

**Michelle Seguin (VP, Corporate Services) - 2012/13 2nd Quarter Expense Report**  
 July 1, 2012 to September 30, 2012

Date	Purpose	Cost
07-Sep-12	<b>Booked flight for trip to Thunder Bay to attend Northwest District Clinic Compensation Framework meeting Oct 9th</b>	
	Accommodation	\$0.00
	Hospitality	\$0.00
	Meals	\$0.00
	Transportation	\$322.32
	Other	\$0.00
	<b>Total</b>	<b>\$322.32</b>
13-Sep-12 to 14-Sep-12	<b>Trip to Windsor to attend Clinic Compensation Funding Framework Meeting</b>	
	Accommodation	\$123.17
	Hospitality	\$0.00
	Meals	\$24.75
	Transportation	\$0.00
	Other	\$0.00
	<b>Total</b>	<b>\$147.92</b>
19-Sep-12 to 20-Sep-12	<b>Trip to Sudbury to attend Clinic Compensation Funding Framework Meeting</b>	
	Accommodation	\$116.39
	Hospitality	\$0.00
	Meals	\$22.09
	Transportation	\$0.00
	Other	\$0.00
	<b>Total</b>	<b>\$138.48</b>
26-Sep-12	<b>Trip to Hamilton to attend Clinic Compensation Funding Framework Meeting</b>	
	Accommodation	\$0.00
	Hospitality	\$0.00
	Meals	\$13.55
	Transportation	\$15.30
	Other	\$0.00
	<b>Total</b>	<b>\$28.85</b>
27-Sep-12	<b>Trip to London to attend Clinic Compensation Funding Framework Meeting</b>	
	Accommodation	\$0.00
	Hospitality	\$0.00
	Meals	\$20.00
	Transportation	\$0.00

Other	\$0.00
<b>Total</b>	<b>\$20.00</b>

<b>Summary of Expenses</b>	
Accommodation	\$239.56
Hospitality	\$0.00
Meals	\$80.39
Transportation	\$337.62
Other	\$0.00
<b>Total Expenses (Q2 - 2012/13)</b>	<b>\$657.57</b>

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**MONTHLY EXPENSE CLAIM**

NAME: Michelle Seguin, Vice-President and CAO (Clinic Compensation Framework Consultations with Executive Directors and Board Members)														
DATE	DETAILED DESCRIPTION OF EXPENSE (Include Purpose, Place, # of people, Names & Titles)	EXPENSE CODE	COST CENTRE	PROJECT	PROGRAM	DUTY COUNSEL CODE	HOTEL	HOSPITALITY	MEALS	TRANSPORT	OTHER	KMS		AMOUNT
												S \$0.40	N \$0.41	
Sept. 13/12	Dinner at Taza Mediterranean Grill following Clinic Compensation Funding Framework Meeting in Windsor, Ontario (\$16.00 included in hotel statement)	61100	830010						16.00					16.00
Sept. 14/12	Breakfast at Caesars Windsor Legends Sports Bar prior to returning to Toronto following Clinic Compensation Funding Framework Meeting	61100	830010						8.75					8.75
Sept. 14/12	Caesars Windsor Hotel - accommodation during Clinic Compensation Funding Meeting in Windsor (Sept. 13/12) - includes dinner at Taza Mediterranean Grill listed above	61100	830010				123.17							123.17
Sept. 19/12	Lunch at Tim Horton's in Parry Sound enroute to Sudbury Clinic Compensation Funding Framework Meeting	61100	830010						7.09					7.09
Sept. 19/12	Dinner at M.I.C. Canadian Eatery & Whisky Pub following Sudbury Clinic Compensation Funding Framework Consultation	61100	830010						15.00					15.00
Sept. 20/12	Accommodation at Fairfield Inn and Suites by Marriott during Sudbury Clinic Compensation Funding Framework Consultation	61100	830010				116.39							116.39
Sept. 26/12	Travel to Oakville via GO Train to meet Janet Budgell to travel to Milton for Courthouse tour; then to Hamilton for Clinic Compensation Funding Framework Consultation	61100	830010							15.30				15.30
Sept. 26/12	Dinner in Hamilton Prior to Hamilton Clinic Compensation Funding Framework Consultation	61100	830010						13.55					13.55
Sept. 7/12	Porter Flight to Thunder Bay/return to attend Northwest District Clinic Compensation Framework meeting in Thunder Bay (October 9, 2012)	61100	830010								322.32			322.32
Sept. 27/12	Dinner at Crabby Joe's Tap and Grill prior to Clinic Compensation Funding Framework Consultation in London	61100	830010						20.00					20.00
<p>** By signing this expense claim it is understood that the supervisor and/or manager who approves this claim have read and understands Legal Aid Ontario's Travel, Meal and Hospitality Expenses Policy. The supervisor and/or manager acknowledges that by signing this expense claim it is in compliance with the policy.</p> <p>NOTE: PLEASE ATTACH ALL ORIGINAL RECEIPTS WITH YOUR CLAIM BY THE 15th OF MONTH FOLLOWING THE MONTH THE EXPENSES WERE INCURRED.</p>												SUBTOTAL		657.57
												(LESS ADVANCE)		
												TOTAL		657.57
FOR PROVINCIAL OFFICE USE						CERTIFIED CORRECT								
APPROVED			SIGNATURE			DATE			SUPERVISOR'S SIGNATURE					
DATE			TITLE			OCT 18 2012			[Redacted Signature]					

10/22/12

1

Taza Mediterranean G  
377 Riverside Dr. E., Windsor  
HST #841557853 RT0001  
9/13/2012 17:19

Check: [REDACTED]  
Server: Kristen S  
Terminal: 271

Regular Check  
1 FOOD/NA BEVERAGE 13.56  
Subtotal 13.56  
Tip 2.44  
Total 16.00

Room Charge 16.00  
[REDACTED]  
GRAND TOTAL 32.00

T271 C228 9/13/2012 17:20

TR#  
Reward Credits redeem at 2:1  
Photo ID required upon request

DINNER

2

Caesars Windsor  
377 Riverside Dr. E., Windsor  
HST #127071728 RT0002  
9/13/2012 6:10

Legends Sports Bar  
Check: [REDACTED] Table: 42  
Server: Marian Guests: 1  
Terminal: 39

Regular Check  
1 GRAND SLAM BRKFS 3.99  
1 COFFEE 2.62  
Subtotal 6.61  
HST 0.86  
Total 7.47

Guest Check

Gratuity

Total \$8.75

Room#

TR#

Print Name

X  
Signature  
Photo ID required upon request

BREAKFAST

3

CI: WCLAHARDAK 9/13/12 3:01 PM  
CO: WCLCDURAN1 9/14/12 5:47 AM

Arrival Date: 9/13/12  
Departure Date: 9/14/12



377 Riverside Drive East, Windsor, Ontario N9A 7H7  
Tel: (519) 258-7878 Fax: (519) 985-5800  
FOR RESERVATIONS CALL 1-800-991-8888

Name: MICHELLE SEGUIN

Address: 40 DUNDAS ST W

TORONTO M5G 2H1

Group Code:

Casino ID:  
Room #: WT 1758

Resv ID: [REDACTED]  
Folio ID: [REDACTED]

Page: 1

Date	Reference	Description	Charges	Credits	Balance
09/13/12	WT 1758	ROOM CHARGE WT 1758	109.00		<i>Total Room Charge</i>
		HST	14.17		
09/13/12	2716222	TAZA MEDITERRANEAN GRILL	* 16.00		
		[REDACTED]			
09/14/12		FD VISA *****5184		139.17	
		SUMMARY OF CHARGES			
		ROOM	109.00		
		FOOD	13.56		
		HST	14.17		
		TIP	2.44		
		<i>* Please See attached receipts</i>			
					.00

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.  
Merchandise or services purchased on this credit card are not eligible for cash refunds. A credit will be processed to the credit card.

④ Sudbury Class  
Comp. Mtg LUNCH.

**Tim Hortons.**

113 Bowes St.  
Parry Sound ON P2A 2L8  
705-746-7198

1 Sandwich Combo		(\$0.67)
1 Regular Ham + Swiss		\$4.09
1 Whole Wheat Bun /Sandwich		\$0.00
1 Toasted		\$0.00
1 Large Tea		\$1.71
1 Milk		\$0.00
1 Cran/Blue Bran - Muffin		\$1.15
Subtotal:		\$6.28
HST:	\$0.31 HST 1:	\$0.50
HST Total:		\$0.81
GrandTotal:		\$7.09
CASH:		.....

Eat In # 486 100 Cashier

It was great seeing you today! Thanks for your visit!

How did we do?

Visit [www.telltimhortons.com](http://www.telltimhortons.com)

Receipt # : 4345024

GST/HST #868419292

Guest Copy

REPRINT RECEIPT

⑤ Sudbury Class  
Comp Mtg DINNER

H. I. ...  
200 Falconbridge Rd  
Sudbury, On  
P3A 5K3  
GST#123390718

Table #38 -7

Trans#: [REDACTED] Serv: MACKIE  
# Cust: 1

Quan	Descript	Cost
1	Taco Salad	\$11.99
1	TownPlace Suites	(\$1.20)
Net Total:		\$10.79
HST		\$1.56

**TOTAL :**  
Food: \$11.99  
TIP 2.65  
Coupons: \$1.20  
**TOTAL 15.00**  
Thank You For Your Business

6

Fairfield Inn & Suites by Marriott  
Gst 823 392 477 Rp001

490 Barrydowne Rd  
Sudbury On P3a 3t3  
705.560.0111



M. Seguin

Room: 207  
Room Type: QNQN  
Number of Guests: 1  
Rate: \$103.00  
Clerk:

Arrive: 19Sep12 Time: 07:38PM Depart: 20Sep12

Time: [Redacted]

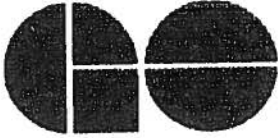
Date	Description	Charges	Credits
19Sep12	Room Charge	103.00	
19Sep12	Harmonized Sales Tax	13.39	
20Sep12	Visa		116.39
	[Redacted]		
	<b>Balance:</b>	<b>0.00</b>	

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

As requested, a final copy of your bill will be emailed to you at: [Redacted] See "Internet Privacy Statement" on Marriott.com.

*Sudbury Place Comp mty*

7



Trx Location:  
Device ID:  
Device TSN:  
Operator #:  
Trx Date:  
Trx Time:

UNION  
528B9  
1480  
1503  
09/26/2012  
11:26:00

**ADULT  
DAY PASS  
UNION  
to  
BRONTE  
09/26/2012  
11:26:00**

**\$ 15.30**

NOT TRANSFERABLE  
NOT REFUNDABLE  
Sold subject to  
Metrolinx By-Law No.2  
and Passenger Tariff.  
Valid for an unlimited  
number of trips  
for transportation  
between the locations  
marked on the pass  
and only on  
the date shown.

8

The London Tap House

5001 Dave F

Chk 7619	Qty	Rate	Gst 0
	1	Scallop Shrimp	12.00
		Subtotal	12.00
		12.00 @ 13% HST	1.56
		Amount Due	13.56

The London Tap House  
Thank You!





Contact Passenger Details Seat Selection Payment **Itinerary**

## Booking Information

You will need to provide this information with proof of identification for access to the items on your itinerary.

Status: **Confirmed**  
Confirmation number: XXXXXXXXXX  
Booking date: **Friday, September 07, 2012**

## Flight Details

### Departing Flight

**Toronto (YTZ) to Thunder Bay (YQT)**

October-09-12 Flight PD 633 Depart from Toronto (YTZ) at 10:20 AM  
Bombardier Q400 Arrive in Thunder Bay (YQT) at 12:20 PM

### Returning Flight

**Thunder Bay (YQT) to Toronto (YTZ)**

October-09-12 Flight PD 640 Depart from Thunder Bay (YQT) at 7:30 PM  
Bombardier Q400 Arrive in Toronto (YTZ) at 9:20 PM

### Auto Check-in

No need to check-in; Auto Check-in will do it for you!

Prior to departure, Porter will issue a print friendly version and an electronic version of your boarding pass. It will be attached to the Flight Reminder sent to the email address on file. Before arriving at the airport, please print a paper copy of your boarding pass or verify that you are able to view the electronic version of the boarding pass on your [internet enabled mobile device](#).

Not all reservations are eligible for Auto Check-in; please visit [Auto Check-in](#) for further details.

### Seat Selection

Firm fare reservations will be charged \$15 CAD/USD plus tax, per flight, per seat, for seat selection. There is no additional charge for Flexible or Freedom fare.

### Premium Seats

Firm fare reservations will be charged \$30 CAD/USD plus tax, per flight, per seat, for [Premium Seat](#) selection. Flexible and Freedom fares will be charged \$15 CAD/USD plus tax, per flight, per seat. Seat selection fees are non-refundable.

Visit [My Bookings](#) to pre-select a seat more than 24 hours before a flight. After you have been Auto Checked-in and a seat has been assigned, visit [Web Check-in](#) to change seats.

You can select your seat preferences (aisle or window and the area of the plane) through your VIPorter account. We

will attempt to accommodate your preferences when automatically assigning seats.

For operational reasons, Porter reserves the right to change seats at any time.

## Contact Information

**Address**

**Ms. MICHELLE SEGUIN**



**Phone number(s)**

Home :



**Email address(es)**



## Passenger Details

**Passenger Details**

<b>1. MICHELLE SEGUIN</b>	<b>Adult</b>	<b>Female</b>
Flight #/Seat #: 633/NA 640/NA		

## Payment

**Summary**

<b>Details</b>	<b>Charge</b>
Base Fare	\$ 410.00
SLAM Discount	\$ -205.00
NAV and Surcharges	\$ 46.00
Air Traveller Security Charge	\$ 14.24
Airport Improvement Fee	\$ 20.00
Harmonized Sales Tax	\$ 37.08
<b>Total Fare Price</b>	<b>\$ 322.32 CAD</b>

**Payment Details**

<b>Details</b>	<b>Status</b>	<b>Charge</b>
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Credit Card - VI	(approved)	\$ 322.32
<b>Amount Paid</b>		<b>\$ 322.32 CAD</b>

## Fare Rules

### Departing Flight

#### Firm

Changes or cancellations are permitted ( subject to seat availability, fare difference and applicable taxes ) up to 1 hour prior to departure time for a fee of \$75 (CAD/USD) per passenger per segment change plus any fare difference and applicable taxes.

Same-day changes are permitted at the airport only. A \$150 (CAD/USD) flat fee applies ( subject to availability and applicable taxes ).

Same-day changes are permitted at the airport for travel between Toronto and Montréal or Ottawa for a \$75 (CAD/USD) flat fee per direction plus applicable taxes, subject to availability.

Cancelled flights are credited ( less change fee ) for future Porter flights. Credit for future Porter flights is valid for 12 months from issuance of credit.

Advanced seat selection is available for \$15 (CAD/USD) per segment plus applicable taxes.

Eligible VIPorter members earn 375 VIPorter Points per one-way Firm fare flight.

Tickets are non-transferable.

No-shows are not permitted, and result in the forfeit of the full amount of the fare at departure time.

### Returning Flight

#### Firm

Changes or cancellations are permitted ( subject to seat availability, fare difference and applicable taxes ) up to 1 hour prior to departure time for a fee of \$75 (CAD/USD) per passenger per segment change plus any fare difference and applicable taxes.

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CRABBY JOE'S TAP & GRILL  
557 WELLINGTON ROAD N6C4R3  
LONDON ON  
22101261

Crabby Joe's Tap & Grill  
557 Wellington Road South  
London, ON  
519.686.7888  
HST824098701  
www.crabbyjoes.com

++++ PURCHASE ++++  
09 17:35:32

Name: MICHELLE SEGUIN

Trace # [redacted] Operator 100  
FB2210126102

Inv. # 15

Purchase \$17.70  
Tip \$2.30  
Total \$20.00

( 00 ) APPROVED-THANK YOU

Retain this copy for your records  
Customer copy

100 AM Bar

Tbl 51/1 Chk 5359 Gst 0  
Sep27'12 04:46PM  
\*\*\* Memo Check \*\*\*

SEAT:3

1 Berry Salad 10.99  
1 Add Grill 3.99  
1 Side Bud 0.69  
Subtotal 15.67  
HST 2.03  
Total Due 17.70

Sun Kids Eat Free  
Mon \$11 Moosehead Pitchers  
Tue Whistle & Wing Day  
Wed \$3.50 Coronas 9.99 Fajitas  
Thu \$11 Domestic Pitchers  
Fri \$4 Martinis  
Daily 9PM- lose 1/2 Price Apps  
\*some restrictions may apply

PLEASE PAY YOUR SERVER  
NEW ON TAP!!  
Moosehead & Steam Whistle