

Michelle Seguin (VP & CAO) - 2014/15 4th Quarter Expense Report
 January 1, 2015 to March 31, 2015

Date	Purpose	Cost
19-Feb-2015 - 20-Feb-2015	Travel to Ottawa on Feb 19th and return to provide overview of Legal Aid Services to Attorney General on Feb. 20th.	
	Accommodation	\$0.00
	Hospitality	\$0.00
	Meals	\$0.00
	Transportation	\$213.10
	Other	\$0.00
	Total	\$213.10

21-Feb-15	Taxi from accommodation in Ottawa to railway station for return to Toronto. Breakfast prior to return to Toronto following meeting with Attorney General.	
	Accommodation	\$0.00
	Hospitality	\$0.00
	Meals	\$8.20
	Transportation	\$16.51
	Other	\$0.00
	Total	\$24.71

Summary of Expenses	
Accommodation	\$0.00
Hospitality	\$0.00
Meals	\$8.20
Transportation	\$229.61
Other	\$0.00
Total Expenses (Q4 - 2014/15)	\$237.81

Signature: _____ **Date:** _____

Michelle Seguin (VP & CAO) - Addendum to 2014/15 4th Quarter Expense Report

This addendum contains expenses incurred in the 3rd quarter of FY14-15 that have been submitted in the 4th quarter

Date	Purpose	Cost
21-Oct-14	Dinner in Thunder Bay while attending Northwest Pension Planning Day	
	Accommodation	\$0.00
	Hospitality	\$0.00
	Meals	\$15.80
	Transportation	\$0.00
	Other	\$0.00
	Total	\$15.80

05-Nov-14	Travel by Taxi to 50 John Street to attend GTA New Managers Orientation.	
	Accommodation	\$0.00
	Hospitality	\$0.00
	Meals	\$0.00
	Transportation	\$10.00
	Other	\$0.00
	Total	\$10.00

Summary of Expenses

Accommodation	\$0.00
Hospitality	\$0.00
Meals	\$15.80
Transportation	\$10.00
Other	\$0.00
Total Expenses (Q4 - 2014/15)	\$25.80

MONTHLY EXPENSE CLAIM

NAME: Michelle Seguin, Vice-President and CAO																	
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				
Feb 19/15	VIA Rail - train from Toronto to Ottawa/return to provide overview of Legal Aid Services to Madeleine Meilleur, M.P.P., Ottawa-Vanier/Attorney General (Feb. 20, 2015)	61100	830010							197.75				197.75			
Feb. 19/15	Taxi from Ottawa railway station to accommodation in Ottawa (no charge for accommodation) for meeting with Attorney General at Constituency Office	61100	830010							15.35				15.35			
Feb 21/15	Taxi from accommodation in Ottawa to railway station for return travel to Toronto, following meeting with Attorney General	61100	830010							16.51				16.51			
Feb. 21/15	Breakfast prior to return to Toronto following meeting with Attorney General	61100	830010						8.20					8.20			
														0.00			
														0.00			
														0.00			
														0.00			
<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>												<p>#245954</p>		<p>SUBTOTAL 263.61</p>			
												<p>(LESS ADVANCE)</p>					
<p>FOR PROVINCIAL OFFICE USE</p>												<p>CERTIFIED CORRECT</p>		<p>TOTAL 263.61</p>			
<p>APPROVED</p> <p><u>March 25/15</u></p> <p>DATE</p>												<p>SIGNATURE</p> <p><u>CSB</u></p> <p>TITLE</p>		<p>CLAIMANT'S SIGNATURE</p> <p>[Redacted]</p>		<p>SUPERVISOR'S SIGNATURE**</p> <p>DATE</p>	

TAX INFORMATION

Taxable fare: \$175.00
 G.S.T./H.S.T. number: 105521785RT001

PAYMENT 4514***5184 - AUTHORIZATION # 093174**

TRANSACTION DATE: 02/10/2015

ITINERARY	FARE PLAN	REFUND/EXCHANGE CONDITIONS
TORONTO UNION STATION / OTTAWA	ESCAPE	<p><u>Before Departure</u> : Non-refundable but exchangeable less a service charge of \$36.00 plus tax(es) and any applicable fare difference.</p> <p><u>After Departure</u> : Non-exchangeable and non-refundable.</p>
OTTAWA / TORONTO UNION STATION	ECONOMY	<p><u>Before Departure</u> : Exchangeable and refundable less a \$25.75 plus applicable tax(es) service charge. A fare difference may apply in case of exchange.</p> <p><u>After Departure</u> : Non-exchangeable and non-refundable.</p>

BAGGAGE ALLOWANCE***Carry-on baggage**

One (1) personal article of up to 11.5 kg (25 lb.) / 43 x 15 x 33 cm (17 x 6 x 13 in.)

AND

One (1) large article of up to 23 kg (50 lb.) / 158 linear cm (62 linear in.)

OR

Two (2) small articles of up to 11.5 kg (25 lb.) / 54.5 x 39.5 x 23 cm (21.5 x 15.5 x 9 in.) each.

OVERWEIGHT CARRY-ON BAGGAGE:

Carry-on baggage over 23 kg (50 lb.) is not permitted on board.

ADDITIONAL CARRY-ON ITEM(S) ALLOWED:

One (1) additional article of up to 23 kg (50 lb.) for a fee of \$30 tax incl. (per one-way trip).

Checked baggage

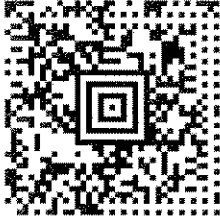
No checked baggage.

*VIA Rail reserves the right to weigh, strictly enforce baggage allowances and collect excess baggage charges.

CONDITIONS OF CONTRACT

1. Your rail ticket is not transferable and is valid only for travel on the train(s) and date(s) shown.
2. For any modification or cancellation, please change or cancel your reservation online as soon as possible prior to the scheduled departure of your train (**subject to the conditions of your fare plan.**)
3. For operational reasons, VIA Rail reserves the right to restrict platform access five (5) minutes before your scheduled departure.
4. Times shown are not guaranteed. If necessary, VIA Rail may cancel a train or substitute alternate transportation without notice.
5. To ensure all passengers' safety, VIA Rail reserves the right to inspect all baggage.
6. You are responsible at all times for your carry-on baggage. VIA Rail assumes a limited liability for loss or damage to checked baggage. Ask VIA Rail personnel for more details.

Other Useful Information (links)



BOARDING PASS
Please present this document for boarding



EC NB

PASSENGER : **MICHELLE SEGUIN**, Adult
VIA PRÉFÉRENCE : [Join VIA Préférence](#)

Confirmation # : **FAU603**
FTR : 1002201528985

TORONTO UNION STATION

» **OTTAWA**

Date : **Thu. Feb 19, 2015**
Departure : **15:30 PM**

Date : **Thu. Feb 19, 2015**
Arrival : **19:51 PM**

Train #	Carrier	Class	Car	Seat
46	VIA Rail Canada	Economy - Escape fare	5	5A Window

REFUND/EXCHANGE CONDITIONS

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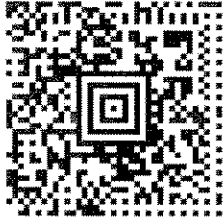
For all details regarding your baggage allowance, please refer to your ITINERARY AND RECEIPT email.

CONDITIONS OF CONTRACT

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IMPORTANT INFORMATION

Photo ID may be required on board the train. Failure to present a photo ID may result in having to purchase a new ticket at the regular fare on board the train.



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OTTAWA

Date : **Sat. Feb 21, 2015**
Departure : **10:30 AM**

» **TORONTO UNION STATION**

Date : **Sat. Feb 21, 2015**
Arrival : **14:48 PM**

Train #	Carrier	Class	Car	Seat
45	VIA Rail Canada	Economy	3	10A Window

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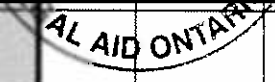
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Nov 5/14	Taxi to 50 John Street to attend GTA New Managers Orientation	61100	830010						10.00					10.00
														0.00
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SUBTOTAL	263.61
(LESS ADVANCE)	
TOTAL	263.61

#245954
[Signature]

FOR PROVINCIAL OFFICE USE

APPROVED: [Signature] DATE: March 25/15

SIGNATURE: [Signature] TITLE: [Signature]

CERTIFIED CORRECT: [Signature]

CLAIMANT'S SIGNATURE: [Signature]

DATE: _____ SUPERVISOR'S SIGNATURE**

TAX INFORMATION

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 G.S.T./H.S.T. number: 105521785RT001

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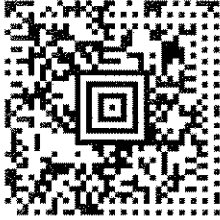
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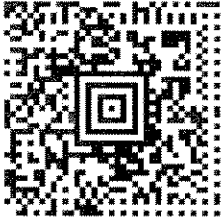
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