

Sue McCaffrey (VP, General Counsel) - 2010 1st Quarter Expense Report
 April 1, 2010 to June 30, 2010

Date	Purpose	Cost
14-Apr-10	Trip to London for meeting with Area Committee project leader to discuss AC membership criteria	
	Accommodation	\$0.00
	Hospitality	\$0.00
	Meals	\$9.04
	Transportation	\$173.80
	Other	\$0.00
	Total	\$182.84

Summary of Expenses	
Accommodation	\$0.00
Hospitality	\$0.00
Meals	\$9.04
Transportation	\$173.80
Other	\$0.00
Total Expenses (Q1 - 2010/11)	\$182.84

Signature: _____ **Date:** _____

Sue McCaffrey (VP, General Counsel) - Addendum to 2010 1st Quarter Expense Report

This addendum contains expenses incurred in the 4th quarter of FY09 that have been submitted in the 1st quarter

Date	Purpose	Cost
22-Mar-10	LSUC Registration Fee for 5th Annual Small Firm Expo - Senior Advisor to General Counsel to attend in her absence	
	Accommodation	\$0.00
	Hospitality	\$0.00
	Meals	\$0.00
	Transportation	\$0.00
	Other	\$131.25
	Total	\$131.25

Summary of Expenses	
Accommodation	\$0.00
Hospitality	\$0.00
Meals	\$0.00
Transportation	\$0.00
Other	\$131.25
Total Expenses (Q1 - 2010/11)	\$131.25

MONTHLY EXPENSE CLAIM

NAME		Sue McCaffrey										
DATE	DETAILED DESCRIPTION OF EXPENSE (Include Purpose, Place, # of people, Names & Titles)	EXP CODE	COST CENTRE	HOTEL	HOSPITALITY	MEALS	TRANSPORT	OTHER	KMS		AMOUNT	
									S \$0.40	N \$0.41		
14-Apr-10	Sue McCaffrey travels by car to London to meet with Area Committee project leader Simon Davies to discuss AC membership criteria. + 1 person lunch and parking cost.	61100	850010			6.60 9.04		0.55 9	412		18.04	
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											0.00	
									TOTAL KMS	412	0	164.80
									SUBTOTAL		182.84	
									(LESS ADVANCE)		0.00	
									TOTAL		182.84	

** 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.
NOTE: PLEASE ATTACH ALL ORIGINAL RECEIPTS WITH YOUR CLAIM BY THE 15th OF MONTH FOLLOWING THE MONTH THE EXPENSES WERE INCURRED.

PAID
AUG 11 2010

FOR PROVINCIAL OFFICE USE

APPROVED _____ SIGNATURE _____

DATE _____ TITLE _____

CERTIFIED CORRECT

DATE: July 6/10

SUPERVISOR'S SIGNATURE**

0.7x

7.85

2.60

Ke
05/15/10

1 62693 kb

Melissa Jean-Baptiste

From: Bob Ward
Sent: April 5, 2010 4:57 PM
To: Sue McCaffrey
Subject: Re: Travel authorization

Ok

----- Original Message -----
From: Sue McCaffrey
To: Bob Ward
Sent: Mon Apr 05 15:19:50 2010
Subject: Travel authorization

Hi, Bob. I would like to travel to London next Wednesday, April 14, in order to meet with Simon and develop the area committee membership criteria. Would you be prepared to authorize this travel? Please let me know if you have any concerns. Thank you.

Sue McCaffrey
Vice President and General Counsel
Legal Aid Ontario
416 204 7132

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ANGELO'S BAKERY
255 QUEEN'S AVENUE
Monday - Friday 7:00AM - 4:00PM

G.S.T. # R851274167
ORDER CREDIT #: SPOS00130000000275472
4/14/2010 12:57:51PM
CASHIER 812 - Deb
SOLD TO: CASH CUSTOMER

SALAD BAR LARGE CONTAINER		6.11
MINUTE MAID LEMONADE 450 ML		1.89
SUBTOTAL		8.00
GST		0.40
PST		0.64
TOTAL	CAD	9.04
PAYMENT		
CASH	CAD	20.00
CHANGE:		
CASH		10.96

STORE MANAGERS
MARGARITA
(519) 438-6144
ORIGINAL RECEIPT REQUIRED FOR
REFUND/EXCHANGE

**BEST DEAL
PARKING** INC.

\$9.00

No 143429

Charges are for the use of parking space only. We endeavour to protect the property of our patrons but we are NOT responsible for loss of or damage to car or contents due to fire, theft, collision by our negligence or otherwise.

IN

OUT

PRINTED IN CANADA

Your Corporate MasterCard Statement

SUE MCCAFFREY

LEGAL AID ONTARIO

→ Stmt. date: Apr. 3, 2010 → Acct. balance: \$131.25 → Pymt. due by: Apr. 24, 2010 → Min. payment: \$131.25

Details of your transactions

Item no.	Trans date	Posting date	Description	Amount
----------	------------	--------------	-------------	--------

TRANSACTIONS FOR ACCOUNT NUMBER [REDACTED]

1	Mar 22	Mar 23	LAW SOCIETY OF UPPER TORONTO ON	131.25
---	--------	--------	---------------------------------	--------

PRE-AUTHORIZED DEBIT IN EFFECT

Report any items which do not agree with your records within 30 days of statement date.

Your account, at a glance

Previous balance, Aug. 3	\$0.00
- Payments - thank you	\$0.00
- Other credits	\$0.00
+ Purchases	\$131.25
+ Cash advances/Cheques	\$0.00
+ Interest	\$0.00
+ Fees	\$0.00
+ Other charges	\$0.00
→ New account balance, Apr. 3	\$131.25
→ Minimum payment due by Apr. 24, 2010	\$131.25

→ Amount you're paying (\$)	\$
Your credit limit	\$3,000.00
Credit available, Apr. 3	\$2,868.75

Helpful Information

Transactions listed in this statement :

Airlines	\$ 0.00
Hotel	\$ 0.00
Car rental	\$ 0.00
Restaurants	\$ 0.00
Retail	\$ 131.25
Cash advances/Cheques	\$ 0.00
Other	\$ 0.00

Interest charges and rates

Item	Purchases / Other	Cash advances/Cheques
Interest charges on this statement (\$)	\$0.00	\$0.00
Annual interest rates next period (%)	18.40000%	18.40000%
Daily interest rates next period (%)	0.05041%	0.05041%

Contact us	Local calls	Toll-free calls Canada & USA	Please address any written enquiries to:
Enquiries: 416 283-2263	1 800 263-2263	MasterCard	
Telephone Devices for the Deaf: N/A	1 866 859-2089	P.O. Box 300 Station M	
Lost or stolen cards: 416 232-8020	1 800 361-3361	Toronto, ON M6S 4X2	

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P.O. BOX 300 STATION M
TORONTO ON M6S 4X2



BMO Financial Group

Account number:	[REDACTED]
Account balance:	\$ 131.25
Minimum payment due:	\$ 131.25
Payment due by:	Apr. 24, 2010
→ Amount you're paying (\$):	

→ **IMPORTANT PAYMENT INFORMATION:**
If you are paying by mail, please make your cheque or money order payable to BMO Bank of Montreal. Mail your payment to: MasterCard Payment Centre, P.O. Box 6044 Stn. Centre-Ville, Montreal, Quebec H3C 3X2

5587000000748962 000013125 000013125



HR100-01-6-DO

01556

SUE MCCAFFREY
LEGAL AID ONTARIO
ATRIUM ON BAY 40 DUNDAS ST WES 202
TORONTO ON
M5G 2H1



LEGAL AID ONTARIO
AIDE JURIDIQUE ONTARIO

40 Dundas Street West, Suite 200, Toronto ON M5G 2H1
40, rue Dundas Ouest, bureau 200, Toronto ON M5G 2H1

Toll free / Sans frais : 1-800-668-8258
Phone / Téléphone : 416-979-2352 ext/poste 4706
Fax / Télécopieur : 416-979-7338
Email / Courriel : ~~jeanm@lao.on.ca~~ jeanm@lao.on.ca

April 16th, 2010

The Law Society of Upper Canada
CLE Registration Department
130 Queen Street W. 2nd Floor
Toronto ON M5H 2N6
Fax: 416-947-5235

Attention: Betty Debartolo

Dear Ms. Debartolo:

Re: Sue McCaffrey's registration to Annual Small Firm Expo May 14th 2010

Further to our conversation yesterday, please be advised that Sue McCaffrey (LSUC # 23140N) will no longer be able to attend this conference but she will have her colleague Rob Buchanan (LSUC #: 19450N) attend on her behalf. Please forward the conference pdf documents to Rob Buchanan at buchanrj@lao.on.ca when they become available.

Thank you for your assistance in this matter.

Sincerely,

Melissa Jean-Baptiste
Administrator and Executive Assistant, General Counsel

MJB/

Confirmation Report

Time : Apr-16-2010 08:33am
Tel line :
Name :

<u>Nbr.</u>	<u>Job</u>	<u>Date</u>	<u>Time</u>	<u>Duration</u>	<u>pgs</u>	<u>To</u>	<u>Dept.</u>	<u>Account</u>	<u>Mode</u>	<u>Status</u>
902	195	Apr-16	08:32am	00/54	001	4169475235			G3 500	OK

From: Rob Buchanan
Sent: April 15, 2010 9:36 AM
To: Melissa Jean-Baptiste
Subject: RE: Law Society of Upper Canada Small Firm Expo -May 14th 2010

Yes, I can go. I guess it would count towards my Law Society hours too.

From: Melissa Jean-Baptiste
Sent: April 15, 2010 9:19 AM
To: Rob Buchanan
Subject: Law Society of Upper Canada Small Firm Expo -May 14th 2010

Good morning Rob,

Sue was registered to attend the LSUC Small Firm Expo on May 14th but the Board retreat got scheduled at the same time and now she cannot go. She was wondering whether you would like to attend this conference on her behalf.

Please visit the link and let me know! She would very much appreciate it ☺.

<http://ecom.lsuc.on.ca/cle/product.jsp?id=CLE10-0050501>

Thank you,

*Melissa Jean-Baptiste
Administrator and Executive Assistant, General Counsel
Legal Aid Ontario
40 Dundas Street Ouest, Suite 200
Toronto ON M5G 2H1
Tel: 416-207-4706
Toll Free: 1-800-668-8258
Fax: 416-979-7338*



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Melissa Jean-Baptiste

From: LSUC e-Transactions Receipt [ecom_orders@lsuc.on.ca]
Sent: March 22, 2010 11:16 AM
To: Sue McCaffrey
Subject: LSUC e-Transactions Order 201003-72574835 Confirmation

Thank you for your order from the Law Society of Upper Canada.
This email acts as the official receipt for your transaction. You may want to print this email for your records or you can refer to the web site and view your order history. The web address is: <http://ecom.lsuc.on.ca> GST #R121712863

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Account Information

Account Number: 23140N Order Number:
201003-72574835 Date of Order: Mar 22, 2010 @ 11:15:55 AM Billed
To: MasterCard Credit Authorization: 111556
Customer Order Notes

----- Begin Order 201003-72574835 -----

Item Ordered: CLE10-0050501-A-REG (5th Annual Solo and Small Firm
Conference and Expo - Toronto Registration - Program Date: May 14, 2010 (9:00 am))
Quantity: 1 Net Price: \$250.00

Item Subtotal: \$250.00

Subtotal: \$250.00
Less: Legal Clinic: 50%: (\$125.00) Taxable Total:
\$125.00 GST: \$6.25 Grand Total:
\$131.25

Ship To Information

Ship To Company: Legal Aid Ontario Ship To Department
.....:
Ship To Name: S Mccaffrey Ship To Address:
Atrium On Bay Ship To Address Line 2: 200-40 Dundas St W Ship To City
.....: Toronto Ship To Prov/State: Ontario Ship To
Postal/Zip: M5G2H1 Ship To Country: Canada

Bill To Information

Bill To Company: Legal Aid Ontario Bill To Department
.....:
Bill To Name: S Mccaffrey Bill To Address:
Atrium On Bay Bill To Address Line 2: 200-40 Dundas St W Bill To City
.....: Toronto Bill To Prov/State: Ontario Bill To
Postal/Zip: M5G2H1 Bill To Country: Canada

Additional Information

Phone Number: 416-204-7132 Fax Number:
416-979-7338 Email: mccafrs@lao.on.ca Web site
.....: