

### Expense Disclosure Reporting Form

Name: **Marcela Matthew, VP Millard Health & Special Care Services**

For the Period:

**Apr-19**

#### Travel, Seminars/Conference and Associated Expenditures

Date of expense	Destination	Purpose	Airfare	Other Transportation	Accommodation	Meals	Seminar / Conference / Registration fees	Total
1	8-Apr-19	Ottawa						
		To attend the National Conference on PTSD		\$38.70	\$397.22	\$61.72		\$497.64
2								\$0.00
3								\$0.00
4								\$0.00
5								\$0.00
6								\$0.00
7								\$0.00
8								\$0.00
9								\$0.00
10								\$0.00
<b>Travel Related</b>								<b>\$497.64</b>

Notes

#### Non-travel related Expenditures (Business meals, etc...)

Dates	Purpose	Total
1		\$0.00
2		\$0.00
3		\$0.00
4		\$0.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
<b>Non-Travel Related</b>		<b>\$0.00</b>

Notes

**Total claimed for reporting period: \$497.64**

**CAPITAL TAXI**  
(613) 744 - 3333

TERMINAL ID: 324 503-094  
MERCHANT ID: 4326034A  
VEHICLE ID : 2861  
DRIVER ID : 00052823

TRIP NUMBER: 4464  
PASSENGERS: 1

04/08/2019  
START: 19:29 END: 19:29

FARE AMOUNT: \$ 32.25

= 11.504%

TIP AMOUNT: \$ 6.45

TOTAL \$ 38.70

APPROVAL NUMBER :

~~MEMBER~~ PASSENGER COPY ~~MEMBER~~

CUSTOMER SERVICE 1-800-493-2812  
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# NOVOTEL

OTTAWA

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HST/TVH # R139252514

Mr. Marcela Matthew

Canada

Room No. : 317  
Arrival : 04-08-19  
Departure : 04-10-19  
Page No. : 1 of 1  
Folio No. :  
Conf. No. :  
Cashier No. : 82

**INVOICE**

Membership No. :  
A/R Number :  
Group Code :  
Company Name :  
Voucher No. :  
Reference No. :

04-10-19

Date	Description	Charges	Payments
04-08-19	Lounge Dinner Food	30.86*	
04-08-19	Accommodation	169.00	
04-08-19	Municipal Accomodation Tax	6.76	
04-08-19	HST	22.85	
04-09-19	Lounge Dinner Food	30.86*	
04-09-19	Accommodation	169.00	
04-09-19	Municipal Accomodation Tax	6.76	
04-09-19	HST	22.85	
04-10-19			458.94
<b>Total</b>		<b>458.94</b>	<b>458.94</b>
<b>Balance</b>			<b>0.00</b>

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\*Meals = \$61.72