

Robert W. Ward, President & CEO - 2011 4th Quarter Expense Report

January 1, 2012 to March 31, 2012

Date

Purpose

Cost

24-Jan-12 to 26-Jan-12

Trip to Ottawa to attend Stakeholder meetings	
Accommodation	\$540.14
Hospitality	\$0.00
Meals	\$40.00
Transportation	\$434.72
Other	\$0.00
Total	\$1,014.86

14-Mar-12

Trip to London to attend Southwest Supervisory Duty Counsel Training March 7th & 8th	
Accommodation***	\$0.00
Hospitality	\$0.00
Meals***	\$0.00
Transportation	\$95.53
Other	\$0.00
Total	\$95.53

***Accommodation & meal expenses covered by Duty Counsel budget line.
See claim summary for breakdown of expenses***

14-Mar-12

Trip to Montreal to attend ALAPC meeting on March 8th & 9th	
Accommodation	\$201.12
Hospitality	\$0.00
Meals	\$0.00
Transportation	\$540.40
Other	\$0.00
Total	\$741.52

Summary of Expenses

Accommodation	\$741.26
Hospitality	\$0.00
Meals	\$40.00
Transportation	\$1,070.65
Other	\$0.00
Total Expenses (Q4 - 2011/12)	\$1,851.91

Signature:

Date:

The Westin Ottawa
 11 Colonel By Drive
 Ottawa, ON K1N 9H4
 613-560-7000 / 613-234-5396
 http://www.thewestinottawa.com/



Mr. Ward, Robert Page Number 1 Invoice Nbr 1000070494
 Guest Number Arrive Date 01-24-2012

Toronto, ON Folio ID A Depart Date 01-26-2012
 No. Of Guest 1
 Room Number 1610
 Club Account
 Time 01-27-2012 02:51

Duplicate Invoice

Date	Reference	Description	Charges	Credits
01-24-2012	11456	Parking (Valet)	\$32.00	
01-24-2012	11456	Tax-HST Other	\$4.16	
01-24-2012	RT1610	Room	\$239.00	
01-24-2012	RT1610	Tax-HST Rooms	\$31.07	
01-25-2012	3087	In Room Dining	\$29.95	
01-25-2012	9188	Parking (Valet)	\$32.00	
01-25-2012	9188	Tax-HST Other	\$4.16	
01-25-2012	RT1610	Room	\$239.00	
01-25-2012	RT1610	Tax-HST Rooms	\$31.07	
01-26-2012	3178	In Room Dining	\$29.95	
01-26-2012	AX	American Express		\$-672.36
		** Total	\$672.36	\$-672.36
		** Balance	\$0.00	

Only standard rate of \$21 was claimed

Only standard rate of \$21 was claimed

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

Continued on the next page

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Mr. Ward, Robert	Page Number	2	Invoice Nbr	1000070494
	Guest Number		Arrive Date	01-24-2012
Toronto, ON	Folio ID	A	Depart Date	01-26-2012
	No. Of Guest	1		
	Room Number	1610		
	Club Account			
	Time	01-27-2012 02:51		

Duplicate Invoice

Your SPG Account earned at least 1323 Starpoints.
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I have agreed to delivery of The Globe and Mail. If refused, a
\$1.00 (Mon to Fri) and \$2.00 (Sat) credit will be applied to my account.

Signature _____

Breakout of Travel Expenses for Bob Ward

Re: Legal Aid Ontario
 Wednesday, March 07, 2012
 to Thursday, March 08, 2012

Accommodations & Miscellaneous - Bob Ward

7-Mar Guest room	1	@	\$95.00	\$95.00	
* Dinner	1	@	\$45.00	\$45.00	
8-Mar Breakfast	1	@	\$14.00	\$14.00	
Gratuity - 12.75% of Food & Beverage Services	0.1275	@	\$59.00	\$7.52	} = #67.83
Admin Fee - 2.25% of Food & Beverage Services	0.0225	@	\$59.00	\$1.33	
				Subtotal:	\$162.85
				HST 13%:	\$21.17
				Total:	\$184.02

* According to the Travel, Meals and Hospitality Expenses Policy, the standard rate for dinner expense is \$20 and breakfast is \$8.75.
 Meal expenses: $\$45 + \$14 + \$7.52 + \$1.33 = \$67.83$
 Standard rate per policy: $\$20$ (dinner) + $\$8.75$ (breakfast) = $\$28.75$
 Difference: $\$39.08$
 Bob Ward has issued a cheque and reimbursed organization for the difference of $\$39.08$.

WELCOME TO
ATRIUM ON BAY

PLEASE KEEP THIS TICKET
WITH YOU

Entered/Arrivee:
2012/03/07 08:12

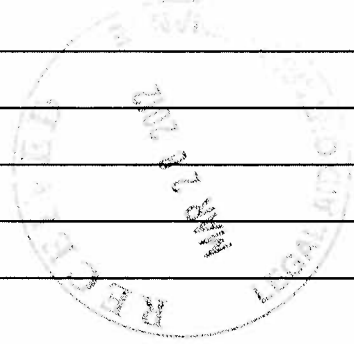
Ticket/Billet#:39286356
Dur/Duree:5:44:24
Paid On/Paye Le:
2012/03/07 13:56

Paid/Paye:\$ 15.00
Original Fee:\$ 15.00
HST:\$ 1.73
HST#:R100976786
Change:\$ 0.00
VISA
SC:\$ 0.00

Merchant ID:
*****2647 Swiped
VISA
Purchase 12/03/07 13:56:39
Seq# 000016 003
Auth# 092073

TRAVELLING AND OUT OF POCKET EXPENSES

NAME	Robert Ward											
DATE	DETAILED DESCRIPTION OF EXPENSE <small>(Include Purpose, Place, # of people, Names & Titles)</small>	EXP CODE	COST CENTRE	HOTEL	HOSPITALITY	MEALS	TRANSPORT	OTHER	KMS		AMOUNT	
									S \$0.40	N \$0.41		
14-Mar-12	Accommodations at Hyatt Regency Montreal on Mar 8, 2012 for ALAPC meeting in Montreal on Mar 8 & 9, 2012	61100	891000	183.67							\$201.12	
14-Mar-12	Parking at Hyatt Regency Montreal on Mar 8, 2012	61100	891000				32.00				\$32.00	
14-Mar-12	Mileage from Ivey Spencer Leadership Centre at 551 Windermere Road, London, ON (after attending Southwest Supervisory Duty Counsel Training on Mar 7, 2012) to Hyatt Regency Montreal at 1255 Rue Jeanne-Mance, Montréal, QC: 725 km	61100	891000						725			
14-Mar-12	Mileage from Hyatt Regency Montreal at 1255 Rue Jeanne-Mance, Montréal, QC to 40 Dundas St W Toronto: [REDACTED]	61100	891000						546			
** 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.								TOTAL KMS		1271	0	508.40
								SUBTOTAL				741.52
								(LESS ADVANCE)				0.00
								TOTAL				741.52
FOR PROVINCIAL OFFICE USE								CERTIFIED COPY		[REDACTED]		78.48
APPROVED				SIGNATURE				DATE		[REDACTED]		
DATE				TITLE				DATE		SUPERVISOR'S SIGNATURE		



PAID 188058 kw
MAR 20 2012
CERTIFIED COPY

MAR 27 11

[REDACTED SIGNATURE]

