



Corporate Business Expense Claim

Attendance at Conference/ Seminars/ Training, and Business Travel

Accounting Services Division
Corporate Accounts Payable

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/MR07-MR09/19
Vendor Name** Laura Cunningham		Vendor Number** 1017268	
Division** EDC	Work Address** 98 Atlantic Avenue	Postal Code** M6K 1X9	Invoice Date** (m/d/yyyy) 03/15/2019
Name of Conference / Seminar / Training / Business Travel** Gilding Workshop-Queen's University - Training			Payment Amount** \$1,147.70 \$1,172.70
Start Date** (m/d/yyyy) 03/07/2019		End Date** (m/d/yyyy) 03/09/2019	

Description	GL Account**	Cost Centre/ WBS Element/ Internal Order**	Functional Area**	Net Amount**	HST**	Total Including Taxes**
Registration Fees	4356 4310	AH0059	1570100000	400.00		400.00
Travel <input type="checkbox"/> Air <input checked="" type="checkbox"/> Train <input type="checkbox"/> Bus	4310 4254	AH0059	1570100000	92.66 82.00	18.66	92.66
Use of Personal Vehicle kms X \$0._____/km						0.00
Accommodation 2 days: 168.82(Th) & \$228.76 (Fri)	4310 4252	AH0059	1570100000	397.58		397.58
Ground Transportation ie: taxis and car rental	4310 4254	AH0059	1570100000	39.71 87.46		39.71 87.46
Ground Transportation ie: taxis and car rental <i>*Foreign Transactions- NO TAX*</i>	4254	AH0059	1570100000	47.75		47.75 0.00
Per Diem (See Bus. Expense Policy) 87 days @ \$ 65 /day 1 @ 32.50	4310 4225	AH0059	1570100000	162.50 195.00		162.50 195.00
Other (Please specify) <i>Banking charge</i>	4225	AH0059	1570100000	7.50		7.50 0.00
Training	4310					0.00

TOTAL EXPENSES \$1,172.70

Less: Advances & Prepayments: <i>*Mandatory if applicable</i>	SAP Document Number / Pcard transaction Number:	\$ 1,147.70
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Registration Fees						
Air Travel						
Advances (Conf/Sem)	4250					
Advances (Bus. Travel)	4204					

Total Advances & Prepayment Amount** 0.00

TOTAL PAYABLE TO INDIVIDUAL/CITY \$1,172.70

Employee Name: Laura Cunningham
Title: Assistant Conservator, Artifacts
Date: 14-Mar-19
Telephone: [REDACTED]
Signature: [REDACTED]

Authorized by: Cheryl Blackman
Title: Director, MHS
Date: March 22, 2019
Telephone: [REDACTED]
Signature: 03/21/19

\$ 1,147.70

****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.

RECEIVED

MAR 20 2019

REPORT ON CONFERENCE/TRAINING

Employee Name: Laura Cunningham
Division: Economic Development and Culture
Date Submitted: March 14, 2019
Name of Conference: Queen's University – Conservation Gilding Workshop 2019
Location: Kingston, ON
Date(s) Attended: March 7-9, 2019

Describe the benefits from attending the Conference (including any benefits to you and to the City):
Earlier this month, I attended a Gilding Workshop organized by the Art Conservation Program at Queen's University. It was taught by Sacha Marie Levay who is the Frame Conservator at the Montreal Museum of Fine Arts. This workshop covered conservation/restoration techniques including hands-on instruction in both traditional oil and water gilding, as well as a variety of finishing techniques such as pastiglia and fluting. We were also introduced to the history and conservation of gilding. Topics included how to make traditional gesso, boule, and how to apply gold leaf and use burnishing tools. We were also able to discuss the history of frames as well as the ethics of treating and preserving gilt frames and furniture.

Participation in this workshop directly benefits work that I undertake at Museums Services by providing me with the knowledge and skills to preserve and conserve gilded framed works of art. I feel this experience will help me make more informed treatment decisions with regards to other decorative gilded items.

Personal Development:
This is the only introductory workshop on gilding that I am aware of in Canada that also discusses gilding from a conservation and preservation perspective. I gained new skills that I can directly apply to my work as a conservator at the City of Toronto. Many of the topics covered will have a direct benefit with my work as a conservator and allow me to build on existing skills and training. I have a new appreciation and enthusiasm for this type of artifact and I'm eager to hone my new skills.

Networking:
I was able to meet conservation students and colleagues, while promoting conservation activities at Museums Services. I was also able to make some new connections within the conservation community which will undoubtedly serve Museums Services well when requiring outside advice or guidance in the future.

City Benefits (including financial benefits):
The types of artifacts in the City of Toronto's collection are diverse and include gilded frames and artifacts. I gained valuable hands-on skills and learned about new ways to treat and plan for the preservation of these cultural heritage objects. The course handbook will be a good future resource for the City's conservation lab. Most importantly, I have been able to share new information with my colleagues which will benefit the artifacts here at the Collections and Conservation Centre as well as the City of Toronto's historic sites.

Employee's signature: _____ **Date:** March 14, 2019

Approved by (please print): Mike Williams
Division Head or Designate

Signature: _____ **Date:** 03/21/19
MAR 27 2019

Note: Please complete this form within 10 days after attending the conference.

RECEIVED
MAR 26 2019



Accounting Services Division
Corporate Accounts Payable

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:	Laura Cunningham		
Division:	Economic Development and Culture		
Work Address:	Museums Services, Collections & Conservation, 98 Atlantic Avenue, Toronto, Ontario, M6K 1X9		
Name of Conference/Seminar/Training:	Gilding Workshop - Training		
Within GTA <input type="checkbox"/>	Outside GTA & within Ontario <input checked="" type="checkbox"/>	Outside Ontario/Canada <input type="checkbox"/>	
Destination:	Kingston, Ontario		
Start Date:	Thursday, March 7, 2019	End Date:	Saturday, March 9, 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)			
No meals provided.			
Purpose: Use space provided below for full description			
This request is to attend a Gilding Workshop organized by the Art Conservation Program at Queen's University. This workshop will teach conservation/restoration techniques including hands-on instruction in both traditional oil and water gilding, as well as a variety of finishing techniques. Participation in this workshop will directly benefit work that I undertake at Museums Services by providing me with the knowledge and skills to repair and conserve artifacts in the collection including numerous gilded framed works of art. It will also allow me to make more informed preservation decisions with regards to other decorative gilded items. This is the only workshop I am aware of in Canada that provides both instruction in gilding as well as an exploration of related conservation issues. I am requesting time to attend the workshop as well as funds to cover my conference registration fee, travel, accommodations and per diem.			
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 =	\$ _____	Foreign Currency*
	1 unit local currency =	\$ _____	Canadian\$ (incl.tax)
Registration Fees: (Conference/Seminar/Training)			
Workshop Fee: 400 (workshop materials included)			400
Accommodation: (Standard Single Room) * See attached for details for daily rates.			
Number of Days: 2 X see attached /day incl. taxes			395.81
Travel Method: Toronto to Kingston: \$41.81; Kingston to Toronto: \$50.85			
Air <input type="checkbox"/> Train <input checked="" type="checkbox"/> Bus <input type="checkbox"/>			
Personal Vehicle: ___ km X \$0. ___ CAD/km			92.66
Ground transportation: (including car rental, to/from airports) Specify estimates:			
Taxi from Train Hotel Taxi from workshp to Train Stn. 2x\$20			40
Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)			
Number of Days: 2 X \$65.00 CAD			130
Sub-Total Estimated Costs:			1058.47
- Other Business Meeting expenses outside of Conference costs, please specify:			
			N/A
TOTAL ESTIMATED COST:			1058.47

Cost Centre/ WBS Element to be charged:	AH0059
Functional Area to be charged:	1570100000

I certify that all estimated costs relating to this travel have been included in this form.

Signature of Employee:

[Redacted Signature] (signature)

Jan. 31, 2019 (date)

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

Approval for Proposed Expense

[Redacted Signature] (signature)

FEB 20/19 (date)

Division Head or **Mike Williams** (print name)

Deputy City Manager: **Giuliana Carbone** (print name)

City Manager/Mayor: (print name)

Committee & Report No. (if applicable)

Masters of Art Conservation Workshops

Queen's University, 15 Bader lane,
Kingston, Ontario, K7L 3N6, Canada
Tel. 613-533-2742

INVOICE#: 2019-6

Date: 3/15/2019

Sold To:

Laura Cunningham ([REDACTED])
Toronto Economic Development & Culture/
Cultural Services, Museum Services/ Collections and Conservation Centre
98 Atlantic Avenue,
Toronto, ON, M6K 1X9

Quantity	Description	Price (\$)
1	3-day gilding workshop registration fee. Materials and lecture notes included.	400
		Subtotal: 400
		Total Amount 400



Date: Feb 27, 2019, 10:30 AM
Operator: S - ZILLO

CUNNINGHAM

FEB 27 19 005 CAD DRAFT 87476226

407.50

This is not an official record of your transactions. Refer to your regular statement or passbook.

L. CUNNINGHAM

GILDING WKSP.
KINGSTON, 2019

REGISTRATION

10358 (1215)

Customer's Record of Draft Purchased

87476226

The Toronto-Dominion Bank



DATE 2019-02-27
YYYYMMDD

Transit-Serial No. 1637-87476226

Pay to the Order of MASTER'S IN ART CONSERVATION WORKSHOPS

\$ *****400.00

FOUR HUNDRED**00/100 Canadian Dollars
Authorized signature required for amounts over CAD \$5,000.00

Re
The Toronto-Dominion Bank
Toronto, Ontario
Canada M5K 1A2

Important

- Handle original draft with care; unlike a cheque, a stop payment cannot be lodged on a draft
- To reduce the risk of a draft being lost, please consider using registered mail or courier
- To replace a lost or stolen draft additional security may be required, at a cost to the requestor
- Do not destroy original draft and customer's record of draft purchased

Receipt Only - Non Negotiable
Please retain for presentation in event Original lost

10358 (1215)

THIS DOCUMENT IS PRINTED ON WATERMARKED PAPER. SEE BACK FOR INSTRUCTIONS.

The Toronto-Dominion Bank

87476226



DATE 2019-02-27
YYYYMMDD

Transit-Serial No. 1637-87476226

Pay to the Order of MASTER'S IN ART CONSERVATION WORKSHOPS

\$ *****400.00

FOUR HUNDRED**00/100 Canadian Dollars
Authorized signature required for amounts over CAD \$5,000.00

Re
The Toronto-Dominion Bank
Toronto, Ontario
Canada M5K 1A2

Number

OUTSIDE CANADA NEGOTIABLE BY CORRESPONDENTS AT THEIR BUYING RATE FOR DEMAND DRAFTS ON CANADA

⑈87476226⑈ ⑆09612004⑆

⑈3808⑈

C. CUNNINGHAM

GILDING WESP
TRAVEL
TO KINGSTON

ITINERARY / RECEIPT - NOT VALID FOR TRAVEL

Thank you for choosing
VIA Rail Canada.



BOOKING CONFIRMATION: TET197

LAURA CUNNINGHAM

IMPORTANT - AN E-BOARDING PASS HAS BEEN ISSUED FOR EACH SEGMENT OF THIS TRIP AND HAS BEEN SENT IN A SEPARATE E-MAIL. Please bring all e-boarding passes on your trip and review this confirmation carefully as it includes some important information about travelling with us.

Customers with special service requests

VIA suggests that all customers with special service requests arrive at VIA stations early for safe and timely access to the correct platform. Please validate VIA station hours as some stations open 30 minutes prior to scheduled train time.

ITINERARY # 1

TRAIN 42 | [info](#)

From: **TORONTO UNION STATION** Thu.
Mar 7, 2019 Departure: **12:20**
To: **KINGSTON** Thu. Mar 7, 2019 Arrival: **14:32**
Class: **Economy - Escape fare**
Remarks: Operated by: VIA Rail Canada.

RECEIPT

FARE INFORMATION

Laura Cunningham (Adult)				\$41.81

FARE: \$37.00	G.S.T/H.S.T.: \$4.81	P.S.T.: \$0.00	TOTAL: \$41.81	

TAX INFORMATION

Taxable fare: \$37.00
G.S.T/H.S.T. number: 105521785RT001

PAYMENT [REDACTED] - AUTHORIZATION # 08372F

TRANSACTION DATE: 01/30/2019

ITINERARY	FARE PLAN	REFUND/EXCHANGE CONDITIONS
Laura Cunningham (Adult)		

* BOARDING PASS ATTACHED

TORONTO
UNION
STATION /
KINGSTON

ESCAPE

Before Departure : Non-refundable but exchangeable less a service charge of \$20.00 plus tax(es) and any applicable fare difference.

After Departure : Non-exchangeable and non-refundable.

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.

CONDITIONS OF CONTRACT

1. Your rail ticket is not transferable and is valid only for travel on the train(s) and date(s) shown.
2. For any modification or cancellation, please change or cancel your reservation online as soon as possible prior to the scheduled departure of your train (subject to the conditions of your fare plan.)
3. For operational reasons, VIA Rail reserves the right to restrict platform access five (5) minutes before your scheduled departure.
4. Times shown are not guaranteed. If necessary, VIA Rail may cancel a train or substitute alternate transportation without notice.
5. To ensure all passengers' safety, VIA Rail reserves the right to inspect all baggage.
6. You are responsible at all times for your carry-on baggage. VIA Rail assumes a limited liability for loss or damage to checked baggage. Ask VIA Rail personnel for more details.

NOTICE OF LIABILITY LIMITATION FOR DELAYS AND CANCELLED TRAINS

Although VIA Rail will use all reasonable efforts to carry the passenger and its property in accordance with the contract of carriage, timetables, schedules and other representations regarding trip time are approximate and provided for information purposes only. Times shown in timetables or elsewhere do not bind VIA Rail and form no part of the contract of carriage.

Schedules are subject to change without notice. VIA Rail may cancel a train or substitute alternate transportation without notice.

VIA Rail specifically disclaims liability for any inconvenience, expense, or damages, lost profits, loss business or otherwise, resulting from errors in its timetables, schedules and other representations regarding timing or resulting from delayed or cancelled trains either caused by the fault of VIA Rail, third parties, passengers or by unforeseen circumstances. No responsibility for damages caused by delays, cancellations or alternate transportation substitution, such as damages resulting from passenger's purpose of travel or personal schedule at arrival, will be assumed by VIA Rail.

Seat Assignment

SEAT ASSIGNMENT

Seats are automatically assigned when purchasing tickets, but can be changed by calling the VIA Customer Centre at 1-888-842-7245 or by emailing service@viarail.ca. Please note that seat assignment is not available on all trains, and is subject to change without notice due to equipment changes or other operational issues.

Other Useful Information (links)

- [Seat Assignment in Economy Class](#)
- [VIA's baggage policy](#)
- [VIA Terms and Conditions](#)

Customer Support

- For assistance or queries regarding your train booking, please contact VIA Rail for help at service@viarail.ca

How to modify a booking online?

- You can modify your booking online if you have not yet exchanged this booking confirmation for a paper ticket.
- Go to reservia.viarail.ca/changebooking/requestchange.aspx?l=en
- Follow the instructions
- [Ticket Exchange Conditions](#)

Risk Free Booking

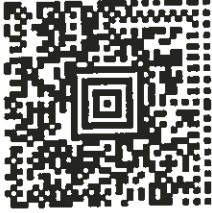
- Fully refundable prior to paper ticket issuance if cancelled **online within 24 hours of initial booking and before scheduled train departure**, whichever comes first.

How to cancel a booking online?

- You can cancel your booking online if you have not yet exchanged this booking confirmation for a paper ticket.
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- Follow the instructions

How to get a refund if paper tickets have already been issued?

- Call 1 888 VIA-RAIL (842-7245) to cancel your booking
- Then go to a VIA station with your unused ticket (including the "Receipt" portion) and the credit card used to purchase your ticket, to obtain your refund.



EC NB

BOARDING PASS
Please present this document for boarding



PASSENGER : **Laura Cunningham, Adult**
VIA PRÉFÉRENCE : XXXXXXXXXX

Confirmation # : **TET197**
FTR : 3001201964690

TORONTO UNION STATION

➤ **KINGSTON**

Date : **Thu. Mar 7, 2019**
Departure : **12:20**

Date : **Thu. Mar 7, 2019**
Arrival : **14:32**

Train #	Carrier	Class	Car	Seat
42	VIA Rail Canada	Economy - Escape fare	3	13D Window Forward facing

REFUND/EXCHANGE CONDITIONS

Before Departure : Non-refundable but exchangeable less a service charge of \$20.00 plus tax(es) and any applicable fare difference.

After Departure : Non-exchangeable and non-refundable.

BAGGAGE ALLOWANCE

For all details regarding your baggage allowance, please refer to your ITINERARY AND RECEIPT email.

CONDITIONS OF CONTRACT

For all details regarding the conditions of contract, please refer to your ITINERARY AND RECEIPT email.

IMPORTANT INFORMATION

Photo ID may be required on board the train. Failure to present a photo ID may result in having to purchase a new ticket at the regular fare on board the train.

L. CUNNINGHAM

GILDING WKS.
TRAVEL
TO TORONTO

ITINERARY / RECEIPT - NOT VALID FOR TRAVEL

Thank you for choosing
VIA Rail Canada.



BOOKING CONFIRMATION: TNN799

LAURA CUNNINGHAM

IMPORTANT - AN E-BOARDING PASS HAS BEEN ISSUED FOR EACH SEGMENT OF THIS TRIP AND HAS BEEN SENT IN A SEPARATE E-MAIL. Please bring all e-boarding passes on your trip and review this confirmation carefully as it includes some important information about travelling with us.

Customers with special service requests

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ITINERARY # 1

TRAIN 669 | [info](#)

From: **KINGSTON** Sat. Mar 9, 2019 Departure: 21:15

To: **TORONTO UNION STATION** Sat. Mar 9, 2019 Arrival: 23:33

Class: **Economy - Escape fare**

Remarks: Operated by: VIA Rail Canada.

RECEIPT

FARE INFORMATION

Laura Cunningham (Adult) \$50.85

FARE: \$45.00	G.S.T/H.S.T.: \$5.85	P.S.T.: \$0.00	TOTAL: \$50.85
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TAX INFORMATION

Taxable fare: \$45.00
G.S.T/H.S.T. number: 105521785RT001

PAYMENT [REDACTED] - AUTHORIZATION # 09379F

TRANSACTION DATE: 02/27/2019

ITINERARY	FARE PLAN	REFUND/EXCHANGE CONDITIONS
Laura Cunningham (Adult)		

* BOARDING PASS ATTACHED

KINGSTON /
TORONTO
UNION
STATION

ESCAPE

Before Departure : Non-refundable but exchangeable less a service charge of \$22.50 plus tax(es) and any applicable fare difference.

After Departure : **Non-exchangeable and non-refundable.**

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
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4. Times shown are not guaranteed. If necessary, VIA Rail may cancel a train or substitute alternate transportation without notice.
5. To ensure all passengers' safety, VIA Rail reserves the right to inspect all baggage.
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Seat Assignment

SEAT ASSIGNMENT

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Other Useful Information (links)

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- [VIA's baggage policy](#)
- [VIA Terms and Conditions](#)

Customer Support

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How to modify a booking online?

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- Follow the instructions
- [Ticket Exchange Conditions](#)

Risk Free Booking

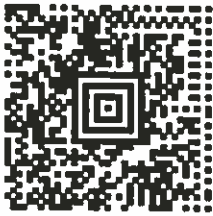
- Fully refundable prior to paper ticket issuance if cancelled online within 24 hours of initial booking and before scheduled train departure, whichever comes first.

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- You can cancel your booking online if you have not yet exchanged this booking confirmation for a paper ticket.
- Go to reservia.viarail.ca/cancellation/request.aspx?l=en
- Follow the instructions

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- Call 1 888 VIA-RAIL (842-7245) to cancel your booking
- Then go to a VIA station with your unused ticket (including the "Receipt" portion) and the credit card used to purchase your ticket, to obtain your refund.



EC NB

BOARDING PASS
Please present this document for boarding



PASSENGER : **Laura Cunningham, Adult**
VIA PRÉFÉRENCE : XXXXXXXXXX

Confirmation # : **TNN799**
FTR : 2702201957330

KINGSTON

Date : **Sat. Mar 9, 2019**
Departure : **21:15**

» **TORONTO UNION STATION**

Date : **Sat. Mar 9, 2019**
Arrival : **23:33**

Train #	Carrier	Class	Car	Seat
669	VIA Rail Canada	Economy - Escape fare	3	10C Aisle Forward facing

REFUND/EXCHANGE CONDITIONS

Before Departure : Non-refundable but exchangeable less a service charge of \$22.50 plus tax(es) and any applicable fare difference.

After Departure : Non-exchangeable and non-refundable.

BAGGAGE ALLOWANCE

For all details regarding your baggage allowance, please refer to your ITINERARY AND RECEIPT email.

CONDITIONS OF CONTRACT

For all details regarding the conditions of contract, please refer to your ITINERARY AND RECEIPT email.

IMPORTANT INFORMATION

Photo ID may be required on board the train. Failure to present a photo ID may result in having to purchase a new ticket at the regular fare on board the train.

C. CUNNINGHAM
HOTEL

Four Points Hotel & Suites Kingston
285 King Street East
Kingston, ON K7L 3B1
Canada
Tel: 613-544-4434



Laura Cunningham
[Redacted]
Toronto, ON [Redacted]
Canada

Page Number : 1 Invoice Nbr : 336381
Guest Number : 958325
Folio ID : A
Arrive Date : 07-MAR-19 15:28
Depart Date : 09-MAR-19 08:24
No. Of Guest : 1
Room Number : 607
Marriott Bonvoy Number :

Tax Invoice

Tax ID :
Four Points Ki YGKFP MAR-09-2019 08:24 RC

Date	Reference	Description	Charges (CAD)	Credits (CAD)
07-MAR-19	RT607	Rm Chrg - AAA	143.65	
07-MAR-19	RT607	Room Tax	19.42	
07-MAR-19	RT607	City/Local Tax	5.75	
08-MAR-19	RT607	Rm Chrg - AAA	194.65	
08-MAR-19	RT607	Room Tax	26.32	
08-MAR-19	RT607	City/Local Tax	7.79	
09-MAR-19	VI	Visa- [Redacted]		-397.58

For Authorization Purpose Only

xxxxx [Redacted]

Date	Code	Authorized
07-MAR-19	05033F	344.76
08-MAR-19	00540F	52.82

** Total 397.58 -397.58
*** Balance 0.00

Continued on the next page

Four Points Hotel & Suites Kingston
285 King Street East
Kingston, ON K7L 3B1
Canada
Tel: 613-544-4434



Laura Cunningham
[Redacted]
Toronto, ON, [Redacted]
Canada

Page Number : 2 Invoice Nbr : 336381
Guest Number : 958325
Folio ID : A
Arrive Date : 07-MAR-19 15:28
Depart Date : 09-MAR-19 08:24
No. Of Guest : 1
Room Number : 607

I agreed to pay all room & incidental charges.



Tell us about your stay. www.fourpoints.com/reviews

EXPENSE SUMMARY REPORT

Currency: CAD

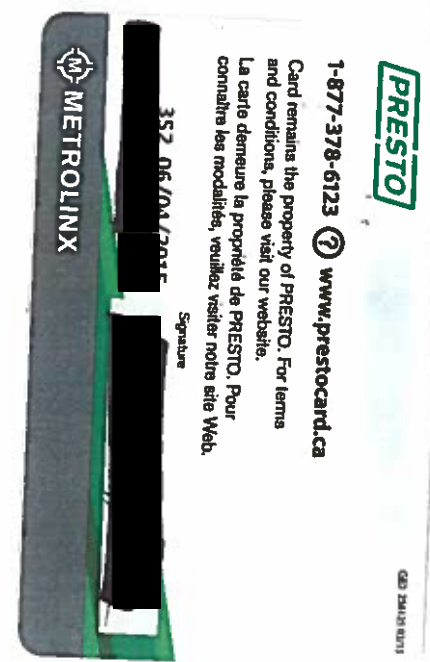
Date	Rm&Tx	Fd&Bev	GST	PST	Other	Total	Payment
03-07-2019	0.00	0.00	0.00	0.00	168.82	168.82	0.00
03-08-2019	0.00	0.00	0.00	0.00	228.76	228.76	0.00
03-09-2019	0.00	0.00	0.00	0.00	0.00	0.00	-397.58
Total	0.00	0.00	0.00	0.00	397.58	397.58	-397.58

Signature _____

L. CUNNINGHAM
GROUND TRANSPORTATION

PRESTO Card number: [REDACTED]
Transaction Type: ALL
Transit Agency: Union Pearson Express
Date Range: March 2019

Date	Transit Agency	Location	Type	Service Class	Discount	Amount	Balance
3/7/2019 11:49:46 AM	Union Pearson Express	Union Pearson Express Union Station	Fare Payment		\$0.00	(\$0.31)	\$33.56
3/7/2019 11:42:06 AM	Union Pearson Express	Union Pearson Express Bloor Station	Fare Payment		\$0.00	\$5.02	\$33.25
3/2/2019 3:51:40 PM	Union Pearson Express	Union Pearson Express Union Station	Fare Inspection		\$0.00	\$0.00	\$0.00



UNION PEARSON EXPRESS
 TRAVEL TO UNION STATION:
 (ONE STOP) FROM
 BLOOR STN.
 \$ 5.02 Debit
 .31 Credit (see attached fare) sheet.
 \$ 4.71 TOTAL

PRESTO CARD
ACCOUNT
#

Tap On. Ride Easy.

PRESTO LOAD + MANAGE + About PRESTO Customer Service Outlets Transit Usage Report Contact Us LC CARD SIGN OUT

Search Francais

BALANCE ON LC CARD

[REDACTED]

Account Profile

[Set up Autoload](#)
Fare Type: Adult
Last Updated on: March 13, 2019

[Update Personal Information](#)

Personal Information

First Name*	Laura
Last Name*	Cunningham
Street Address*	[REDACTED]
Apt., Suite, Bldg.:	
City*	Toronto
Country*	Canada
Province*	Ontario
Postal Code*	[REDACTED]
Primary Phone Number*	[REDACTED]
Secondary Phone Number:	

QUICK LINKS

- + \$ Load My Card
- Autoload Settings
- Autorenew Transit Pass Settings
- Saved Payment Method Settings
- Card Activity
- Loyalty Summary
- Transit Usage Report
- Report Lost Card

UNION PEARSON EXPRESS PRESTO FARES

https://www.upexpress.com/Tickets/Tickets

Accessibility companion Free

More stops

	 PEARSON	 WESTON	 BLOOR	 UNION
			1 Stop Fare* <small>e.g. Pearson - Weston</small>	2 Stop Fare* <small>e.g. Pearson - Bloor</small>
Adult Ages 20-64			\$4.71	\$5.02
Senior Ages 65+			\$2.51	\$2.68
Student Ages 13-19**			\$4.33	\$4.61
Children 12 years of age and under			Free	
Accessibility companion			Free	

*PRESTO fares are one-way only.
**Guests between 13 and 19 years of age (inclusive) or Post-Secondary students with valid GO Transit ID
New PRESTO cards are subject to a one-time activation fee of \$6.
For more information or to buy a PRESTO card, visit [PRESTOcard.ca](https://www.presto.ca)

Standard Fares

Questions? Please visit our [FAQ page](#) or see our [Terms and Conditions](#)



L. CUNNINGHAM

GROUND TRANSPORTATION

KINGSTON TAXI
FROM VIA RAIL STN. TO HOTEL

KINGSTON TAXI
TO VIA RAIL STN.

AMEY'S TAXI
613-546-1111

TRANSACTION RECORD

Terminal 129/66423261
Driver 2617
19/03/07 15:26:00

Card : *****
5170C0683951E116
CHIP CARD

VISA CREDIT
7800

Ref # 0010010270 C
Auth # 08025E

PURCHASE

FARE : \$ 19.50
TIP : \$ 2.00

TOTAL : \$ 21.50

APPROVED - THANK YOU
(01-027)

IMPORTANT: Retain this
copy for your records

Customer Copy



(613) 546-1111
Service Second To None
"Serving Kingston Since 1988"

AMEY'S TAXI
(613)-546-1111

CASH RECEIPT

TERMINAL: 82
DRIVER : 5192
TRIP #: 6439273
3/9/19 20:49:14

FARE : \$ 26.25
TOTAL \$ 26.25

Thank you for choosing
Amey's Taxi

RECEIPT

Cab No. 7269 H.S.T. _____

From UNION STATION _____

To _____

Date MAR 9, 2019 Amount 35 _____

Signature _____

TORONTO TAXI

UNION STN. TO HOME

L. Cunningham

CREDIT CARD TRANSACTIONS

Account Activity

Account TD EMERALD FLEX RATE VISA® CARD [REDACTED]



OWNER

Current Balance [REDACTED]
Pending Transactions [REDACTED]
Available Credit [REDACTED]
Credit Limit [REDACTED]
Balance Date as of [REDACTED]

Statement [REDACTED]
Payment Due [REDACTED]
Minimum Payment [REDACTED] Pay
Last Payment [REDACTED]

Seeing a Transaction in two places?

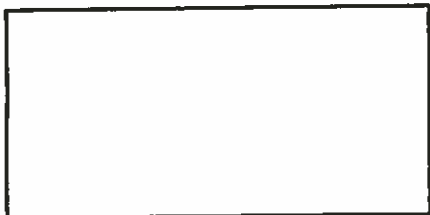
Transactions may sometimes temporarily show under Pending and Posted at the same time. This has no effect on your Current Balance or Available Credit.

View Feb 15, 2019 - Mar 14, 2019 (Last statement)

Transactions

Statement balance for the selected period [REDACTED]
Minimum payment and due date [REDACTED]

Date	Transaction Description	Debit	Credit	Balance
Mar 14, 2019	[REDACTED]	[REDACTED]		[REDACTED]
Mar 14, 2019	[REDACTED]	[REDACTED]		[REDACTED]
Mar 12, 2019	[REDACTED]	[REDACTED]		[REDACTED]
Mar 12, 2019	[REDACTED]	[REDACTED]		[REDACTED]
Mar 11, 2019	[REDACTED]		[REDACTED]	[REDACTED]
Mar 10, 2019	FOUR POINTS BY SHERATON K	397.58		[REDACTED]
Mar 07, 2019	AMEY'S GREENWOOD TAXI	21.50		[REDACTED]
Mar 05, 2019	TORONTO PARKING AUTHORITY	[REDACTED]		[REDACTED]
Mar 02, 2019	EXPRESS DELIVERY	[REDACTED]		[REDACTED]
Mar 02, 2019	EXPRESS DELIVERY	[REDACTED]		[REDACTED]
Feb 27, 2019	VIA RAIL/TNN799/09MAR	50.85		[REDACTED]
Feb 25, 2019	[REDACTED]	[REDACTED]		[REDACTED]
Feb 25, 2019	TORONTO PARKING AUTHORITY	[REDACTED]		[REDACTED]
Feb 23, 2019	CONF & REQUEST	[REDACTED]		[REDACTED]
Feb 16, 2019	[REDACTED]	[REDACTED]		[REDACTED]
Total		[REDACTED]	[REDACTED]	[REDACTED]



Select Download Format

Download

Please note: We have discovered a temporary issue that occurs while you are downloading your credit card activity to your preferred version of accounting software. This may cause some transactions to appear more than once. We are working to correct

Account Activity

Account TD EMERALD FLEX RATE VISA® CARD - [REDACTED]



OWNER

Current Balance [REDACTED]
Pending Transactions [REDACTED]
Available Credit [REDACTED]
Credit Limit [REDACTED]
Balance Date as of [REDACTED]

Statement [REDACTED]
Payment Due [REDACTED]
Minimum Payment [REDACTED] Pay
Last Payment [REDACTED]

Seeing a Transaction in two places?

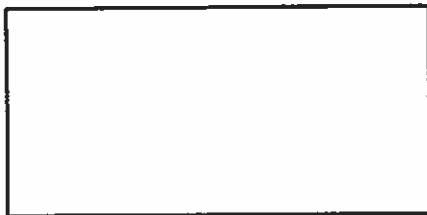
Transactions may sometimes temporarily show under Pending and Posted at the same time. This has no effect on your Current Balance or Available Credit.

View Jan 15, 2019 - Feb 14, 2019

Transactions

Statement balance for the selected period [REDACTED]
Minimum payment and due date [REDACTED]

Date	Transaction Description	Debit	Credit	Balance
Feb 14, 2019	[REDACTED]	[REDACTED]		[REDACTED]
Feb 14, 2019	[REDACTED]	[REDACTED]		[REDACTED]
Feb 09, 2019	[REDACTED]	[REDACTED]		[REDACTED]
Feb 08, 2019	[REDACTED]		[REDACTED]	[REDACTED]
Feb 07, 2019	[REDACTED]	[REDACTED]		[REDACTED]
Feb 07, 2019	[REDACTED]		[REDACTED]	[REDACTED]
Jan 30, 2019	VIA RAIL/TET197/07MAR	41.81		[REDACTED]
Jan 23, 2019	[REDACTED]		[REDACTED]	[REDACTED]
Jan 22, 2019	[REDACTED]	[REDACTED]		[REDACTED]
Jan 21, 2019	[REDACTED]	[REDACTED]		[REDACTED]
Jan 18, 2019	[REDACTED]	[REDACTED]		[REDACTED]
Jan 17, 2019	[REDACTED]	[REDACTED]		[REDACTED]
Jan 16, 2019	[REDACTED]	[REDACTED]		[REDACTED]
Jan 15, 2019	[REDACTED]	[REDACTED]		[REDACTED]
Jan 15, 2019	[REDACTED]	[REDACTED]		[REDACTED]
Total		[REDACTED]	[REDACTED]	[REDACTED]



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