



City of Regina

Travel Claim Form

To be completed by the Traveller and Authorizer as per the Travel policy.

Employee Information

Full Name (First, Initial & Last) Michael Fougere

Department Mayor's Office Branch Office of the Mayor

Office Location 15th Floor - City Hall Employee Phone No. 777-7339

Travel Details

Destination: Toronto (City) (Prov/State) (Country) Date of: 24-Nov-2016 and 27-Nov-2016
Departure Return

Claim Details

Account Code: 17(1)(b) - 00000 - 00
Fund Organization Activity Account Project Location

Type of Expenditure	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	TOTAL
Accommodations								
Meals (Actuals up to \$62/day)	32	32	62	12				\$138.00
Registration								
Airfare								
Taxis / Other Transportation								
Mileage						km X \$0.43 per km		\$0.00
Foreign Exchange								
Other	Meal - receipt attached						\$16.55	\$16.55
Total Claim Expenses							(A)	\$154.55
Travel Advance (If Applicable)							(B)	

Expenses Paid By City Purchasing Card

Accommodations		
Meals		
Registration		
Airfare		
Taxis / Other Transportation		
Other		
Total Expenses Paid By Purchasing Card		(C)
Amount Due to (from) Traveller	(A) - (B) - (C)	\$154.55

Traveller's Signature

I hereby certify that all expenditures claimed were incurred on City business.

Signature Removed

Signature Signed by Michael Fougere

Da 23/16
Date

Authorizer's Signature

I hereby authorize this Travel Claim Form. (See Travel Policy for definition of Authorizer)

ERNA HALL
Name
Signature Removed

A/ City Clerk
Position

Dec. 22, 2016
Date

For assistance in completing this form, or for information about the City's Employee Travel Policy, please contact Accounts Payable at 306-777-7216 or Payables@regina.ca



75 Lower Simcoe Street, Toronto, Ontario, M5J3A6
Tel: 416-849-1200 Fax: 416-849-1227

Canadian Football League
Michael Fougere

Room: 2403
Folio:
Cashier: 72
Arrival: 11-24-16
Departure: 11-27-16
Reference:

Group: Canadian Football League

Date	Description	Additional Information	Charges	Credits
11-24-16	Room Charge		195.00	
11-24-16	Room HST		25.35	
11-24-16	DMF		5.19	
11-24-16	DMF HST		0.67	
11-25-16	SoCO	Room# 2403 : CHECK# 0041137	28.86	
11-25-16	Room Charge		195.00	
11-25-16	Room HST		25.35	
11-25-16	DMF		5.19	
11-25-16	DMF HST		0.67	
11-26-16	SoCO	Room# 2403 : CHECK# 0041628	11.04	
11-26-16	Room Charge		195.00	
11-26-16	Room HST		25.35	
11-26-16	DMF		5.19	
11-26-16	DMF HST		0.67	
11-26-16	Visa			718.53

HST Summary	
Registration No: 829387802	
Room	76.05
F&B	3.90
Other	2.01
Total	81.96

Total	718.53	718.53
Balance Due	0.00	CAD

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

BECK TAXI
1 CREDIT UNION DR
Toronto ON, M4A 2S6
www.becktaxi.com
(416)751-5555

SALE

MID: 5887279
TID: A5887279 REF#: 00000003
Batch #: 204 SEQ: 204001001003
11/26/16 18:33:21
CVC: Y

APPR CODE: 066801
28(1)

AMOUNT	\$9.00
TIP	\$2.00
TOTAL	\$11.00

00 - APPROVED - 001

VISA DesJardins
AID: A0000000031010
TVR: 00 80 00 80 00
TS: F8 00

Thank You for Choosing
Beck Taxi
3 Ways to Order
PHONE-WEB-APP

AZ
CAB 1096

CUSTOMER COPY

CAPITAL CAB 2000
473 McDONALD STREET
REGINA, SK

Term ID: 05417777

Purchase

28(1)

Entry Method: C

Total: \$ 40.83

2016/11/28 01:43:44

Seq #: 0010013640

Appr Code: B03856

Resp Code: 01/027

VISA DesJardins
A0000000031010
04 10 C0 BE 91 F1 D1 EE
00 00 00 80 00
F8 00
5F F8 03 61 E1 02 22 37

APPROVED
Thank You

Customer Copy

- IMPORTANT -
retain this copy for your records

VISA DesJardins
A0000000031010
E1 D7 41 5F A1 26 FD 8D
00 00 00 80 00
F8 00
CARD REMOVED - 991

NOT COMPLETED

Customer Copy

- IMPORTANT -
retain this copy for your records



Trip Statement

CITY OF REGINA CITY HALL 2476 VICTORIA AVE S4P 3C8	Trip #: 1173 Booking Date: 23 November 2016 Client: 28(1) Client Phone #: 3067777310 Agent: Kate Robertson
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PASSENGERS: MR. MICHAEL FOUGERE;

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER		TOTAL
				TAXES	PENALTY	
FLIGHTS AIR CANADA 2170154765	950.00	0.00	\$0.00	111.71	0.00	1,061.71 CAD
SERVICE FEES	40.00	2.00	\$0.00	0.00	0.00	42.00 CAD
Total:	990.00	2.00	0.00	111.71	0.00	1,103.71 CAD

PAYMENTS		Invoice #	Payment Date	Card Holder	Form of Payment	Amount
		00016786	23Nov16		MONERIS CC	1,061.71 CAD
		00016786	23Nov16		MONERIS CC	42.00 CAD
Total Payment:						1,103.71 CAD

Balance Due CAD Currency 0.00 CAD



Destination: TORONTO

CITY OF REGINA
CITY HALL
2476 VICTORIA AVE
S4P 3C8

Trip #: 1173
Booking Date: 23 November 2016
Client: 28(1)
Client Phone #: 3067777310
Agent: Kate Robertson

MY ITINERARY

Passengers: MICHAEL FOUGERE
Citizenship: Not Specified
Required Travel Documents: Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada. Passport must be valid at least 6 months beyond your return to Canada.



AIR

Passengers: MICHAEL FOUGERE
Booking Date: 23Nov16
File Locator/Ticket #: 2170154765

Airline	Flight	From	Terminal	To	Class	Seat	Stops
AIR CANADA	1112	REGINA MUNICIPAL 24Nov16 7:30AM		TORONTO PEARSON 24Nov16 11:27AM			
AIR CANADA	1119	TORONTO PEARSON 27Nov16 10:55PM		REGINA MUNICIPAL 28Nov16 1:15AM			



CWT RICHERT TRAVEL INC
1855 SCARTH ST, REGINA, SK S4P 2G9
Phone.: 306-757-0176 Fax: 306-565-8421
GST #10452 2305

Booking Confirmation



Booking Reference: **RUQPU5**

Date of issue: Nov 23, 2016

Booking Date: 23 Nov, 2016
 Agent Name: kate
 Agent ID: 7082679
 Main Contact : Carlson Wagonlit Richert
 kate@cwtrichert.com
 Work : 1-306-7570176
 Fax : 1-306-5658421

Passengers: Mr. Michael Fougere

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

 - Depart

Economy Flex

Thursday
24 Nov, 2016

07:30
Regina
(YQR), SK



11:27
Toronto
Pearson Intl. (YYZ), ON
Terminal 1


AC1112

2hr57
Operated by: Air Canada | E190 | Wi-Fi
Air Canada Café
Flex H

 - Return

Economy Flex

Sunday
27 Nov, 2016


22:55
Toronto
Pearson Intl. (YYZ), ON
Terminal 1



01:15 +1 day
Regina
(YQR), SK


AC1119

3hr20
Operated by: Air Canada | E190 | Wi-Fi
Air Canada Café
Flex V

 Passengers

Travel Options


Seats

Mr. Michael Fougere

Ticket Number
0142170154765

 None

AC1112 21D
AC1119 25C

No frequent flyer number provided  None



Purchase summary

Credit/Debit Card **28(1)**

Amount paid: \$1061.71

Tax Information

1adult

Goods and Services Tax - Canada no. 100092287 RT0001

\$49.21

Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)

\$3.25

1adult

Air Transportation Charges

Base Fare

874.00

Surcharges

76.00

Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001

49.21

Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)

3.25

Air Travellers Security Charge

14.25

Airport Improvement Fee - Canada

45.00

Total airfare and taxes before options (per passenger)

\$1061⁷¹

Number of passengers

X 1

Total

\$1,061⁷¹

GRAND TOTAL (Canadian dollars)

\$1061⁷¹



Check-in and boarding gate deadlines

Within Canada

90

minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45

minutes¹

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15

minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YYZ) - Check-in and baggage drop-off deadline: 20 minutes.

Baggage allowance


Carry-on Baggage


When your flight is operated by Air Canada, Air Canada Rouge or Air Canada Express, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). View more details.

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Regina (YQR) > Toronto (YYZ)


 **1st bag**
Complimentary


 **2nd bag**
\$ 35.00 CAD
Including taxes

Max. weight per bag:
23.0 kg (50.0 lb)

Max. dimensions per bag:
158.0 cm (62.0 in)

Toronto (YYZ) > Regina (YQR)

 **1st bag**
Complimentary

 **2nd bag**
\$ 35.00 CAD
Including taxes

Max. weight per bag:
23.0 kg (50.0 lb)

Max. dimensions per bag:
158.0 cm (62.0 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Currency

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Stopovers

Customers may be reassessed checked baggage fees when itineraries include an enroute stopover in excess of 24 hours.

Note: If you exceed your baggage allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

Fare Rules

Economy Flex
Regina - Toronto

Trip Statement

CITY OF REGINA
 CITY HALL
 2476 VICTORIA AVE
 S4P 3C8

Trip #: 881
 Booking Date: 27 October 2016
 Client: 28(1)
 Client Phone #: 3067777310
 Agent: Sandra Seckler

PASSENGERS: MR MICHAEL FOUGERE;

REFERENCE/ DESCRIPTION	FARE	HST/GST	PST	OTHER TAXES	PENALTY	TOTAL
FLIGHTS WESTJET 9566075839	782.00	46.36	\$0.00	105.25	0.00	933.61 CAD
FLIGHTS BSP SERVICE FEE 0065751243	40.00	2.00	\$0.00	0.00	0.00	42.00 CAD
Total:	822.00	48.36	0.00	105.25	0.00	975.61 CAD

PAYMENTS

Invoice #	Payment Date	Card Holder	Form of Payment	Amount
00016340	27Oct16		VI28(1)	933.61 CAD
00016341	27Oct16	CHERYL MCLEAN KEIL	VIxxxxxxVI	42.00 CAD
Total Payment:				975.61 CAD

Balance Due CAD Currency 0.00 CAD

Travel to Grey Cup

17(1)(b)



WestJet Rewards account

Sign in to book faster, use Travel Bank credits and earn WestJet dollars.

WestJet Rewards ID or email: Password:

[Forgot password or ID](#)

Booking summary

[Modify search](#)

Total: 933.61 CAD

Departing flight(s)

[Fare and baggage rules](#) Opens a New Window Flex Flight: WS156 Departure: Regina

Thu Nov 24, 2016, 6:15 AM Arrival: Toronto

Thu Nov 24, 2016, 10:18 AM

Returning flight(s)

[Fare and baggage rules](#) Opens a New Window Flex Flight: WS427 | WS3212 Departure: Toronto

Mon Nov 28, 2016, 6:45 AM Connection: Edmonton

Mon Nov 28, 2016, 9:03 AM

Mon Nov 28, 2016, 9:50 AM Arrival: Regina

Mon Nov 28, 2016, 12:20 PM

Guest(s): 1

Price summary

- Air transportation charges (ATC) [show](#) 828.00 CAD
 - Adult 782.00 CAD
 - Other air transportation charges 46.00 CAD
- Taxes, fees and charges [show](#) 105.61 CAD
 - Harmonized sales tax (HST) 3.25 CAD
 - Air travellers security charge (ATSC) 14.25 CAD
 - Airport improvement fee (AIF) 45.00 CAD
 - Goods and services tax (GST) 43.11 CAD

Travel to Grey Cup

17(1)(b)

Total: 933.61 CAD

[View fare rules](#)

CITY OF REGINA
CITY HALL
2476 VICTORIA AVE
S4P 3C8

Trip #: 881
Booking Date: 27 October 2016
Client: 28(1)
Client Phone #: 3067777310
Agent: Sandra Seckler

MY ITINERARY

Passengers	Citizenship	Required Travel Documents
MICHAEL FOUGERE	Not Specified	Not Specified

All passengers need to ensure that correct documentation requirements are met for entry to the applicable destinations as well as for their return to Canada. Passport must be valid at least 6 months beyond your return to Canada.



AIR

Passengers: MICHAEL FOUGERE

Booking Date: 27Oct16
File Locator/Ticket #: 0065751243

From: REGINA MUNICIPAL
To: TORONTO PEARSON

Departing on: 24Nov16
Returning on: 28Nov16



AIR

Passengers: MICHAEL FOUGERE

Booking Date: 27Oct16
File Locator/Ticket #: 9566075839

Airline	Flight	From	Terminal	To	Class	Seat	Stops
WESTJET	00156	REGINA MUNICIPAL		TORONTO PEARSON	B		
		24Nov16 6:15AM		24Nov16 10:18AM			
WESTJET	00427	TORONTO PEARSON		EDMONTON INTL	Q		
		28Nov16 6:45AM		28Nov16 9:03AM			
WESTJET	03212	EDMONTON INTL		REGINA MUNICIPAL	Q		
		28Nov16 9:50AM		28Nov16 12:20PM			



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1855 SCARTH ST, REGINA, SK S4P 2G9
Phone.: 306-757-0176 Fax: 306-565-8421
GST #10452 2305