


Michelle Seguin (VP, Corporate Services) - 2010/11 1st Quarter Expense Report
 April 1, 2010 to June 30, 2010

Date	Purpose	Cost
03-May-10	Institute of Chartered Accountants of Ontario Annual Fee	
	Accommodation	\$0.00
	Hospitality	\$0.00
	Meals	\$0.00
	Transportation	\$0.00
	Other	\$1,018.50
	Total	\$1,018.50

Summary of Expenses	
Accommodation	\$0.00
Hospitality	\$0.00
Meals	\$0.00
Transportation	\$0.00
Other	\$1,018.50
Total Expenses (Q1 - 2010/11)	\$1,018.50

Signature: _____ **Date:** _____

**STATEMENT OF TRAVELLING AND
OUT-OF-POCKET EXPENSES**

FOR PROVINCIAL OFFICE USE		CERTIFIED CORRECT	
<p>APPROVED _____</p> <p> _____</p> <p>LEGAL AID ONTARIO AIDE JURIDIQUE ONTARIO</p>	<p>_____ SIGNATURE</p> <p>_____ TITLE</p>	<p><i>May 5/10</i></p> <p>_____ DATE</p>	<p>_____ SUPERVISOR'S SIGNATURE</p>

SUMMARY OF POLICY & GUIDELINES FOR ALLOWABLE EXPENSES

Policy

- A "Statement of Travelling and Out-of-Pocket Expenses" must be completed for all claims and submitted to the Controller within 30 days
- Include the appropriate Expense Code for each item. The most commonly used out-of-pocket codes are:
 - Travel 61100
 - Meetings/Conferences 61410
- Sign the form and attach all receipts for expenses incurred
- Have the form signed by your Manager, Area Director or Area Office Administrator
- For expenses incurred in relation to travel for other departments or for training or meetings held by other departments, forward the Expense Form to that department head at Provincial Office approval and allocation to that department budget

Transportation

- Mileage is reimbursed for legal aid business, excluding travel from home to your normal office location and back again, at a rate of:
 - 30.0 ¢/km in Southern Ontario and 30.5 ¢/km in Northern Ontario
 - Northern Ontario includes Algoma, Cochrane, Kenora, Manitoulin and Sudbury, Nipissing, Parry Sound, Rainy River, Temiskaming, Thunder Bay and a portion of Renfrew
- For other travel, use the most economical mode taking into consideration the purpose and urgency of the travel, comfort and the distance to be travelled
- Costs for parking, toll bridges, ferries and highways will be reimbursed
- Receipts are required for taxis, car rentals, air, rail and bus fares

Accommodation

- Request the government or corporate rate when booking accommodation
- Reimbursement is for single accommodation costs including room, taxes, parking and telephone
- The maximum meal allowances (for meals not covered at a conference/meeting) are:
 - \$10.00/day for breakfast

Michelle Séguin

From: custserv@icao.on.ca
Sent: May 3, 2010 12:27 PM
To: Michelle Séguin
Subject: Institute of Chartered Accountants of Ontario Purchase Confirmation

Thank you for paying your Institute of Chartered Accountants of Ontario Annual Fees. Please save this for reference in case you have any questions about this transaction. A recap is provided below.

Attendee: Ms. Michelle A. Seguin, CA
Attendee ID: 043188
Title: Vice President, Corporate Services
Company: Legal Aid Ontario
Company ID: 334395
Registrant Class:
Event Tax: \$0.00
*Total Charges: \$1,018.50
Charged to CC: XXXXXXXXXXXX5351

*total charges include everything paid for in this transaction including dues, buying products, events, registering for multiple events and registering multiple people for events.

=Authorization=====

Authorization Code: 083756
Order-ID: 20100503122700MICHELLE043188VSJP4FEFC99E

=Annual Fees=====

Annual Fees Total: \$1,018.50
Pay Date: 03/05/2010
Summary: Annual Membership Fee - ICAO, Annual Membership Fees - CICA, Annual Membership Fees - GST/HST

*Event Address:

Thanks again for paying your Annual Fees.

Institute of Chartered Accountants of Ontario



- THE INSTITUTE
- SERVING THE PUBLIC
- CAs
- CA FIRMS/CATOs
- CA STUDENTS/EDUCATION
- ADMIS

Annual Membership Fees Home

AMF L

AMF

Purchase Detail

other c

Michelle A. Seguin
ID: 043188

You may print this page for your records.

Instructions

What's New

CPD Declaration

Benefits of Membership

Payment Options

Fee Guide

01 - \$1,018.50

02 - \$750.75

03 - \$535.50

04 - \$267.75

05 - \$52.50/ Retirement
Reductions

Parenting/Family Care

University Attendance

New Members

Optional Payment

CA Designated Specialist

Waivers/Deferrals

Policy for Waivers and
Deferrals

Medical Grounds

Unemployment/Financial
Reasons

Humanitarian/Religious/
Community Service

PhD Accounting Program

Resignations

Item

Co

Annual Fees

Annual Membership Fee - ICAO, Annual Membership Fe	\$ 1.
Total	\$ 1.