

**Robert W. Ward, President & CEO - 2010 4th Quarter Expense Report**

January 1, 2011 to March 31, 2011

Date	Purpose	Cost
27-Mar-11 to 28-Mar-11	<b>Trip to London for Stakeholder meetings</b>	
	Accommodation	\$115.50
	Hospitality - 9 people***	\$101.25
	Meals	\$0.00
	Transportation	\$10.00
	Other	\$0.00
	<b>Total</b>	<b>\$226.75</b>

\*\*\*Lunch claimed at \$11.25 per person in accordance with LAO's Travel, Meal, & Hospitality policy\*\*\*

Summary of Expenses	
Accommodation	\$115.50
Hospitality	\$101.25
Meals	\$0.00
Transportation	\$10.00
Other	\$0.00
<b>Total Expenses (Q4 - 2010/11)</b>	<b>\$226.75</b>

---

**Signature:**

**Date:**

---

**Robert W. Ward, President & CEO - Addendum to 2010 4th Quarter Expense Report**

This addendum contains expenses incurred in the 3rd quarter of FY10 that have been submitted in the 4th quarter

Date

Purpose

Cost

06-Nov-10

<b>Trip to Ottawa for Stakeholder meetings</b>	
Accommodation	\$0.00
Hospitality	\$0.00
Meals	\$0.00
Transportation ****	\$607.91
Other	\$0.00
<b>Total</b>	<b>\$607.91</b>

**\*\*\*Flight costing \$566.41 was paid through the RBM of the North, Central, and Eastern Region's credit card\*\*\***

12-Nov-10

<b>Trip to Hamilton for Stakeholder meetings</b>	
Accommodation	\$0.00
Hospitality	\$0.00
Meals	\$11.25
Transportation	\$0.00
Other	\$0.00
<b>Total</b>	<b>\$11.25</b>

24-Nov-10

<b>Trip to London for Stakeholder meetings</b>	
Accommodation	\$0.00
Hospitality	\$0.00
Meals	\$0.00
Transportation	\$7.00
Other	\$0.00
<b>Total</b>	<b>\$7.00</b>

**Summary of Expenses**

Accommodation	\$0.00
Hospitality	\$0.00
Meals	\$11.25
Transportation	\$614.91
Other	\$0.00
<b>Total Expenses (Q4 - 2010/11)</b>	<b>\$626.16</b>

**MONTHLY EXPENSE CLAIM**

RECEIVED  
APR 14 2011  
LAO ACCOUNTING

NAME		ROBERT WARD													
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		
Mar 28-11	Stakeholder meetings in London - parking	61101	891000									10.00			10.00
Mar 28-11	Lunch with CLA representatives in London (Attendees: B.Ward, J.Froud, J.Budgell, J.LeRoy, A.Rady, L.Casey, J.Hardy, V.Libis, C.Dobson)*	61101	891000					101.25							101.25
Mar 27-11	Hotel - London stakeholder meetings	61101	891000				115.50								115.50
															0.00
															0.00
															0.00
															0.00
															0.00
															0.00
															0.00
	*Lunch with members of Criminal Lawyers' Association and LAO staff was claimed at \$11.25 per person, the equivalent per diem rate under LAO's Travel, Meal & Hospitality policy														0.00
												TOTAL KMS	0	0	0.00
												SUBTOTAL		226.75	
												(LESS ADVANCE)		0.00	
												TOTAL		226.75	

\*\* 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.

FOR PROVINCIAL OFFICE USE

APPROVED Apr 12/11 DATE

TITLE

CERTIFIED COPY

CLAIMANT'S SIGNATURE

SUPERVISOR'S SIGNATURE\*\*

DATE

PAID APR 18 2011

24.29

170797



25

03-28-11

<b>Mr Bob Ward</b> [Redacted]	Folio No. :		Room No. :	<b>0516</b>
	A/R Number :		Arrival :	<b>03-27-11</b>
	Group Code :		Departure :	<b>03-28-11</b>
	Company :		Conf. No. :	<b>62583591</b>
	Membership No. :	<b>PC 799840259</b>	Rate Code :	<b>IMCGV</b>
	Invoice No. :		Page No. :	<b>1 of 1</b>

Date	Description	Charges	Credits
03-27-11	*Accommodation	100.00	
03-27-11	Environmental Fee	2.50	
03-27-11	HST Tax	13.00	
<b>Total</b>		<b>115.50</b>	<b>0.00</b>
<b>Balance</b>		<b>115.50</b>	

Thank you for staying at Holiday Inn Hotel & Suites Downtown. Qualifying points for this stay will automatically be credited to your account. To make additional reservations online, update your account information or view your statement please visit [www.priorityclub.com](http://www.priorityclub.com). We look forward to welcoming you back soon.

**Guest Signature:** \_\_\_\_\_

I have received the goods and / or services in the amount shown heron. 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 associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

MARIENBAD RESTAURANT  
122 CARLING ST  
LONDON, ON N6A 1H6  
519-679-9940  
WWW.MARIENBAD.CA

TERM ID: 100

SERVER: 8

**SALE**

XXXXXXXXXXXX4009

AMEX ENTRY METHOD: SWIPED  
03/28/11 14:21:05  
INV #: 000004 APPR CODE: 501306  
BATCH #: 000352  
REF #: 004

TABLE#: 301

AMOUNT	\$107.83
TIP	\$20.00
=====	
TOTAL	<b>\$127.83</b>

CARDHOLDER COPY

APPROVED

**BEST DEAL  
PARKING**

No 147062

INC 1  
28  
FR

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

REC  
FEB 18 2011  
FINANCE

MONTHLY EXPENSE CLAIM

RECEIVED  
FEB 18 2011  
LAO ACCOUNTING

NAME	Bob Ward														
	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 S \$0.40 N \$0.41		AMOUNT
Nov6-10	Taxi (Ottawa stakeholder meetings)	61101	891000								41.50				41.50
Nov24-10	Parking (London stakeholder meetings)	61101	891000									7.00			7.00
Nov12-10	Lunch (Hamilton Stakeholder meetings)	61101	891000				11.25								11.25
															0.00
															0.00
															0.00
															0.00
															0.00
															0.00
															0.00
															0.00
															0.00
												TOTAL KMS	0	0	0.00
												SUBTOTAL		59.75	
												(LESS ADVANCE)		0.00	
												TOTAL		59.75	

Should be listed under meals

\*\* 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.

FOR PROVINCIAL OFFICE USE

APPROVED  
Feb 16/11  
DATE

TITLE

CERTIFIED

CLAIMANT'S SIGNATURE

FEB 23 2011

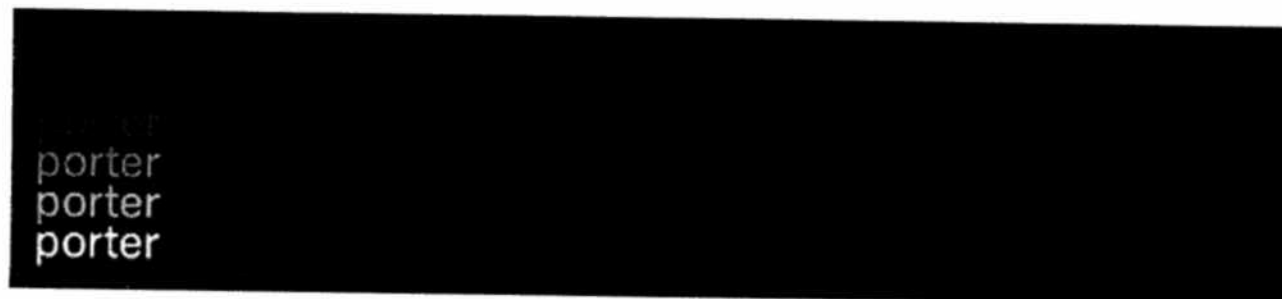
SUPERVISOR'S SIGNATURE

6.40

167625

**Anjali Sharma**

**From:** PorterAirlines@flyporter.com  
**Sent:** February 16, 2011 11:25 AM  
**To:** Anjali Sharma  
**Subject:** Itinerary - Please do not reply to this email

**Passenger Itinerary**

Thank you very much for your business. We have confirmed your reservation in our system. You will not receive a paper ticket. Please review flight information for accuracy and make note of ID requirements and recommended check-in times. You may print this itinerary for your reference.

MR. ROBERT WARD  
 40 DUNDAS STREET WEST  
 200  
 TORONTO, ON M5G2H1  
 CANADA

**Confirmation Number:** **BDUPYR**                      **Agent Name:** 0515  
**Booking Date:** 15 Nov 2010                      **Booked By:** SHARMAA

**Passenger Information:**

Name	VIPorter Number	Flight #/Seat #
Mr. Robert WARD		251/10B 274/15B

**Flight Information:**

Date	Flight	Depart	Arrive	Stops
16 Nov 2010	251	Toronto (YTZ) 10:00	Ottawa (YOW) 10:56	
16 Nov 2010	274	Ottawa (YOW) 19:00	Toronto (YTZ) 20:00	

**Fare Summary (CAD):**

Base Fare:	\$418.00
Air Traveller Security Charge:	\$14.24
NAV and Surcharges:	\$34.00
Airport Improvement Fee:	\$35.00
Harmonized Sales Tax:	\$65.17
	-----
Total Fare Price:	\$566.41
Master Card:	\$566.41
	-----
Balance Due:	\$0.00

GST/HST Number: 841583271

QST Number: 1212573775

**Identification Requirements:**

- To board a flight within Canada, all passengers are required to present one piece of valid government-issued identification that includes a photograph and the passenger's name, or two pieces of valid government-issued identification showing the passenger's name, without photographs. IMPORTANT – the name on the identification must match the name on the boarding pass.
- All passengers travelling to and from the United States are required to present a valid passport. Citizens of countries other than Canada and the United States should contact their consulate or embassy for boarding requirements. Proof of onward or return travel may be required at check-in.

**Check-in Times:**

It is recommended that passengers allow sufficient time for getting to the airport, through check-in and security and to the gate.

All flights are available for check-in 24 hours prior to departure.

Arrival, check-in and boarding times depend on the originating airport as outlined below:

**Canada:**

	<b>Billy Bishop Toronto City Airport</b>	<b>Other Airports</b>
<b>Recommended Arrival Time</b>	30 min	60 min
<b>Check-In Closes</b>	20 min	30 min
<b>Boarding Time</b>	15 min	20 min

**U.S.:**

	<b>Billy Bishop Toronto City Airport</b>	<b>Other Airports</b>
<b>Recommended Arrival Time</b>	60 min	90 min



Sheraton Hamilton  
 G.S.T.# 80072-8412  
 Loft  
 412 Bernadette

---

24/1                    6163                    GST 3  
 12NOV'10 12:45PM

1 Cobb Salad                    14.00  
 2 Soft Drink @ 2.25            4.50  
 1 Peuben Panini                10.00  
 1 Club House                    13.00  
 Subtotal                        41.50  
 H.S.T                              5.40  
 12:45 Amount Due \$ 46.90

Gratuity \_\_\_\_\_  
 Total --- \_\_\_\_\_  
 Room Number \_\_\_\_\_  
 Print Name \_\_\_\_\_  
 Signature \_\_\_\_\_



Job # \_\_\_\_\_  
**RECEIPT FOR CAB FARE**

Amount **\$41.50**                    Date **NOV 16 10**

From \_\_\_\_\_

To \_\_\_\_\_

Cab No. \_\_\_\_\_                    Driver \_\_\_\_\_

G.S.T. Included in meter fare



Maximum daily allowance  
 of \$11.25 expensed

**LEAVE ON DASH - THIS SIDE UP**  
 EXPIRATION DATE                    EXPIRATION TIME

**24/11 06:00 PM**

AMOUNT PAID  
**\$ 7.00 11149051 11:09 AM**

PARK IN DESIGNATED SPACES ONLY. CHARGES ARE FOR USE OF PARKING SPACE ONLY. THE CITY OF LONDON ENDEAVOURS TO PROTECT THE PROPERTY OF ITS PATRONS, BUT WILL NOT BE RESPONSIBLE FOR LOSS OR DAMAGE TO CAR OR CONTENTS.



**DETACH RECEIPT FROM TICKET**

DATE                    TIME                    AMOUNT PAID  
 ISSUED                    ISSUED

**24/11/10 11:09 AM \$ 7.00**

CREDIT CARD NUMBER  
**06:00 PM LOTS**

City of London  
**RECEIPT**

