Class ECONOMY Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis KCUD0EQS Not Valid Before 12AUG19 Not Valid After 12AUG19
24Aug19	WESTJET WS [REDACTED]	TORONTO ON, CANADA Time [REDACTED] Terminal TERMINAL 3	EDMONTON INTL AB, CANADA Time [REDACTED]	Class ECONOMY Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis LCVF4EQS Not Valid Before 24AUG19 Not Valid After 24AUG19
24Aug19	WESTJET WS [REDACTED]	EDMONTON INTL AB, CANADA Time [REDACTED]	VICTORIA BC, CANADA Time [REDACTED]	Class ECONOMY Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis LCVF4EQS Not Valid Before 24AUG19 Not Valid After 24AUG19

Allowances

<p>Baggage Allowance</p> <p>YYJ to YYZ - 0 Pieces WESTJET</p> <p>Prices of additional baggage pieces:</p>

1. 30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
 2. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
- YYZ to YYJ - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. 30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
2. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

YYJ to YYC , YYC to YYZ , YYZ to YEG , YEG to YYJ - 1 Piece (WS - WESTJET)

Carry On Charges

YYJ to YYC , YYC to YYZ , YYZ to YEG , YEG to YYJ - (WS - WESTJET)

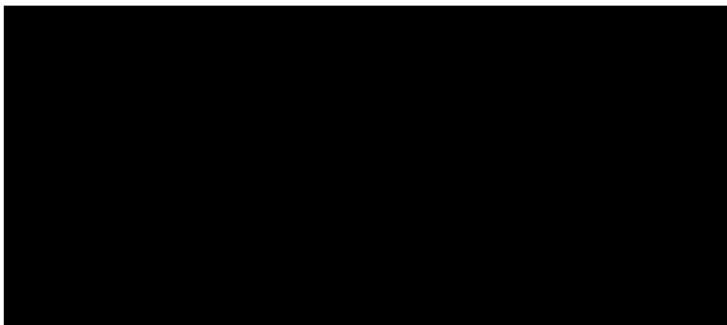
Payment/Fare Details

Form of Payment	CREDIT CARD - VISA : XXXXXXXXXXXXX [REDACTED] CAD 333.99
	TRAVEL BANK : XXXXXXXXXXXXX [REDACTED] CAD 448.42
Fare Calculation Line	YYJ WS X/YYC WS YTO351.00WS X/YEA WS YYJ292.00CAD643.00END
Fare	CAD 643.00
Taxes/Fees/Carrier-Imposed Charges	CAD 46.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 35.16 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 40.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 3.25 RC2 (HARMONIZED SALES TAX (HST))
	CAD 0.75 XG9 (GOODS AND SERVICES TAX (GST))
Total Fare	CAD 782.41


Positive identification required for airport check in

Notice:

QST # [REDACTED] GST # [REDACTED]



Ms Hilary Woodward
 614 Government St
 Victoria BC V8V 1X4
 Canada


Room: 
 Folio:
 Cashier: 645
 Arrival: 08/12/19
 Departure: 08/16/19
 Reference:
 Booking Ref. #:
 A/R Invoice:
 A/R Account:

Legislative Assembly of ON

Group: Legislative Assembly of ON

Date	Description	Additional Information	Charges	Credits
08/12/19	Room Charge		218.25	} 251.85
08/12/19	Room - HST 13%		24.93	
08/12/19	Municipal Accommodations Tax		7.67	
08/12/19	MAT - HST		1.00	
08/13/19	Room Charge		218.25	} 251.85
08/13/19	Room - HST 13%		24.93	
08/13/19	Municipal Accommodations Tax		7.67	
08/13/19	MAT - HST		1.00	
08/14/19	Room Charge		218.25	} 251.85
08/14/19	Room - HST 13%		24.93	
08/14/19	Municipal Accommodations Tax		7.67	
08/14/19	MAT - HST		1.00	
08/15/19	Room Charge		218.25	} 251.85
08/15/19	Room - HST 13%		24.93	
08/15/19	Municipal Accommodations Tax		7.67	
08/15/19	MAT - HST		1.00	
08/16/19	Visa			1,007.40

Total	1,007.40	1,007.40
Balance Due	0.00	CDN

HST Summary	
Registration No.:	
Room	103.72
F&B	0.00
Other	0.00
Total	103.72

Legislative
Assembly
of Ontario



Assemblée
législative
de l'Ontario

Receipt

August 12, 2019

Conference Registration Fees

Re: 19th Annual Conference of the Canadian Association of Parliamentary Administration
Toronto, August 12th to 16th, 2019

Delegate Fee:
Hilary Woodward
Executive Financial Officer
British Columbia

LEGISLATIVE ASSEMBLY
BLDG-GIFT
0 QUEEN'S PARK -
LEGLISLA
TORONTO ON

\$500.00

Paid in full

CARD ***** [REDACTED]
CARD TYPE VISA
DATE 2019/08/12
TIME 0690 [REDACTED]
RECEIPT NUMBER
C84106995-001-001-763-0

PURCHASE
TOTAL

\$500.00

VISA CREDIT
A0000000031010
A71062E512BC22F5
0080008000-E800
FF0238E0602AB1C3
0080008000-F800

APPROVED

AUTH# 086033 01-027
THANK YOU

CARDHOLDER COPY

Aug 12, 2019

BLUEBIRD CABO #44
2612 QUADRA ST
VICTORIA BC

CARD ***** [REDACTED]
CARD TYPE VISA
DATE 2019/08/12
TIME 5667 [REDACTED]
RECEIPT NUMBER
C85068642-001-962-001-0

PURCHASE
AMOUNT \$59.80
TIP \$5.98
TOTAL
\$65.78

VISA CREDIT
A0000000031010
CB6AD45E52B98274
0080008000-E800
8EBFC965F06F3701
0080008000-F800

APPROVED

AUTH# 012310 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE. 250.382.2222

CREDIT CARD RECEIPT

UP Express Pearson TVM
MISSISSAUGA, ON
U0404

TYPE: PURCHASE
ACCT: VISA
AMOUNT: [REDACTED] CAD
CARD#: [REDACTED]
DATE/TIME: 19/08/12 [REDACTED]
REF #: 66412038 0010011780 C
AUTHOR. #: 086782
VISA CREDIT
A0000000031010
0080008000 F800

CHIP CARD - VERIF. BY PIN
INVOICE #: 063303329367
01 / 027
APPROVED - THANK YOU

-- IMPORTANT --

Retain this copy for your records
*** CUSTOMER COPY ***

[REDACTED]

12.35 ADULT FARE
ONLY BEING
CLAIMED

(3)

RECEIPT

Cab No. _____ H.S.T. _____
From [REDACTED]
To [REDACTED]
Date _____ Amount **10.00**
Signature [REDACTED]

(4)

WOODWARD/HILLARY C M
NOT VALID FOR
**TRANSPORTATION*

YYJYYC-WS YYCYYZ-WS
01 FIRST BAG FEE

CAD 30.00
XG 1.50
NA
NA
CAD **31.50**

PASSENGER RECEIPT 1
12AUG19 21000464
YYJ 4HC /VICTORIA BC

PSGR TICKET [REDACTED]
30.00

FP BAXXXXXXXXXX [REDACTED] 021839

1 REFUNDABLE ONLY WITH
CA RELATED FLIGHT CPN
RETAIN THIS RECEIPT
6 THROUGHOUT YOUR
JOURNEY

FOR CONDITIONS OF
CONTRACT - SEE
PASSENGER TICKET AND
BAGGAGE CHECK

NOT VALID FOR TRAVEL

(2)

AUG 16 + 24, 2020

SUKHI TAXI
318 GREENWOOD AVE
TORONTO, ON. M4L 2R8
416-465-7035

SALE

REF#: 00000014

Batch #: 051
08/16/19
APPR CODE: 062694
Trace: 14
VISA

Chip
us/ps

AMOUNT \$9.25
TIP \$1.25
TOTAL \$10.50

APPROVED

VISA CREDIT
AID: A0000000031010
TVR: 00 80 00 80 00
TSI: F8 00

THANK YOU / MERCI
CUSTOMER COPY

(M)

YELLOW CAB
817 FISGARD STREET V8W1R9
VICTORIA BC
21852400
GH2185240093

**** PURCHASE ****

08-24-2019
Acct # ***** C
Card Type VI
Name: HILARY WOODWARD
A0000000031010 VISA CREDIT

Operator: 193
Trace # 3763
Inv. # 2
Auth # 045432 RRN 001415001

Purchase \$66.00
Tip \$9.00
Total \$75.00

(001) APPROVED-THANK YOU

Retain this copy for your records
Customer Copy

www.yellowcabvictoria.com
250-381-2222

Missing
UP Express
Receipt
(from [redacted]
to YYZ)
Adult Fare: \$12.35
(see Aug 12/19
receipt)

(8)

(6)



PAYMENT RECEIPT/RECU DE PAIEMENT

Name/Nom
WOODWARD/HILLARY

Description

FIRST BAG [redacted]

Fee/Frais
(CAD)

\$30.00

GST/TPS

1.50

\$30.00

1.50

Total
(CAD)

31.50

31.50

Date
24 AUG 19 [redacted]

Total (CAD)
WOODWARD/HILLARY C
\$30.00 \$1.50

(7)

RECEIPT/RECU 1/1
VI XXXXXXXXXXXX [redacted] 0821
AUTH 082037

GST/TPS No. [redacted]
QST/TVQ No. [redacted]

KIOSK ID
YYZ3KD42