



Accounting Services Division
Corporate Accounts Payable

Corporate Business Expense Claim

Attendance at Conference/ Seminars/ Training, and
Business Travel

Conference Seminar Training Business Travel

This form should be submitted within 10 business days of return from the conference/seminar.

Attach original approved "Request for Authorization Form" and all original receipts.

Foreign Currency Exchange Rate** Exchange Rate applied to convert from local currency to CAD = (if applicable)			Invoice Number** EXP/MR16-MR18/19
Vendor Name** Mike Tanner			Vendor Number** 1017620
Division** Economic Development and Culture	Work Address** 100 Queen St West, Toronto ON	Postal Code** M5H 2N2	Invoice Date** (m/d/yyyy) 2019-04-18
Name of Conference / Seminar / Training / Business Travel** Juno Awards 2019			Payment Amount** \$195.00 \$170.00
Start Date** (m/d/yyyy) 03/16/2019		End Date** (m/d/yyyy) 03/18/2019	

Description	GL Account**	Cost Centre/ WBS Element/ Internal Order**	Functional Area**	Net Amount**	HST**	Total Including Taxes**
Registration Fees						
Travel <input type="checkbox"/> Air <input checked="" type="checkbox"/> Train <input type="checkbox"/> Bus	4215 4220	ED0144	1550100000	130.00	16.90	146.90
Use of Personal Vehicle _____kms X \$0._____/km						0.00
Accommodation 2 days x \$_____/day	4210	ED0144	1550100000	372.76	48.46	421.22
Ground Transportation ie: taxis and car rental	4220	ED0144	1550100000	32.15	4.18	36.33
Ground Transportation ie: taxis and car rental *Foreign Transactions- NO TAX*						
Per Diem (See Bus. Expense Policy) 3 days @ \$65/day	4230	ED0144	1550100000			195.00 170.00
Other (Please specify)						
Training	4310					0.00
TOTAL EXPENSES						\$774.45
Less: Advances & Prepayments: *Mandatory if applicable	SAP Document Number / Peard transaction Number: 12-16275, 12-17824, 12-17351, 12-17502					\$799.45
Registration Fees				-	-	-
Air Travel	4215 4220	ED0144 PCard	1550100000	-	-	146.90
Advances (Conf/Sem)	4250	ED0144 PCard	1550100000	-	-	421.22
Advances (Bus. Travel)	4204	ED0144 PCard	1550100000	-	-	36.33
Total Advances & Prepayment Amount**						604.45
TOTAL PAYABLE TO INDIVIDUAL/CITY						\$170.00

Employee Name: Mike Tanner
(Print Name)
Date: April 18, 2019
Telephone:
Signature:

Authorized by: Mike Williams
(Print Name)
Date: _____
Telephone:
Signature:

****This form may not be altered in any manner. All mandatory fields must be completed and filled in electronically. Incomplete forms will be returned to the originator for corrections prior to being processed for payment. Hand written forms will not be accepted and will be returned to the division.**

Important note: Employees seeking reimbursement and program administration staff are responsible for blacking out or severing the full credit card numbers and/or non-business phone numbers that may appear on original receipts before sending to Accounts Payable for processing.

R

Request for Authorization

Attendance at Conferences/Seminars, Training and Business Travel

This form should be completed and the necessary approvals obtained at least 10 business days in advance of undertaking any training, business travel, and/or attending any conference/seminar.

The \$3,500 limit does not apply to training. Please refer to the completion guidelines of this form and all related policies.

Conference Seminar Training Business Travel

Name:	Mike Tanner		
Division:	Economic Development and Culture		
Work Address:	100 Queen St West, Main Floor, Toronto ON, M5W 1E6		
Name of Conference/Seminar/Training:	JUNO Awards 2019		
	Within GTA <input type="checkbox"/>	Outside GTA & within Ontario <input checked="" type="checkbox"/>	Outside Ontario/Canada <input type="checkbox"/>
Destination:	London, Ontario, Canada		
Start Date:	Saturday, March 16, 2019	End Date:	Monday, March 18, 2019
Are breakfast, lunch and/or dinner meals provided by the Sponsor? Please specify: (Meals will be deducted from per Diem as stated in Business Exp Policy)			
Dinner provided March 16			
Purpose: Use space provided below for full description			
I will be representing EDC the City of Toronto at the JUNO Awards in London, ON. I will be joining JUNOs President Allan Reid and Chair Mark Cohon at the Gala Dinner March 16 and attending various JUNO activities and industry networking opportunities during both days nights.			
ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)			
*Use Exchange rate(s)	1 unit local currency =	\$	CAD
	1 unit local currency =	\$	
	1 unit local currency =	\$	
		Foreign Currency*	Canadian\$ (incl. tax)
Registration Fees (Conference/Seminar/Training)		N/A	N/A
Accommodation (Standard Single Room)			
Number of Days	2	\$226 /day incl taxes	\$452
Travel Method:			
Air <input type="checkbox"/>	Train <input checked="" type="checkbox"/>	Bus <input type="checkbox"/>	
Personal Vehicle: _____ km	X \$0 CAD/km	N/A	\$147
Ground transportation (including car rental, to/from airports) Specify estimates:			
Taxi to/from Airport To/From Airport to Venue		N/A	\$30 00
Sundry Expenses (See Business Expense Policy, Meals provided are deducted)			
Number of Days	2	X \$65 00 (Less 1 Dinner) CAD	\$105 00
Sub-Total Estimated Costs:			\$734 00
- Other Business Meeting expenses outside of Conference costs, please specify:			
		N/A	N/A
TOTAL ESTIMATED COST:			\$734 00

Cost Centre/ WBS Element to be charged: EDO144

Functional Area to be charged: [Redacted]

I certify that all estimated costs relate to the above purpose.

Signature of Employee: [Redacted]

08-Mar-19

(date)

I have confirmed that approved funds are available for this purpose:

Approval for Proposed Expense

Division Head or Michael H. Williams
(print name)

2019-03-09
(date)

Deputy City Manager: _____
(print name)

(signature)

(date)

City Manager/Mayor: _____
(print name)

(signature)

(date)

Committee & Report No. (if applicable)

(date)

March 1, 2019

TO: Mayor, Deputy Mayor & Members of Council
Giuliana Carbone, Deputy City Manager, Community and Social Services

FROM: Mike Williams, General Manager

RE: Out of Office Coverage – March 4-17, 2019

I will be out of the office March 4-17, 2019.

During my absence Pat Tobin and Cheryl Blackman will be Acting General Manager and will have full signing authority.

Listed below are the Directors' contact information and coverage dates:

March 4-10 Pat Tobin, Acting Film Commissioner & Director Entertainment Industries
Phone: 
Email: 

March 11-17 Cheryl Blackman, Director, Museums & Heritage Services
Phone: 
Email: 

Any requests or concerns which may arise during my absence should continue to be processed through my office and will be directed to the Acting General Manager, as required.

Thank you,



Mike Williams
General Manager

Copy to: EDC SMT and AAs
Chris Murray, City Manager
Lou Di Gironimo, Interim Deputy City Manager, Infrastructure & Development Services
Josie Scioli, Deputy City Manager, Corporate Services
Heather Taylor, CFO & Treasurer, Finance & Treasury Services

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Review your itinerary, fare and baggage allowance

**TORONTO UNION STATION
LONDON**

Saturday Mar 16, 2019

[Modify this trip](#)

Departs: 06:45 Arrives: 09:00 Train: 71

Class: Economy

**LONDON
TORONTO UNION STATION**

Monday Mar 18, 2019

[Modify this trip](#)

Departs: 15:43 Arrives: 17:52 Train: 76

Class: Economy - Escape fare

FARE DETAILS

[Shop for Fares](#)

Passenger 1 (Adult)	\$146.90
Fare:	\$130.00
G.S.T./H.S.T.:	\$16.90
P.S.T.	\$0.00
TOTAL CAD\$:	\$146.90

REFUNDS AND EXCHANGES

Itinerary	Fare Plan	Refund/Exchange Conditions
TORONTO UNION STATION LONDON	ECONOMY	<u>Before Departure</u> : Exchangeable and refundable less a \$20.00 plus applicable tax(es) service charge. A fare difference may apply in case of exchange.

After Departure : Non-exchangeable and non-refundable.

LONDON ESCAPE
TORONTO UNION STATION

Before Departure : Non-refundable but exchangeable less a service charge of \$26.50 plus tax(es) and any applicable fare difference.
After Departure : Non-exchangeable and non-refundable.

Risk Free Booking

Fully refundable prior to paper ticket issuance if cancelled online within 24 hours of initial booking and before scheduled train departure, whichever comes first.

[Click Here to see Ticket Exchange Conditions](#)

BAGGAGE ALLOWANCE*

Carry-on baggage

1 PERSONAL ITEM
Max. 11.5 kg (25lb.)
Max. 43 x 15 x 33 cm (17 x 6 x 13 in.)

AND

1 LARGE ITEM
Max. 23 kg (50lb.)
Max. 158 linear cm (62 in.)

OR

2 SMALL ITEMS
Max. 11.5 kg (25 lb.) each
Max. 54.5 x 39.5 x 23 cm (21.5 x 15.5 x 9 in.) each

OVERWEIGHT ITEM(S): Items over 23kg (50lb.) are NOT permitted on board.

ADDITIONAL CARRY-ON ITEM: 1 item allowed Max 23 kg (50lb.) \$40 (tax included) per direction

YOUTHS (12-25): 1 PERSONAL ITEM Max. 11.5 kg (25lb.) / Max. 43 x 15 x 33 cm (17 x 6 x 13 in.) AND 2 LARGE ITEMS Max. 23 kg (50 lb.) each / Max. 158 linear cm (62 in.) each.

Checked baggage

No checked baggage service is available on this train. Please comply with the carry-on baggage policy.

*VIA reserves the right to weigh any and all baggage which may result in applicable allowance fees, as you may be subject to excess charges.

Seats and fares are not guaranteed until we provide you with a confirmation.

Connecting you from the city by GO Transit network to Greater Toronto and surrounding regions and by UP Express train to Toronto Pearson Airport in 25 minutes. Book your intermodal trip with our partners in one single transaction.

CONTINUE

ITINERARY # 1

TRAIN 73 | [info](#)

From: **TORONTO UNION STATION** Sat.
Mar 16, 2019

Departure: **12:15**

To: **LONDON** Sat. Mar 16, 2019

Arrival: **14:23**

Class: **Economy**

Remarks: Operated by: VIA Rail Canada.

ITINERARY # 2

TRAIN 70 | [info](#)

From: **LONDON** Mon. Mar 18, 2019

Departure: **07:30**

To: **TORONTO UNION STATION** Mon.
Mar 18, 2019

Arrival: **10:04**

Class: **Economy - Escape fare**

Remarks: Operated by: VIA Rail Canada.

RECEIPT

FARE INFORMATION

Michael Tanner (Adult)

\$146.90

FARE: \$130.00

G.S.T/H.S.T.: \$16.90

P.S.T.: \$0.00

TOTAL: \$146.90

TAX INFORMATION

Taxable fare: \$130.00

G.S.T/H.S.T. number: 105521785RT001

PAYMENT [REDACTED] - AUTHORIZATION # 091141

TRANSACTION DATE: 03/10/2019



HST# 85831 7167

300 King Street • London, ON N6B 1S2
 Phone (519) 439-1661 • Fax (519) 439-9672
 For reservations across the nation
 www.doubletree.com or 1-800-222-TREE

Name & Address

TANNER, MIKE
 ON
 CANADA

Room 1717/NDR
 Arrival Date 3/16/2019 2:51:00 PM
 Departure Date 3/18/2019

Adult/Child 1/0
 Room Rate 175.00

Rate Plan: LVO
 HH #
 AL:
 Car:

Confirmation Number: 81096407

3/18/2019



DATE	REFERENCE	DESCRIPTION	AMOUNT
3/16/2019	787768	GUEST ROOM	\$175.00
3/16/2019	787768	HST ROOM TAX	\$22.75
3/16/2019	787768	SUSTAINABILITY LEVY	\$4.38
3/16/2019	787768	HST GENERAL TAX	\$0.57
3/16/2019	787768	MUNICIPAL ACCOMMODATION TAX	\$7.00
3/16/2019	787768	HST GENERAL TAX -MAT	\$0.91
3/17/2019	788605	GUEST ROOM	\$175.00
3/17/2019	788605	HST ROOM TAX	\$22.75
3/17/2019	788605	SUSTAINABILITY LEVY	\$4.38
3/17/2019	788605	HST GENERAL TAX	\$0.57
3/17/2019	788605	MUNICIPAL ACCOMMODATION TAX	\$7.00
3/17/2019	788605	HST GENERAL TAX -MAT	\$0.91
3/18/2019	789049	MC [REDACTED]	(\$421.22)
		***BALANCE**	\$0.00
EXPENSE REPORT SUMMARY			
		3/16/2019 3/17/2019 STAY TOTAL	
ROOM AND TAX		\$210.61 \$210.61 \$421.22	
DAILY TOTAL		\$210.61 \$210.61 \$421.22	
Total Invoice Amount		\$350.00 \$71.22	



ACCOUNT NO
 MC [REDACTED]

CARD MEMBER NAME
 TANNER, MIKE

ESTABLISHMENT NO. & LOCATION ESTABLISHMENT AGREES TO TRANSFER TO CARDHOLDER FOR PAYMENT

CARD MEMBER'S SIGNATURE
 X

DATE OF CHARGE	FOLIO NO /CHECK NO
3/18/2019	206218 A
AUTHORIZATION 145039	INITIAL
PURCHASES & SERVICES	
TAXES	
TIPS & MISC	
TOTAL AMOUNT	-421.22

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND

PAYMENT DUE UPON RECEIPT



Subject: Fwd: Your Saturday morning trip with Uber
Date: Saturday, March 16, 2019 at 11:42:12 AM Eastern Daylight Time
From: Mike Tanner
To: Mike Tanner
Attachments: map_e2886055-d7bd-4b6d-807e-f23e974d0540_wide.png, map_e2886055-d7bd-4b6d-807e-f23e974d0540.png

Begin forwarded message:

From: "Uber Receipts" <uber.canada@uber.com>
Date: March 16, 2019 at 11:21:57 AM EDT
To: <[REDACTED]>
Subject: Your Saturday morning trip with Uber

Total: CA\$14.48
Sat, Mar 16, 2019

Thanks for riding, Mike

We hope you enjoyed your ride this morning.

Total CA\$14.48

Trip Fare CA\$10.06

Subtotal CA\$10.06

Tolls, Surcharges, and Fees CA\$2.75

HST CA\$1.67

Amount Charged

●●●● Switch

~~CA\$14.48~~
CA\$14.48

[Visit the trip page](#) for more information, including invoices (where available)

[Download PDF](#)

Download link expires 4/15/19

You rode with Igor

4.89 Rating

Top Driver Compliment

"Excellent Service"

How was your ride?

[RATE OR TIP](#)

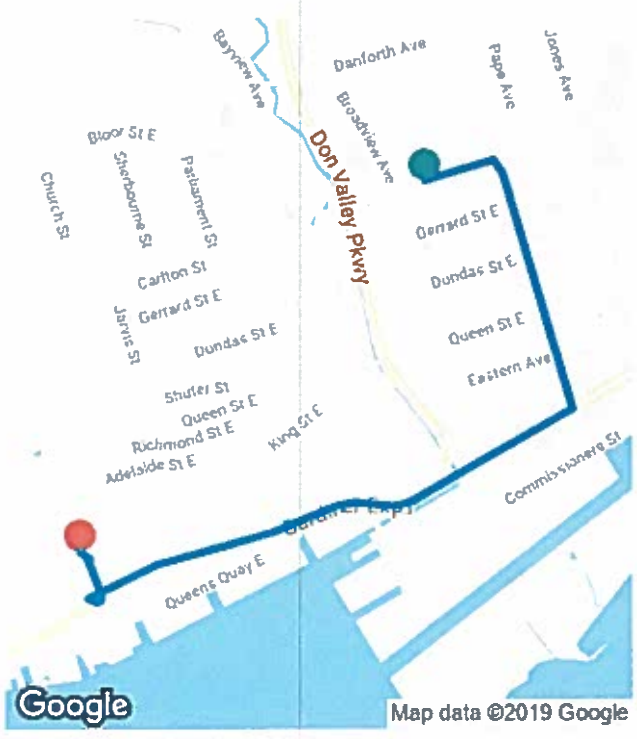
UberX 6.62 km | 14 min

11:07am

[Redacted] Toronto, ON
[Redacted] Canada

11:21am

Royal Bank Plaza, 200 Bay St,
Toronto, ON M5J 2T6, Canada



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AMBASSADOR 334
1619 MIDDLETON ST
PICKERING ON

CARD *****
CARD TYPE MASTERCARD
DATE 2019/03/18
TIME 0875 10:56:58
RECEIPT NUMBER
C85017378-001-001-295-0

PURCHASE
AMOUNT \$13.50
TIP \$1.35
TOTAL

\$14.85

MasterCard
A0000000041010
061D10D8A567D899
000008000-E800
4D68A66F97C302A0

APPROVED

AUTH# 105658 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Gord McNally

From: Mike Tanner
Sent: May 15, 2019 12:24 PM
To: Noel Chen
Cc: Gord McNally; Rose Low
Subject: FW: Thank you for booking with U-Need-A Cab

Finally got the cab company on the phone and they dug up the missing receipt – below.

Thanks for your patience, everyone.

--
Mike Tanner
Music Sector Development Officer
Film & Entertainment Industries
City of Toronto

City Hall
100 Queen St. West
Toronto, ON M5H 2N2
[REDACTED]

From: U-Need-A Cab <U-Need-A-Cab@icabbi.com>
Reply-To: U-Need-A Cab <U-Need-A-Cab@icabbi.com>
Date: Wednesday, May 15, 2019 at 12:22 PM
To: Mike Tanner [REDACTED]
Subject: Thank you for booking with U-Need-A Cab

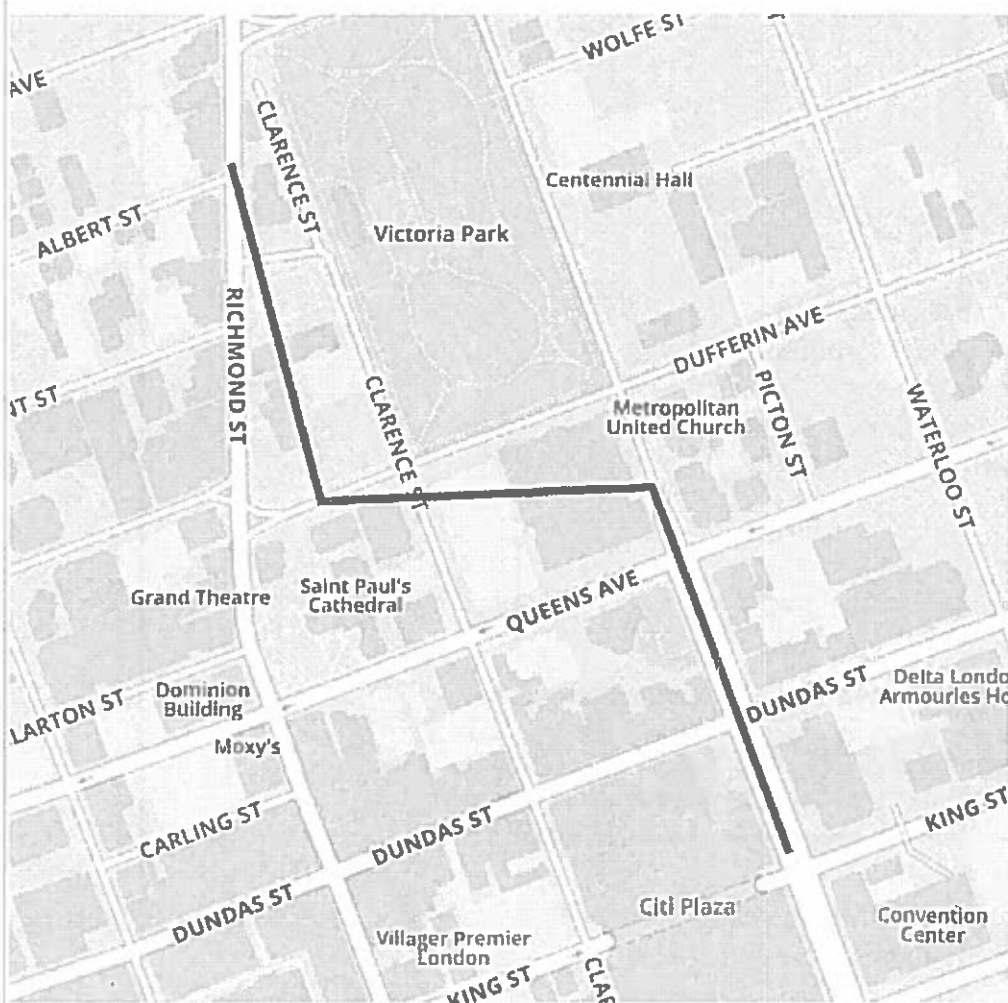


Thank you for booking with U-Need-A Cab, please find your receipt below. If you have any questions in relation to your booking, please call us on 519-438-2121.

Booking Reference 11464167A
Tax Number

Pickup	585 Richmond St, London, On N6a 3g2, Canada
Destination	[gps Approx] 300 King St, London, On N6b 1s2, Canada
CO2 Emission	257g
Trip Distance	1.24KM
Driver Number	3333
Vehicle	Nissan Altima, License: CAJN 505
Pickup Date	Mon 18th Mar 2019 00:40 <i>Your driver arrived 00:40</i>
Journey Start	00:40
Journey End	00:44
Total (fare incl. tax)	\$7.00

Your booking route is available below



U-Need-A Cab, 729 Dundas St, , London, ON, N5W 2Z5



Economic Development & Culture
Mike Williams, General Manager

City Hall, 100 Queen St. W.
8th Floor, East Tower
Toronto, Ontario M5H 2N2

Memorandum

Email: [REDACTED]

March 1, 2019

TO: Mayor, Deputy Mayor & Members of Council
Giuliana Carbone, Deputy City Manager, Community and Social Services

FROM: Mike Williams, General Manager

RE: Out of Office Coverage – March 4-17, 2019

I will be out of the office March 4-17, 2019.

During my absence Pat Tobin and Cheryl Blackman will be Acting General Manager and will have full signing authority.

Listed below are the Directors' contact information and coverage dates:

March 4-10	Pat Tobin, Acting Film Commissioner & Director Entertainment Industries Phone: [REDACTED] Email: [REDACTED]
March 11-17	Cheryl Blackman, Director, Museums & Heritage Services Phone: [REDACTED] Email: [REDACTED]

Any requests or concerns which may arise during my absence should continue to be processed through my office and will be directed to the Acting General Manager, as required.

Thank you,

[REDACTED]

Mike Williams
General Manager

Copy to: EDC SMT and AAs
Chris Murray, City Manager
Lou Di Gironimo, Interim Deputy City Manager, Infrastructure & Development Services
Josie Scioli, Deputy City Manager, Corporate Services
Heather Taylor, CFO & Treasurer, Finance & Treasury Services



toronto at your service

Rose Low

To: Mike Tanner
Subject: RE: tickets for Mike Tanner

From: Brenna Knought <brenna@junoawards.ca>
Date: Friday, March 8, 2019 at 4:00 PM
To: Alexandra Golden <alexandra@junoawards.ca>, Elizabeth Morgante <Elizabeth@junoawards.ca>
Cc: Mike Tanner [REDACTED]
Subject: tickets for Mike Tanner

Hi Alex,

As discussed, we will be providing complimentary tickets for Mike Tanner. Looking at:

- 1 JUNO Gala Dinner
- 1 Broadcast
- 1 JUNOFest wristband

Allan mentioned there is one spot at Mark Cohon's table, which would be perfect. Broadcast we understand the seat will be placed where there is room.

Should Mike create an account on the ticket portal?

<https://www.carasonline.ca/tix>

--

Brenna Knought
Director, Planning & Development



CARAS | The JUNO Awards | MusiCounts

t. [647.494.0346](tel:647.494.0346)
e. brenna@junoawards.ca

219 Dufferin Street, Unit 211C
Toronto, ON, M6K 3J1



FOUR POINTS BY SHERATON

1150 Wellington Road South, London N6E 1M3 Canada

+1 519-681-0600

4.2 412 Reviews

[Currency calculator](#)

Reserve Your Room Before Time Runs Out!

Stay Dates

Sat, Mar 16, 2019 - Mon, Mar 18, 2019

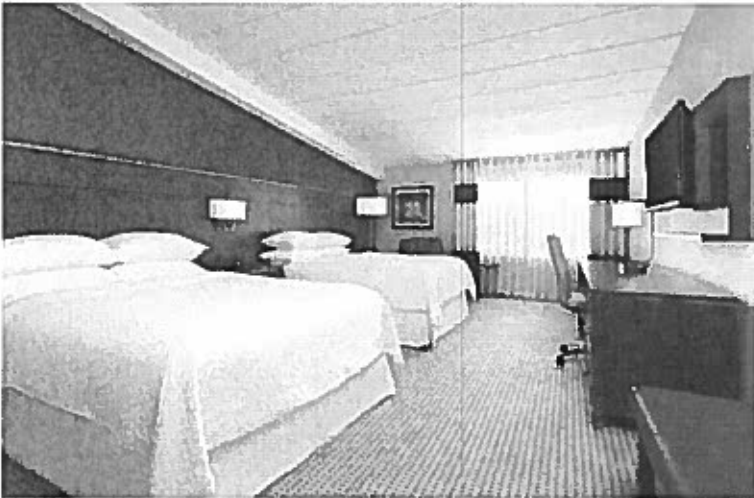
Total for Stay

452.16 CAD

Room(s) held for: 14:34

[CONTINUE](#)

Review Reservation Details



Guest room, 2 Queen, Main Building

ROOM DETAILS

- **Check in:** Saturday, March 16, 2019
- **Check out:** Monday, March 18, 2019

- **Room(s):** 1
- **Guest(s) per room:** 1
- [EDIT](#)

Choose Room Features

Summary of Charges

192.38CAD Avg./night + 67.41CAD Taxes and fees 452.16CAD Subtotal

Earn 60,000 points in the first 3 months of Card Membership. Get the Marriott Bonvoy™ American Express® today to start earning points. T&C's apply.

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Hotel Cancellation Policy

About this reservation:

Changes to your reservation are not permitted. Please note that you may cancel your reservation for no charge until March 9, 2019. Please note that your prepayment for this special rate is non-refundable.

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Review your itinerary, fare and baggage allowance

TORONTO UNION STATION LONDON

Saturday Mar 16, 2019

[Modify this trip](#)

Departs: 06:45

Arrives: 09:00

Train: 71

Class: Economy

LONDON TORONTO UNION STATION

Monday Mar 18, 2019

[Modify this trip](#)

Departs: 15:43

Arrives: 17:52

Train: 76

Class: Economy - Escape fare

FARE DETAILS

[Shop for Fares](#)

Passenger 1 (Adult)

\$146.90

Fare:

\$130.00

G.S.T./H.S.T.:

\$16.90

P.S.T.:

\$0.00

TOTAL CAD\$:

\$146.90

REFUNDS AND EXCHANGES

Itinerary	Fare Plan	Refund/Exchange Conditions
TORONTO UNION STATION LONDON	ECONOMY	Before Departure : Exchangeable and refundable less a \$20.00 plus applicable tax(es) service charge. A fare difference may apply in case of exchange.

After Departure : Non-exchangeable and non-refundable.

LONDON	ESCAPE	Before Departure : Non-refundable but exchangeable less a service charge of \$26.50 plus tax(es) and any applicable fare difference.
TORONTO UNION STATION		After Departure : Non-exchangeable and non-refundable.

Risk Free Booking

Fully refundable prior to paper ticket issuance if cancelled online within 24 hours of initial booking and before scheduled train departure, whichever comes first.

[Click Here to see Ticket Exchange Conditions](#)

BAGGAGE ALLOWANCE*

Carry-on baggage

1 PERSONAL ITEM
Max. 11.5 kg (25lb.)
Max. 43 x 15 x 33 cm (17 x 6 x 13 in.)

AND

1 LARGE ITEM
Max. 23 kg (50lb.)
Max. 158 linear cm (62 li. in.)
OR
2 SMALL ITEMS
Max. 11.5 kg (25 lb.) each
Max. 54.5 x 39.5 x 23 cm (21.5 x 15.5 x 9 in.) each

OVERWEIGHT ITEM(S): Items over 23kg (50lb.) are NOT permitted on board.

ADDITIONAL CARRY-ON ITEM: 1 item allowed Max 23 kg (50lb.) \$40 (tax included) per direction.

YOUTHS (12-25): 1 PERSONAL ITEM Max. 11.5 kg (25lb.) / Max. 43 x 15 x 33 cm (17 x 6 x 13 in.) AND 2 LARGE ITEMS Max. 23 kg (50 lb.) each / Max. 158 linear cm (62 li. in.) each.

Checked baggage

No checked baggage service is available on this train. Please comply with the carry-on baggage policy.

*VIA reserves the right to weigh any and all baggage which may result in applicable allowance fees, as you may be subject to excess charges.

[Seats and fares are not guaranteed until we provide you with a confirmation.](#)

Connecting you from the city by GO Transit network to Greater Toronto and surrounding regions and by UP Express train to Toronto Pearson Airport in 25 minutes. Book your intermodal trip with our partners in one single transaction.

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