





Sue McCaffrey (VP, General Counsel) - 2014 2nd Quarter Expense Report
 July 1, 2014 to September 30, 2014

Date	Purpose	Cost
30-Jul-14	Travel to Lindsay, ON to meet w/ staff	
	Accommodation	\$0.00
	Hospitality	\$0.00
	Meals	\$0.00
	Transportation	\$111.20
	Other	\$0.00
	Total	\$111.20

Summary of Expenses	
Accommodation	\$0.00
Hospitality	\$0.00
Meals	\$0.00
Transportation	\$111.20
Other	\$0.00
Total Expenses (Q2 - 2014/15)	\$111.20

Signature: _____ **Date:** _____

MONTHLY EXPENSE CLAIM

NAME: Sue McCaffrey - LAO Compensation Consultations														
DATE	DETAILED DESCRIPTION OF EXPENSE <small>(Include Purpose, Place, # of people, Names & Titles)</small>	EXPENSE CODE	COST CENTRE	PROJECT	PROGRAM	DUTY COUNSEL CODE	HOTEL	HOSPITALITY	MEALS	TRANSPORT	OTHER	KMS		AMOUNT
												S \$0.40	N \$0.41	
30-Jul-14	Travel to and from Lindsay to meet with staff	61100	850010									278		111.20
														0.00
														0.00
														0.00
														0.00
														0.00
														0.00
														0.00
														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>												SUBTOTAL	111.20	
												(LESS ADVANCE)		
												TOTAL	111.20	
FOR PROVINCIAL OFFICE USE						<p>CERTIFIED BY </p> <p>CHAIRMAN'S SIGNATURE </p> <p>DATE  SUPERVISOR'S SIGNATURE </p>								
APPROVED _____	SIGNATURE _____													
DATE _____	TITLE _____													

Alice Zhou

From: Sue McCaffrey
Sent: August-01-14 1:07 PM
To: Alice Zhou
Subject: Expense claim

Hi, Alice. Could you prepare an expense claim for me, for travel to and from Lindsay on July 30, for 278 km return? Thank you.

Sue McCaffrey
Vice President and General Counsel
Legal Aid Ontario
200-40 Dundas Street West
Toronto M5G 2H1
416 204 7132



LEGAL AID ONTARIO
AIDE JURIDIQUE ONTARIO

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Fax / Télécopieur : 416-979-7338
Email / Courriel : jeanm@lao.on.ca
www.legalaid.on.ca

MEMORANDUM / NOTE

TO / DEST. : Accounts Payable
FROM / EXP. : Alice Zhou, Administrator, General Counsel
DATE : August 15, 2014
SUBJECT / OBJET : Cheque required- for Sue McCaffrey

Hello,

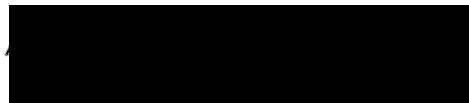
Please issue a cheque in the amount of: \$111.20.

Made payable to:
Sue McCaffrey
Vice President and General Counsel
General Counsel Office

These are expenses occurred for her travel to and from Lindsay to meet with staff on July 30, 2014.

Account: 61100-850010

Thank you very much,



Attch.

#233230
AB