

Robert W. Ward, President & CEO - 2013 3rd Quarter Expense Report

October 1, 2013 to December 31, 2013

Date	Purpose	Cost
01-Oct-13 to 02-Oct-13	Travel to Little Current, ON to attend meeting with the United Chiefs and Council of Manitoulin	
	Accommodation	\$157.07
	Hospitality	\$0.00
	Meals	\$28.75
	Transportation	\$0.00
	Other	\$0.00
	Total	\$185.82

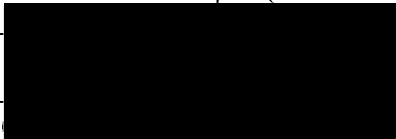

Summary of Expenses	
Accommodation	\$157.07
Hospitality	\$0.00
Meals	\$28.75
Transportation	\$0.00
Other	\$0.00
Total Expenses (Q3 - 2013/14)	\$185.82

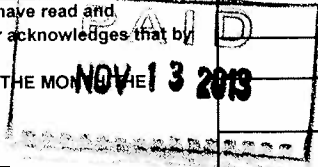
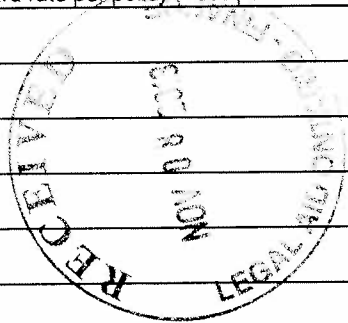
Signature: _____ **Date:** _____

TRAVELLING AND OUT OF POCKET EXPENSES

FY 13/14

93.

Robert Ward														
NAME	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			
		Meeting with the United Chiefs and Council of Manitoulin - October 2, 2013												
	October 1, 2013	Accommodations at Manatoulin Hotel & Conference Centre 66 Meredith St	61100	891000	157.07							157.07		
	October 1, 2013	Dinner (claiming standard rate per policy - receipt not available)	61100	891000			20.00					20.00		
	October 2, 2013	Breakfast (claiming standard rate per policy - receipt not available)	61100	891000			8.75					8.75		
** 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.										TOTAL KMS		0	0	0.00
NOTE: PLEASE ATTACH ALL ORIGINAL RECEIPTS WITH YOUR CLAIM BY THE 15th OF MONTH FOLLOWING THE MONTH THE EXPENSES WERE INCURRED.										SUBTOTAL				185.82
										(LESS ADVANCE)				0.00
										TOTAL				185.82
FOR PROVINCIAL OFFICE USE					CERTIFIED									
APPROVED					DATE									
 Nov. 4/13 DATE					 21788/14 SUPERVISOR'S SIGNATURE**									
Chair TITLE														



PO Box 176, 66 Meredith Street E.
 Little Current, Ontario POP 1K0
 Phone (705) 368 - 9966 Fax (705) 368 - 0466

HST# 84145 4424 RT0001
 DATE: October 2nd, 2013
 Invoice # 1526

Room # 310

Billing info **Robert Ward**


Comments or Special Instructions:

G SCT Online Reservation

Payment Method					TERMS
Amex					

DATE	DESCRIPTION	UNIT PRICE	AMOUNT
01-Oct-13	Traditional Queen	139.00	139.00
02-Oct-13	Check Out		

SUBTOTAL	\$ 139.00
TAX RATE	13.00%
HST	\$18.07
Total	\$157.07
Thank you	Paid In Full

Please Make Cheque Payable to The Great Lakes Hospitality Group

MIIGWETCH FOR YOUR BUSINESS!