

**Robert W. Ward, President & CEO - 2013 2nd Quarter Expense Report**

July 1, 2013 to September 30, 2013

Date	Purpose	Cost
05-Jul-13	<b>Purchase of Office Accessories</b>	
	Accommodation	\$0.00
	Hospitality	\$0.00
	Meals	\$0.00
	Transportation	\$0.00
	Other	\$132.09
	<b>Total</b>	<b>\$132.09</b>

Summary of Expenses	
Accommodation	\$0.00
Hospitality	\$0.00
Meals	\$0.00
Transportation	\$0.00
Other	\$132.09
<b>Total Expenses (Q2 - 2013/14)</b>	<b>\$132.09</b>

---

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Robert W. Ward, President & CEO - Addendum to 2013 2nd Quarter Expense Report**

This addendum contains expenses incurred in the 1st quarter of FY13 that have been submitted in the 2nd quarter

**Date**

**Purpose**

**Cost**

23-Jun-13 to 26-Jun-13

<b>Travel to Fredericton, NB to attend Association of Legal Aid Plans of Canada (ALAP) 40th Annual Meeting</b>	
Accommodation	\$573.61
Hospitality	\$0.00
Meals	\$117.50
Transportation	\$0.00
Other	\$0.00
<b>Total</b>	<b>\$691.11</b>

**Summary of Expenses**

Accommodation	\$573.61
Hospitality	\$0.00
Meals	\$117.50
Transportation	\$0.00
Other	\$0.00
<b>Total Expenses (Q2 - 2013/14)</b>	<b>\$691.11</b>

**TRAVELLING AND OUT OF POCKET EXPENSES**

RECEIVED  
 JUL 1 2013

EV 13/14 02

Robert Ward

NAME	DATE	DETAILED DESCRIPTION OF EXPENSE (Include Purpose, Place, # of people, Names & Titles)	EXP CODE	COST CENTRE	HOTEL	HOSPITALITY	MEALS	TRANSPORT	OTHER	KMS		AMOUNT
										S	N	
										\$0.40	\$0.41	
	July 5, 2013	iPhone 5 case, car charger, power adapter and charge cable	64200	891000						132.09		132.09

\*\* 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	0	0	0.00
SUBTOTAL			132.09
(LESS ADVANCE)			0.00
TOTAL			132.09

**PAID**  
 JUL 17 2013

*212465/w*  
 CERTIFIED  
 July 11, 2013  
 SUPERVISOR'S SIGNATURE\*\*

FOR PROVINCIAL OFFICE USE  
 APPROVED \_\_\_\_\_  
 DATE \_\_\_\_\_ TITLE \_\_\_\_\_





**Apple Store, Eaton Centre**

220 Yonge Street Space #3112B  
Toronto, Ontario M5B2H1, Canada  
eatoncentre@apple.com

www.apple.com/ca/retail/eatoncentre  
Apple GST No. 10023 6199 RT0001

05 July, 2013 12:52 PM

ROBERT W WARD

**Sena Laterale Duo iP5 Black/Silver** \$ 49.95  
Part Number: HB933ZM/A  
Return Date: Jul. 19, 2013  
For Support: 888) SENA-USA

**Just Wireless Lightning 2.1 Corded** \$ 24.95  
Part Number: HB243ZM/A  
Return Date: Jul. 19, 2013  
For Support: 888-753-6957

**5W USB Power Adapter (US)** \$ 21.00  
Part Number: MD810LL/A  
Return Date: Jul. 19, 2013  
For Support, Visit: www.apple.com/ca/support

**Lightning to USB Cable** \$ 21.00  
Part Number: MD818ZM/A  
Return Date: Jul. 19, 2013  
For Support, Visit: www.apple.com/ca/support

Sub-Total \$ 116.90  
GST/HST \$ 15.19  
**Total \$ 132.09**

[Redacted]

840408

[Redacted]

Application ID: A000000025010801  
Terminal ID: xxxx0071  
Merchant ID: xxxxxxx01560  
Verified by PIN.  
APPROVED  
Application PAN Sequence Number: 00



\* R 1 2 1 6 1 9 4 8 3 9 \*

[http://www.apple.com/legal/sales\\_policies/retail.html](http://www.apple.com/legal/sales_policies/retail.html)  
Tell us about your experience at the Apple Store.  
Visit [www.apple.com/retail/feedback](http://www.apple.com/retail/feedback)  
Please retain for your records

**TRAVELLING AND OUT OF POCKET EXPENSES**

**RECEIVED**  
AUG 09 2013  
LAO ACCOUNTING

FY 13/14

Robert Ward														
NAME	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			
		<b>Association of Legal Aid Plans of Canada (ALAP) 40th Annual Meeting on June 24-26, 2013</b>												
	June 23, 2013	Accommodations at Quality Inn & Suites 5800 rue des Arpents, Levis QC	61100	891000	147.16							147.16		
	June 23, 2013	Breakfast (claiming standard rate per policy - receipt not available)	61100	891000			8.75					8.75		
	June 23, 2013	Lunch (claiming standard rate per policy - receipt not available)	61100	891000			11.25					11.25		
	June 23, 2013	Dinner (claiming standard rate per policy - receipt not available)	61100	891000			20.00					20.00		
	June 24 - 25, 2013	Accommodations at Riverside Resort and Conference Centre	61100	891000	268.94							268.94		
	June 24, 2013	Breakfast (claiming standard rate per policy - receipt not available)	61100	891000			8.75					8.75		
	June 24, 2013	Lunch (claiming standard rate per policy - receipt not available)	61100	891000			11.25					11.25		
	June 24, 2013	Dinner (claiming standard rate per policy - receipt not available)	61100	891000			20.00					20.00		
	June 25, 2013	Breakfast (claiming standard rate per policy - receipt not available)	61100	891000			8.75					8.75		
	June 26, 2013	Breakfast (claiming standard rate per policy - receipt not available)	61100	891000			8.75					8.75		
	June 26, 2013	Dinner (claiming standard rate per policy - receipt not available)	61100	891000			20.00					20.00		
	June 26, 2013	Accommodations at Quality Inn & Suites 5800 rue des Arpents, Levis QC	61100	891000	157.51							157.51		
										TOTAL KMS	0	0	0.00	
											SUBTOTAL			691.11
											(LESS ADVANCE)			0.00
											TOTAL			691.11

\*\* 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.

RECEIVED  
LEGAL AID ONTARIO  
AUG 9 2013

213688

FOR PROVINCIAL OFFICE USE  
APPROVED  
DATE  
SIGNATURE  
TITLE

CERTIFIED  
DATE  
SIGNATURE

**PAID**  
AUG 12 2013



BY CHOICE HOTELS

### Quality Inn & Suites (CN852)

5800 rue des Arpents  
Levis, QC G6V 0B5  
4188331212  
GM.CN852@choicehotels.com

Compte: [REDACTED]

Date: 24/6/13

Chambre: 403 ssc

Date d'arrivée: 23/6/13

Date de départ: 24/6/13

Heure du check-in: 24/6/13 0h07

Heure du check-out:

Numéro de membre:

Départ effectué par:

Enregistrement effectué par: rsteve.cn852

**Solde total dû: 0,00**

WARD, ROBERT



Date	Descriptif	Commentaire	Montant
23/6/13	American Express	[REDACTED]	(147,16)
23/6/13	Frais de chambre	[REDACTED]	125,99
23/6/13	Taxe d'occupation		2,00
23/6/13	Taxes sur ventes de biens & services		6,40
23/6/13	Taxes de ventes provinciale		12,77

#### Sommaire du folio 23/6/13 - 24/6/13

Frais de chambre	125,99
Taxe d'occupation	2,00
American Express	(147,16)
Taxes sur ventes de biens & services	6,40
Taxes de ventes provinciale	12,77
<b>Solde dû:</b>	<b>0,00</b>



Ce tarif est admissible pour des récompenses partenaires. Si ce tarif est modifié, il est possible que vous n'ayez plus droit à des récompenses partenaires.

T.P.S. : 138316997RT0001  
T.V.Q. : 1215392925TQ0002

X \_\_\_\_\_

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Vous pourriez gagner des nuits gratuites et d'autres récompenses fantastiques. Adhérez à Choice Privileges dès aujourd'hui à [www.choiceprivileges.com](http://www.choiceprivileges.com).



**RIVERSIDE**  
Resort & Conference Centre

**Robert Ward**

A/R Number  
Group Code LEGAL AID  
Folio/Invoice No. 51163 /  
Reference #

Room No. **316** Page No. 1 of 1  
Arrival 06-24-13 Cashier No. 80  
Departure 06-26-13 User ID JONIM

Date	Description	Charges	Credits
06-24-13	*Accommodation	119.00	
06-24-13	HST Room Tax	15.47	
06-25-13	*Accommodation	119.00	
06-25-13	HST Room Tax	15.47	
06-26-13			268.94
<b>Total</b>		<b>268.94</b>	<b>268.94</b>
<b>Balance</b>		<b>0.00</b>	

**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 association 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.

Riverside Resort and Conference Centre  
35 Mactaquac Road, French Village  
Fredericton, N.B. Canada E3E 1L2  
Telephone: (506) 363-5111 Fax: (506) 363-3000  
www.riversidefredericton.com  
Toll Free: 1-800-561-5111  
HST#R15145826



BY CHOICE HOTELS

**Quality Inn & Suites (CN852)**

5800 rue des Arpents  
Levis, QC G6V 0B5  
(418) 833-1212  
GM.CN852@choic-hotels.com

Account: [REDACTED]

Date: 6/27/13

Room: 214 ssc

Arrival Date: 6/26/13

Departure Date: 6/27/13

Check In Time: 6/26/13 9:24 PM

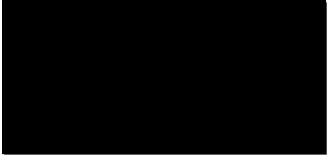
Check Out Time:

Rewards Program ID:

You were checked out by:

You were checked in by: lblanc.cn852

**Total Balance Due: 0.00**



Post Date	Description	Comment	Amount
6/26/13	Room Charge	#214 WARD, ROBERT	134.99
6/26/13	Occupancy Tax		2.00
6/26/13	Goods & Services Tax		6.85
6/26/13	Provincial Sales Tax		13.67
6/27/13	[REDACTED]		(157.51)

**Folio Summary 6/26/13 - 6/27/13**

Room Charge	134.99
Occupancy Tax	2.00
American Express	(157.51)
Goods & Services Tax	6.85
Provincial Sales Tax	13.67

Balance Due: 0.00

This rate is eligible for partner rewards. If this rate is changed, you may no longer be entitled to partner rewards.

GST. : 138316997RT0001  
PST : 1215392925TQ0002

X \_\_\_\_\_

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