



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 Office of the Mayor

Branch Mayor's Office

Office Location 15th Floor - City Hall

Employee Phone No. 777-7339

Travel Details

Destination: Ottawa ON
(City) (Prov/State) (Country)

Date of: 10-Aug-2016 and 15-Aug-2016
Departure Return

Claim Details

Account Code: - - - - -
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)	42	52			42			\$136.00
Registration								
Airfare								
Taxis / Other Transportation							\$6.00	\$6.00
Mileage						km	X \$0.41 per km	\$0.00
Foreign Exchange								
Other								
Total Claim Expenses							(A)	\$142.00
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) \$142.00

Traveller's Signature

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

Signature Removed

Signature Signed by Michael Fougere

Sept. 2/16
Date

Authorizer's Signature

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

Signature Removed

JIM NICOL

Signature

CITY CLERK

Position

Sept 15/16
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

Travel



Cindy Fougere 28(1) Personal

Air Canada - 10-Aug: Regina - Ottawa (booking ref: NTTAYV)

1 message

Air Canada <confirmation@aircanada.ca>
To: 28(1) Personal

21 March 2016 at 20:13

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

AIR CANADA 

Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check in kiosk.



Opens in New Window

Access your personalized Air Canada travel information

View your planner > Opens in New Window

Booking Information

Booking Reference: **NTTAYV**

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:

Mr Michael Fougere

28(1) Personal

Mobile: 28(1)

Home: 28(1)

Work: 1-306-7777340

Customer Care

Air Canada
1-888-247-2262


Flight Arrivals and Departures
1-888-422-7533

Online Services

- **Manage** my booking online (view/change my booking; select seats*).
- Select Seats
- Maple Leaf Lounge | Meal Vouchers | On My Way
- **Alert me** of flight status changes directly to my mobile phone or email.
- **Flight Arrivals & Departures** - check online if my flight is on time.
- **Check-in online** and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC7610 ¹	Regina (YQR) Wed 10-Aug 2016 11:15	Ottawa, Ottawa Int'l (YOW) Wed 10-Aug 2016 17:40	1 /YXE ²	4hr25	E75	Tango, L	WIS F
 AC7610 ¹ : This flight includes a stop in Saskatoon.							
AC451	Ottawa, Ottawa Int'l (YOW) Mon 15-Aug 2016 12:00	Toronto, Pearson Int'l (YYZ) Mon 15-Aug 2016 13:05 - Terminal 1	0	5hr40	320	Tango, L	
AC1115	Toronto, Pearson Int'l (YYZ) Mon 15-Aug 2016 14:20 - Terminal 1	Regina (YQR) Mon 15-Aug 2016 15:40	0		E90	Tango, L	WIS F

WIS F: Food for purchase on board All Air Canada Café purchases made on board Air Canada and Air Canada rouge flights, as well as on Air Canada Express flights operated by Jazz, are payable only with Visa, MasterCard and American Express credit cards.

Operated by:
¹ Air Canada Express - Sky Regional

Stopover:
² Saskatoon (YXE)

Passenger Information

1: Mr Michael Fougere : Adult (16+), Ticket Number: 0142160337527

Air Canada - Aeroplan : **28(1)** Meal Preference : **None**
 Payment Card: **28(1)** Special Needs: **None**

Seat Selection: **None**

THE FISH MARKET
RESTAURANT
54 YORK ST
OTTAWA, ON K1N5T1
6132413474

CHECK # 629096 DATE 8/11/16
TABLE # 200 TIME 7:19PM

-- FISH MARKET : VAL --

ITEMS ORDERED	AMOUNT
1 CHEFS CAESAR	0.00
2 CHEFS SALMON	76.00
1 CHEFS CALAMARI	0.00

SUBTOTAL	76.00
FEDERAL HS	3.80
HST FOOD T	6.08

TOTAL DUE 85.88

ROUNDED TOTAL 85.90

Thank You

FISH MARKET RESTAURANT
54 York St., Ottawa, Ontario, K1N 5T1
613-241-4954
GST #89217 5787
THANK YOU, PLEASE JOIN US AGAIN!

613-241-3474 (FISH)

THE FISH MARKET
RESTAURANT
54 YORK ST
OTTAWA, ON K1N5T1
6132413474

CHECK # 629135 DATE 8/11/16
TABLE # 211 TIME 7:53PM

-- FISH MARKET : RYAN --

ITEMS ORDERED	AMOUNT
---------------	--------

1 SURF & TURF - LOBSTER	56.99
1 FISH CHOWDER CUP	7.99
1 D ATL SALMON	28.99
1 D TUNA STEAK	34.99
1 D STUFFED SHRIMP	32.99
1 F GLS SANTA CARO WHITE	8.95
1 F GLASS MJ MALBEC	9.75
1 F GLS STEAM DRAFT	7.85
1 F GLS BEAUS LUG TREAD	7.85

SUBTOTAL	196.35
FEDERAL HS	9.82
HST FOOD T	12.96
HST LIQUOR	2.75

TOTAL DUE 221.88

ROUNDED TOTAL 221.90

FISH MARKET RESTAURANT
54 York St., Ottawa, Ontario, K1N 5T1
613-241-4954
GST #89217 5787
THANK YOU, PLEASE JOIN US AGAIN!

613-241-3474 (FISH)

MERCHANT ID: 87142310010 TERM ID: 002

SALE

28(1)

VISA ENTRY METHOD: CHIP
08/11/16 19:26:47
INV #: 000021 APPR CODE: 010005
BATCH #: 000049
REF #: 021

AMOUNT	\$85.88
TIP	\$12.88
TOTAL	\$98.76

PIN VERIFIED BY CARD ISSUER
CARDHOLDER AGREES TO PAY ABOVE
TOTAL AMOUNT IN ACCORDANCE WITH
CARD ISSUER'S AGREEMENT
(MERCHANT AGREEMENT IF CREDIT VOUCHER)
RETAIN THIS COPY FOR STATEMENT
VERIFICATION

CARDHOLDER COPY

APPROVED

APPLICATION LABEL: VISA Desjardins
AID: A0000000031010
TUR: 00 80 00 80 00
TS1: F8 00

MERCHANT ID: 87142310010 TERM ID: 002

SALE

28(1)

VISA ENTRY METHOD: CHIP
08/11/16 19:59:00
INV #: 000027 APPR CODE: 011939
BATCH #: 000049
REF #: 027

AMOUNT	\$221.88
TIP	\$33.28
TOTAL	\$255.16

PIN VERIFIED BY CARD ISSUER
CARDHOLDER AGREES TO PAY ABOVE
TOTAL AMOUNT IN ACCORDANCE WITH
CARD ISSUER'S AGREEMENT
(MERCHANT AGREEMENT IF CREDIT VOUCHER)
RETAIN THIS COPY FOR STATEMENT
VERIFICATION

CARDHOLDER COPY

APPROVED

APPLICATION LABEL: VISA Desjardins
AID: A0000000031010
TUR: 00 80 00 80 00
TS1: F8 00

Travel

(http://www.lordelginhotel.ca)

(https://bookings.ihotelier.com/Lord-Elgin-Ottawa/bookings.jsp?hotelId=12200&rateplanid=1976590&identifier=breakfast&referID=59780)

Confirmation: Thank you, your reservation is complete. [Click here to create another reservation.](#)



Reservation Summary

Reservation Summary A confirmation will be sent via email to: sloyd@regina.ca

View Policies

Location & Directions

Guest Information:
Michael Fougere
2476 Victoria Avenue
Regina
Saskatchewan
S4P 3C8
CANADA
sloyd@regina.ca
306-777-7340

Check-in: Wed, 10 Aug 2016
Check-out: Mon, 15 Aug 2016
Nights: 5

Room Type:
Parkview Room with Two Queen
Beds
Rate:
Best Available Rate

Occupants:
2 Adults , 0 Children

Confirmation Number: 289854894

Guaranteed to: **28(1) Personal**

Room Cost(5 nights / 1 rooms)	All prices in CAD
Total Pre-Tax	1005.00
Taxes and Fees	164.72

Room Subtotal 1169.72

Total Charges CAD 1169.72

*Lord Elgin Hotel
100 Elgin St
Ottawa*



LORD ELGIN

Michael Fougere
2476 Victoria Avenue
Regina, S4P 3C8
United States

Room No. : 0626
Arrival : 08-10-16
Departure : 08-15-16
Folio No. :
Conf. No. : 279189
Cashier No. :
I.D.

Company Name:

Group Name:

H.S.T: 102094604RT

INFORMATION INVOICE

Date	Description	Charges	Credits
08-10-16	Room Charge	205.00	
08-10-16	Destination Marketing Fee	6.15	
08-10-16	Room HST	27.45	
08-11-16	Room Charge	185.00	
08-11-16	Destination Marketing Fee	5.55	
08-11-16	Room HST	24.77	
08-12-16	Room Charge	205.00	
08-12-16	Destination Marketing Fee	6.15	
08-12-16	Room HST	27.45	
08-13-16	Room Charge	225.00	
08-13-16	Destination Marketing Fee	6.75	
08-13-16	Room HST	30.13	
08-14-16	Room Charge	185.00	
08-14-16	Destination Marketing Fee	5.55	
08-14-16	Room HST	24.77	
08-15-16	Visa		1,169.72
		Total Charges	1,169.72
		Total Credits	1,169.72
		Balance	0.00

Susan Lloyd

From: Michael Fougere
Sent: August-10-16 5:46 PM
To: Susan Lloyd; Cheryl McLean-Keil
Subject: Fwd: Receipt from Blueline

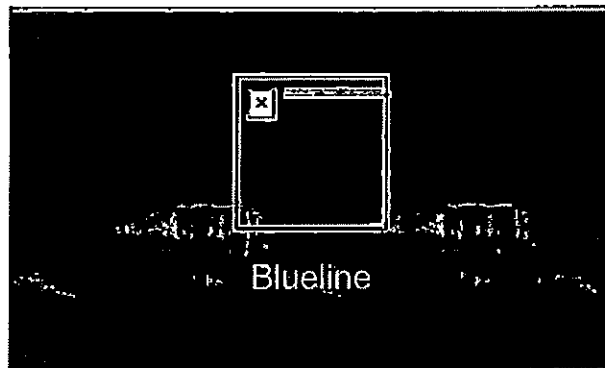
Hi Susan and Cheryl,

This is the receipt for my taxi from the Ottawa airport to my hotel. This is the first time I've ever gotten an electronic receipt for a taxi. Can you print it for my expense claim. Thank you.

Michael

Begin forwarded message:

From: Blueline via Square <receipts@messaging.squareup.com>
Date: August 10, 2016 at 6:27:24 PM EDT
To: mfougere@regina.ca
Subject: Receipt from Blueline
Reply-To: Blueline via Square
<r_mzswkzdcmfrrwllon52c25tjonuwe3dffvzgky3fnfyhi.rYUZ.AYfd7NTbE2gdrBGz.0ad4baae899f2f9d6ef04d00953882fdb30b737a@reply.squareup.com>



\$36.60

Custom Amount	\$30.33
Service Fees	\$1.50



Blueline

613-859-5772

28(1)

VISA

8/10/2016,

6:26 PM

#ts0i

006387

© 2016 Square, Inc.. All rights reserved.

1455 Market Street, Suite 600, San Francisco, CA 94103 USA

[Square Privacy Policy](#)

Map data and copy: [OpenStreetMap](#) contributors

[Not your receipt?](#)





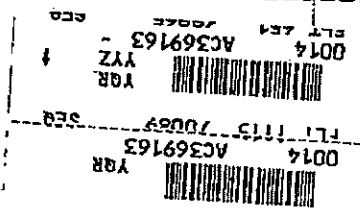
CUSTOMER SERVICE 1-800-493-2812
 1100 RIVERVIEW BLVD. TORONTO, ONT. M5V 1A7
 WWW.PASSENGER COPY
 065171

HE BRUNO JIG
 NORDMAN 102
 VEHICLE ID
 DRIVER ID
 JIGP HENSEN
 PASSENGERS:
 08/15/2016
 START: 10:01
 FARE AMOUNT: \$ 32.00
 SURCHARGE AMOUNT
 TIP AMOUNT: \$ 1.50
 TOTAL: \$ 33.50
 VISA S/N: 28(1)
 APPROVAL NUMBER
 065171

BLUE LINE TAXI
 (604) 270-1111

AIR CANADA		BAGGAGE FEE RECEIPT/RECU POUR FRAIS DE BAGAGES		PAGE 1
		OTTAWA YOW TO/A REGINA YQR		2016-08-15
MICHAEL FUGERE	EXCESS BAGGAGE FEE/FRAIS D'EXCEDENT DE BAGAGE (1 pièce/bagage)		23.81	
	GST/TPS		1.19	
	TOTAL CAD		25.00	
	TOTAL CAD		25.00	

Baggage - Ottawa to Regina



Payment/Paiement: AC GST/HST - TPS/TVH #100092287 RT0001
 NON REFUNDABLE/NON REMBOURSABLE

28(1)

Susan Lloyd

From: Cindy Fougere 28(1)
Sent: August-09-16 1:27 PM
To: Michael Fougere
Subject: Fwd: Air Canada - Receipt - Baggage Fee

----- Forwarded message -----
From: Air Canada <confirmation@aircanada.ca>
Date: 9 August 2016 at 13:25
Subject: Air Canada - Receipt - Baggage Fee
To: 28(1)

Your fees have been successfully collected.

Departure Date: 2016-08-10

Passenger: MICHAEL FOUGERE
Departure city: REGINA YQR
Destination city: OTTAWA YOW

Fee Breakdown:

Excess baggage fee (1 piece): 25.00 CAD

GST: 1.25 CAD

Total CAD: 26.25 CAD

Form of payment used: 28(1)

Please Note: This fee is non refundable.

GST - HST: #100092287 RT0001

Fly through paying on your mobile device with Air Canada Mobile+!
Air Canada mobile+ can remember your personal and payment information so you can fly through your mobile experience and pay for items like upgrades and flight changes quickly, easily and securely. Click the link below to Learn More, <http://services.aircanada.com/portal-web/mobile/static/mobileplus.html>

You can view all your available Air Canada mobile+ messages here:
<http://mymessages.aircanada.com/en/dV6OxuaO3QONOH3HPML9g>

This service email was sent by Air Canada to you and contains important information that must be communicated to you regarding an Air Canada Product or Service that you have requested. This service email is not a promotional email.

**Canadian Association of Police
Governance**

157 Gilmour Street Suite 302
Ottawa ON K2P 0N8
(613)235-2272
progers@capg.ca
GST Registration No.: 87551 3467
RT0001



SALES RECEIPT

BILL TO

Regina Board of Police
Commissioners
P.O. Box 1790
Regina Saskatchewan S4P
3C8

SALES # 2063

DATE 27-06-2016

PMT METHOD

Credit Card

ACTIVITY	QTY	RATE	TAX	AMOUNT
Conference 2016 - Full Member Pass Delegate: Mr. Michael Fougere	1	595.00	HST ON	595.00

SUBTOTAL	595.00
HST (ON) @ 13%	77.35
TOTAL	672.35
AMOUNT RECEIVED	672.35
BALANCE DUE	\$0.00

TAX SUMMARY

	RATE	TAX	NET
HST (ON) @ 13%		77.35	595.00