Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act [Our File #: FIN-78-2018]

On August 14, 2018, the Department of Finance received your access to information request for the following:

"I would like to obtain copies please of all expense claims and receipts filed by Finance Minister Tom Osborne, and deputy minister Denise Hanrahan for their trip in June 2018 to Ireland and Scotland."

The Department is pleased to advise that access to the above request has been granted in part (see attached).

It is important to note the following when reviewing the attached information:

- The trip referenced above to Ireland and Scotland in June 2018 was for the purpose of economic development discussions, and also included officials from the Department of Tourism, Culture, Industry and Innovation; Department of Natural Resources; and Executive Council. As indicated in the accompanying expense claims and receipts, travel to London was for investor relations meetings and only included the Minister and Deputy Minister of Finance.

- Page numbers identified below reference the page number in the top right-hand corner in the attached.

- Pages 1-41 include the expense claims with supporting documentation for the Deputy Minister, Mrs. Denise Hanrahan.

- Pages 42-96 include the expense claims with supporting documentation for the Minister Hon. Tom Osborne.
• Some of the information contained within the attached has been severed because, if released, could be an unreasonable invasion of a third party's personal privacy. This information includes such things as personal bank account or credit card information; and the personal information of a third party. As such this information has been severed pursuant to sections 40.(1), 40.(4)(e), and 40.(4)(g)(i) of ATIPPA.

• Further details regarding these exemptions is available to be viewed at the following website: http://www.assembly.nl.ca/legislation/sr/statutes/a01-2.htm

Please be advised that you may ask the Information and Privacy Commissioner to review the processing of your access request, as set out in section 42 of the Access to Information and Protection of Privacy Act (the Act). A request to the Commissioner must be made in writing within 15 business days of the date of this letter or within a longer period that may be allowed by the Commissioner.

The address and contact information of the Information and Privacy Commissioner is as follows:

Office of the Information and Privacy Commissioner
2 Canada Drive
P. O. Box 13004, Stn. A
St. John’s, NL. A1B 3V8

Telephone: (709) 729-6309
Toll-Free: 1-877-729-6309
Facsimile: (709) 729-6500

You may also appeal directly to the Supreme Court Trial Division within 15 business days after you receive the decision of the public body, pursuant to section 52 of the Act.

The response will be published following a 72-hour period after the response is sent electronically to you or five business days in the case where the response is mailed to you. It is the goal to have the response posted to the Completed Access to Information Requests website within one business day following the applicable period of time. Please note that requests for personal information will not be posted online.

If you have any further questions, please feel free to contact the undersigned by telephone at 709-729-2082, or by email at bethbartlett@gov.nl.ca.

Sincerely,

Beth Bartlett, CIAPP-C
ATIPP Coordinator

Attachment
Government of Newfoundland and Labrador
Expense Claim: TCMS1041034

Name: Hanrahan, Denise
Expense Date: 18-May-18 - 18-May-18
Cost Center: 0503
Purpose: to accompany Min Osbourne on investor relations and economy meetings
Report Submit Date: 18-May-18
Claim Authorization: Journey Authorization
Fiscal Year: 2018-19
Acct Distribution: 01-0503-110-1410-0369-000000
Related Claims:

Receipt-Based Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Expense Details</th>
<th>Net of Tax Amount</th>
<th>Tax Amount</th>
<th>Reimbursable Amount (CAD)</th>
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</thead>
<tbody>
<tr>
<td>18-May-18</td>
<td>Airfare</td>
<td>Location From: London, England; Location To: St John's; Ticket Number: 8382136766024; Receipt Date: 17-May-18; Airline Carrier: Westjet; Class of Ticket: Economy</td>
<td>354.17</td>
<td>49.58</td>
<td>403.75</td>
</tr>
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<td></td>
<td>Airfare</td>
<td>Location From: Aberdeen, Scotland; Location To: London, England; Ticket Number: EV5CRW3; Receipt Date: 17-May-18; Airline Carrier: EasyJet; Class of Ticket: Economy</td>
<td>148.64</td>
<td>20.81</td>
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<td>18-May-18</td>
<td>Airfare</td>
<td>Location From: St John's; Location To: Dublin; Ticket Number: 8382136730595; Receipt Date: 15-May-18; Airline Carrier: Westjet; Class of Ticket: Seat Sale</td>
<td>225.58</td>
<td>31.58</td>
<td>257.16</td>
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<tr>
<td>18-May-18</td>
<td>Airfare</td>
<td>Location From: Dublin; Location To: Aberdeen, Scotland; Ticket Number: 0532498824828; Receipt Date: 18-May-18; Airline Carrier: Aer Lingus; Class of Ticket: Economy</td>
<td>152.28</td>
<td>21.32</td>
<td>173.60</td>
</tr>
</tbody>
</table>

Total 880.67 123.29 1,003.96
Submission Instructions:
* Attach Journey Authorization, Private Vehicle Usage Report or other applicable documentation as required.
* Additionally, attach all original itemized receipts showing proof of payment to this Expense Claim. Ensure that all smaller receipts are attached to an 8.5 x 11 sheet of paper, as per Financial Management Circular 2.040.
* For Ministers who are also Members of the House of Assembly (HOA): The Expense Claim must be printed and the Claimant Section below must be signed and dated before being submitted, with the necessary supporting documentation, to the Corporate and Members’ Services Division (CMS) of the HOA.
* Claimants who are not Ministers and Members of the HOA are not required to print and submit a hard copy of their Expense Claim to Transactional Review and Compliance (TRC) for processing. These individuals are still able to print their Expense Claim but only for their own personal records.
* Upon processing, a notification will be sent via email and the claim’s status will be updated in ECMS. The Expense Claim will be paid after it has been processed.
* Effective April 1, 2009, the tax amount on expense claims is automatically calculated in accordance with the provisions of Sections 174 and 175 of the Excise Tax Act.

Explanations Related to Expense Items Claimed (if applicable):

I CERTIFY THAT THE WHOLE OF THE EXPENSES INCURRED BY ME WERE ON GOVERNMENT BUSINESS AND ARE IN ACCORDANCE WITH GOVERNMENT POLICY, PROCEDURE AND LEGISLATION.

Total Amount to Reimburse: $1,003.96

Claimant’s Signature: ___________________________ Date: May 18, 2018

CERTIFIED IN ACCORDANCE WITH SECTION 30(1) AND 31(1) OF THE FINANCIAL ADMINISTRATION ACT

Approved and Certified By: ___________________________ Date: May 18, 2018

Supervisor/Divisional Head: ___________________________ Date:

Office of the Comptroller General Purposes Only:

Selected for Regular Review: Yes No

Transactional Review and Compliance: ___________________________ Date:
### SECTION 1: CLAIMANT INFORMATION

**Employee Name:** Denise Hanrahan  
**Department:** Finance  
**Position Title:** Deputy Minister  
**Supplier Number:** 40.(1), 40.(4)(g)(i)

### SECTION 2: TRAVEL DETAILS

**From:** St. John’s, NL  
**To:** Dublin/Scotland/England  
**From Date:** June 4, 2018  
**To Date:** June 13, 2018

**Purpose of Trip:** To attend Investor Meetings in Ireland, Scotland and England June 4-13, 2018.

**Payment Method:**  
- [ ] Personal Credit Card  
- [ ] Government Credit Card  
- [ ] Travel Order

**Mode of Travel:**  
- [ ] Air  
- [ ] Government Vehicle  
- [ ] Personal Vehicle  
- [ ] Rental Car

**Travel Agency AND Order Number:**

**The Estimated Total Trip Cost Must Be Encumbered Regardless of Imprest:**

**Accounting Distribution:**

**Employee’s Signature:**

**Section 3: Certification**

I certify that the above employee is authorized to travel on government business as described and sufficient funds are available.

**Divisional Director / Assistant Deputy Minister**

**Signature**

**Date:**

**Deputy Minister**

**Signature**

**Date:**

**Min. Ashome**

**Signature**

**Date:**

### SECTION 4: TO BE COMPLETED IF A TRAVEL ADVANCE IS REQUIRED

**Summary of All Anticipated Expenses Equal to the Amount of the Advance Required (Travel Advance Only):**

- **Taxi, Limousine, or Bus Fare to and from Departure Points:**
  - Amount: $  

- **Transportation Cost (If Travel Order is Not Issued):**
  - Amount: $  

- **Accommodations for ______ Nights (Hotel/Private):**
  - Amount: $  

- **Meals for ______ Days (At approved rates):**
  - Amount: $  

- **Other:**
  - Amount: $  

**Cash Advance Required:**

- [ ] Yes  
- [ ] No

**Total Anticipated Expenses: (Advance Required):**

- Amount: $ 0.00

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**Signature:**

**Date:**
eTicket Receipt
Prepared For: ARAHAN/DO MRS

RESERVATION CODE: LPDLKK
ISSUE DATE: 15 May 2018
TICKET NUMBER: 8362136730595
ISSUING AIRLINE: WESTJET
ISSUING AGENT: WestJet/SDX
FREQUENT FLYER NUMBER: 40(1)

Itinerary Details

<table>
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<tr>
<th>TRAVEL DATE</th>
<th>AIRLINE</th>
<th>DEPARTURE</th>
<th>ARRIVAL</th>
<th>OTHER NOTES</th>
</tr>
</thead>
</table>
| 04 Jun 18 - 05 Jun 18 | WESTJET WS 16 | ST JOHNS NF, CANADA | DUBLIN, IRELAND | Seat Number CHECK-IN REQUIRED
| Time | Time |
| 11:10pm | 7:13am |
| Terminal | Terminal |
| 1 | 1 |

Allowances

Baggage Allowance
YYT to DUB - 0 Pieces WESTJET

Prices of additional baggage pieces:
1. 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
2. 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS
/E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET, ETC

Carry On Allowances
YYT to DUB - 1 Piece (WS - WESTJET)

Carry On Charges
YYT to DUB - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

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<td>Taxes/fees/Carrier-Impased Charges</td>
<td>CAD 150.00 YQI (OTHER AIR TRANSPORTATION</td>
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Positive identification required for airport check in

Notice:

Travel info

QST # 1202807956TQ0001  GST # 866112535

For details about flying with WestJet, print the important flight information package, or browse our travel info:

- **Baggage fees** ($25-$118 per bag; additional $75-$88.50 per bag for overweight or oversize)
- **Baggage allowances** (carry-on, checked, sporting goods, restricted items)
- **Children, infants, and expectant mothers**
- **Fare options** (Econo, Flex, Plus, and Member Exclusive)
- **Guests with special needs**
- **ID requirements**
- **Inflight services** (Inflight entertainment and buy-on-board menu)
- **Seat selection** (Seat maps, seats in Plus)

At WestJet, getting you to your destination safely and on time are top priorities for us. To help ensure an on-time departure, we adhere to our check-in and baggage cut-off times. Please make sure you’re familiar with these rules, and give yourself enough time to get through security and arrive at your departure gate on time or we will deny boarding.

If you fail to show for the first flight segment of a round trip or multi-segment reservation, all remaining flights segments, including return flights, will automatically be cancelled and the total fare paid will be forfeited without compensation. To change or cancel your reservation, you can manage your booking online or call 1-888-937-8538 (1-888-WESTJET).

WestJet and the Canadian Transportation Agency want to make you aware of your rights as a traveller. Visit Flight and service disruptions for an in-depth explanation.

Travelling with one of our airline partners? Be sure to familiarize yourself with the fees for your journey by visiting our airline partners page. Fees are collected on a one-way basis by the airline operating the first flight for each direction of your journey.

If you have used WestJet dollars as a form of payment for this itinerary you can see the amount redeemed by signing into your WestJet Rewards account.

Carbonzero and WestJet have teamed up to provide you the opportunity to help reduce the effects of climate change and mitigate the greenhouse gas emissions associated with air travel through the purchase of carbon offsets.

<table>
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<tr>
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<tr>
<td>CAD 35.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))</td>
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</tr>
<tr>
<td>CAD 5.25 RC2 (HARMONIZED SALES TAX (HST))</td>
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Total Fare  CAD 257.16
Hanrahan, Denise

From: bookingsen@aerlingus.com
Sent: Friday, May 18, 2018 8:41 AM
To: Hanrahan, Denise
Subject: Aer Lingus Confirmation - Booking Ref: 2CQIFF

Aer Lingus Booking Confirmation

Booking Reference: 2CQIFF

Date: 18 May 2018
MRS HANRAHAN

Thank you for booking your flight with Aer Lingus.

This is your booking confirmation, passenger itinerary and receipt email. Please review the passport and visa information before travel.

Your Flights

Passenger(s): MRS HANRAHAN

Flight: EI3242 - Wed 08 Jun 2018
Departed: Dublin-Terminal 2 (DUB) 13:20
Arrived: Aberdeen (ABZ) 15:20
Status: W Southbound Class CONFIRMED
Operated By: British Air
Seat: 16A
Bags: HANRAHAN MRS - 1 Baggage = 23kg / Max

Change / View / Manage your booking

New checked bag policy for flights within Europe effective December 2013
Applications for tax refunds are subject to an administration fee. Details on Passenger Information, Fees and Baggage Allowances >>

Your Receipt

Ticket Numbers
05321884-4258
Details
Fare p.p. Taxes & Charges Total
1 Adult: EUR 32.99 EUR 35.00 EUR 65.99
Total Amount
Admin Fee
PLUS fees
Checked Bag 20kg Peak
Checked Seat Fee
TOTAL
EUR 3.50
EUR 0.00
EUR 111.99

Change Card # 173.60

Travel Checklist
Book Bags
Save up to 50%
Book Seats
Select now
Check-In
Free Check-in
Lounges
Get access
Add API
USA, Spain
& Portugal
Assistance
Please advise
Sky Shop
Buy onboard
Travel Partners
Car hire
Get the best rates >>
Know before you fly

**Advance Passenger Information (API)**
Travel to the USA, Canada, Spain, Portugal, Czech Republic, Turkey and the UAE require the compulsory provision of Advance Passenger Information. If you have not already, please add API to your booking here.

**Electronic System for Travel Authorization**
In addition to adding API information to your booking, all passengers travelling to the USA under the Visa Waiver Programme (VWP) must now apply to travel under the VWP online.

If you have purchased insurance full details of your insurance policy will be emailed to your email address from Allianz Global Assistance. If you do not receive it or have any queries regarding your policy, please contact Allianz Global Assistance Customer Service. Their contact details can be found via Plan & Book > Travel Insurance link on aerlingus.com.

**Latest News**

**New Checked Baggage Policy for flights within Europe**
You can now choose from 4 bag products to suit your travel needs, book today and save on airport baggage rates.
More Information

**Cleared for Arrival to the USA**
All flights to the USA now pre-clear US Customs and Immigration in Terminal 2 (Dublin) or Shannon airport before departure.
More Information

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**Aer Lingus Gift Vouchers available online**
Aer Lingus Gift vouchers are now available to buy online. The perfect gift for any occasion.
Purchase a voucher
eTicket Receipt
Prepared For: HANRAHAN D MRS

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<th>RESERVATION CODE</th>
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<td>8382136750624</td>
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Itinerary Details

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<th>DEPARTURE</th>
<th>ARRIVAL</th>
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<td>15Jun18</td>
<td>WESTJET</td>
<td>LONDON GATWICK, UNITED KINGDOM</td>
<td>HALIFAX NS, CANADA</td>
<td>Seat Number: CHECK-IN REQUIRED</td>
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<td></td>
<td>WS 25</td>
<td>Time 9:30am, Terminal NORTH TERMINAL</td>
<td>Time 12:40pm</td>
<td>Baggage Allowance: NIL</td>
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<td>Operated by: WESTJET ENCORE</td>
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<td>Booking Status: OK TO FLY</td>
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<td></td>
<td>Not Valid After: 15JUN18</td>
</tr>
</tbody>
</table>

| 15Jun18     | WESTJET  | HALIFAX NS, CANADA             | ST JOHNS NF, CANADA       | Seat Number: CHECK-IN REQUIRED |
|             | WS 3424  | Time 5:00pm                     |                           | Baggage Allowance: NIL |
|             |          | Operated by: WESTJET ENCORE    |                           | Booking Status: OK TO FLY |
|             |          |                                |                           | Fare Basis: IP07K |
|             |          |                                |                           | Not Valid Before: 15JUN18 |
|             |          |                                |                           | Not Valid After: 15JUN18 |

Allowances

Baggage Allowance
LGW to YYT - 0 Pieces WESTJET

Prices of additional baggage pieces:
1. 14.00 GBP up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
2. 20.00 GBP up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARDFORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances
LGW to YHZ, YHZ to YYT - 1 Piece (WS - WESTJET)

Carry On Charges
LGW to YHZ, YHZ to YYT - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details
Positive identification required for airport check in

Notice:

Travel info

QST # 1202807956TQ0001   GST # 866112535

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- **Inflight services** (Inflight entertainment and buy-on-board menu)
- **Seat selection** (Seat maps, seats in Plus)

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If you have used WestJet dollars as a form of payment for this itinerary you can see the amount redeemed by
Hanrahan, Denise

From: confirmation@easyJet.com <donotreply@easyJet.com>
Sent: Thursday, May 17, 2018 6:01 PM
To: Hanrahan, Denise
Subject: easyJet booking reference: EV5CRW3

Thank you for your booking EV5CRW3

Next steps
- Check in online
- Get your boarding passes

Payment details
Payment of £94.99 by [redacted] on 17/05/2018

There's still time to get...

Hotels
London
Gatwick
Check-in
Check-out
08/06/2018
09/06/2018

Booking.com
Book now

Car Hire
London
Gatwick
Pick-up
Drop-off
08/06/2018
09/06/2018

Europcar
Book now

Get insured
Travel insurance tailored to your trip. Make sure you don't leave home without it.

Get a Quote

Airport Parking
Parking from just £2.99 per day. Book early and save 60%
Pre-book your parking now

Passenger & Flight details 1 of 1
Aberdeen to London Gatwick (North Terminal) Flexible fare
EZY874
Departs: Fri 08 Jun 20:35
Arrives: Fri 08 Jun 22:10
Bag drop opens: Fri 08 Jun 18:35
Bag drop closes: Fri 08 Jun 19:55
Check in closes 40 mins before departure
Mrs HANRAHAN Seat 5F

Baggage
Cabin baggage Max size 56 x 45 x 25cm
Hold luggage 1 x 23kg hold bag

Special assistance and nut allergy notification
Please let us know, no later than 48hrs before the scheduled flight departure whether you need assistance in the airport, and aircraft or suffer from a nut allergy so that we can inform our crew prior to your airport arrival.

Passengers requiring assistance getting through the airport should arrive at least 90 minutes before flight departure.

Add Special Service Request

Add a nut allergy notification

Tours and activities - London
Book tickets for top attractions around Europe
Pre-book your tickets now >

Resort and City Transfers
Fix your price now for your resort and city transfers from just £3.00 per person
Pre-book your transfers now >

Airport Transfers
Convenient and time saving airport transfers from just £2.00 per person
Pre-book your transfers now >

Airport Lounges
Rest and relax before your flight with free drinks and snacks from just £12.50 per person
Reserve your lounge now >

Gatwick Express
Fastest way between Gatwick Airport and Central London with trains leaving every 15 mins
Book early and save 10% >

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Join TrustedHouseSitters now >

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Download our new app for iPhones and Android mobiles. Book and manage flights on the go with easyJet mobile.

easyJet Plus >
Faster through the gate with Speedy Boarding for a year

Buy Before You Fly >
Buy a bistro voucher online and save up to 20% on drinks and snacks on board
PAYMENT CONFIRMATION
THIS IS NOT A BOARDING PASS

40.(1), 40.(4)(g)(i)

Customer
Hannah

Supplier
easyJet Airline Company Limited

Address

Supplier
Hangar 99
London Luton Airport
Luton
Beds
LU2 9PF
United Kingdom

Address

Booking Reference
EV5CRW3

Issue Date
18/05/2018

<table>
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<th>Flight Route</th>
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<th>Product</th>
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<td>Flight Totals</td>
<td></td>
<td></td>
<td>94.99 GBP</td>
</tr>
</tbody>
</table>

International and UK Domestic flights and flight related products are subject to VAT at 0% under the VAT number GB745360825.

Grand Total
94.99 GBP

40.(1), 40.(4)(e)
The rates are only guaranteed at time of ticket issuance. Let me know which one you want to go with and I can requote it for you.

<table>
<thead>
<tr>
<th>Travel Consultant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carlson Wagonlit Harvey’s Travel</td>
</tr>
<tr>
<td>phone +1 709 944 5199</td>
</tr>
</tbody>
</table>

From: Penney, Jodi <jodipenney@gov.nl.ca>  
Sent: May 15, 2018 11:07 AM  
To: [redacted]@harveystravel-cwt.com  
Subject: RE: Dublin Flights

Thanks for putting this together so quickly. I’ll get back to you as soon as we have something confirmed. 😊

Jodi

From: [redacted]@harveystravel-cwt.com  
Sent: Tuesday, May 15, 2018 11:29 AM  
To: Penney, Jodi  
Subject: RE: Dublin Flights

Hi Jodi,

Here are the best options cost wise from both WestJet and Air Canada:

**WestJet:**

1. WS 16X 04JUN M YYTDUB SS1 1110P 713A 05JUN T /DCWS /E  
2. WS 25D 12JUN T LGWYZH SS1 950A 100P /DCWS /E  
3. WS3424D 12JUN T YHYYT SS1 500P 720P /DCWS /E

Cost: $612.16 (Econo) $1394.16 (Flex)

**Air Canada:**

1. AC 699T 04JUN M YYYZT* SS1 800P 1002P /DCAC /E  
2. AC 842T 04JUN M YYZDUB* SS1 1110P 1045A 05JUN T /DCAC /E  
3. AC 823K 13JUN W LHRYYT SS1 100P 310P /DCAC /E

Cost: $1041.85 (Comfort)

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Carlson Wagonlit Harvey’s Travel</td>
</tr>
<tr>
<td>phone +1 709 944 5199</td>
</tr>
</tbody>
</table>
From: Penney, Jodi <jodipenney@gov.nl.ca>
Sent: May 15, 2018 10:51 AM
To: [mailto:harveysttravel-cwt.com]
Subject: RE: Dublin Flights

Hi [Name],

Whatever is the least cost...doesn't matter. 😊

From: [mailto:harveysttravel-cwt.com]
Sent: Tuesday, May 15, 2018 11:16 AM
To: Penney, Jodi
Subject: Dublin Flights

Hi Jodi,

Is Gatwick airport okay for the return? Or would Denise prefer Heathrow?

Thanks,

[Name]

Carlson Wagonlit Harvey’s Travel

You have received this message from CWT Harvey’s Travel. CWT Harvey’s Travel is located at Labrador Mall, 500 Vanier Avenue, Labrador City NL A2V 2W7. You may contact CWT Harvey’s Travel either by calling 709.944.5199 or emailing us at htabcity@harveysttravel-cwt.com or visiting us on our website at www.cwtharveysttravel.com.

You may withdraw your consent at any time to receiving commercial electronic messages from CWT Harvey’s Travel by clicking here.

** Disclaimer: Please note all pricing is subject to change and based on availability at time of booking.**

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“Thank you for choosing Carlson Wagonlit Travel, your travel consultant. With offices in more than 150 countries and territories, Carlson Wagonlit Travel deploys the right people, processes, technologies and skills to consistently deliver effective travel management and bottom-line results.”

[Contact Information]
**Government of Newfoundland and Labrador**

**Expense Claim: TCMS1044649**

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Expense Details</th>
<th>Net of Tax</th>
<th>Tax</th>
<th>Reimbursable Amount (CAD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-Jul-18</td>
<td>Other Modes of Travel</td>
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<td>1,812.73</td>
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<td>03-Jul-18</td>
<td>Other Modes of Travel</td>
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<td>163.25</td>
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<tr>
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Government of Newfoundland and Labrador
Expense Claim: TCMS1044649

<table>
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<th>Date</th>
<th>Expense Type</th>
<th>Expense Details</th>
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<th>Tax Amount</th>
<th>Reimbursable Amount (CAD)</th>
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<tr>
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<td>Receipt Date: 10-Jun-18</td>
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<td>163.25</td>
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<td>04-Jul-18</td>
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**'er Diem Expenses**

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<th>Rate</th>
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<th>Tax Amount</th>
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<td>45.00</td>
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<td>01-0503-110-1410-0369-000000</td>
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<td><strong>Total</strong></td>
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<td>5.53</td>
<td>45.00</td>
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</table>

**Mileage Expenses**

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<th>Expense Type</th>
<th>Expense Details</th>
<th>Trip Distance</th>
<th>Mileage Rate</th>
<th>Net of Tax Amount</th>
<th>Tax Amount</th>
<th>Reimbursable Amount (CAD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-Jun-18  to</td>
<td>Mileage</td>
<td></td>
<td>30 KM</td>
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<td>9.70</td>
<td>1.36</td>
<td>11.06</td>
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<tr>
<td>04-Jun-18</td>
<td></td>
<td>01-0503-110-1410-0362-000000</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15-Jun-18  to</td>
<td>Mileage</td>
<td></td>
<td>30 KM</td>
<td>.3687</td>
<td>9.70</td>
<td>1.36</td>
<td>11.06</td>
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<td>15-Jun-18</td>
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<td>01-0503-110-1410-0362-000000</td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
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<td><strong>Total</strong></td>
<td>19.40</td>
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<td>22.12</td>
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</tr>
<tr>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Submission Instructions:
Attach Journey Authorization, Private Vehicle Usage Report or other applicable documentation as required. Additionally, attach all original itemized receipts showing proof of payment to this Expense Claim. Ensure that all smaller receipts are attached to an 8.5 x 11 sheet of paper, as per Financial Management Circular 2.040.

For Ministers who are also Members of the House of Assembly (HOA): The Expense Claim must be printed and the Claimant Section below must be signed and dated before being submitted, with the necessary supporting documentation, to the Corporate and Members' Services Division (CMS) of the HOA. Claimants who are not Ministers and Members of the HOA are not required to print and submit a hard copy of their Expense Claim to Transactional Review and Compliance (TRC) for processing. These individuals are still able to print their Expense Claim but only for their own personal records.

Upon processing, a notification will be sent via email and the claim's status will be updated in ECMS. The Expense Claim will be paid after it has been processed.

Effective April 1, 2009, the tax amount on expense claims is automatically calculated in accordance with the provisions of Sections 174 and 175 of the Excise Tax Act.

Explanations Related to Expense Items Claimed (if applicable):

CERTIFY THAT THE WHOLE OF THE EXPENSES INCURRED BY ME WERE ON GOVERNMENT BUSINESS AND ARE IN ACCORDANCE WITH GOVERNMENT POLICY, PROCEDURE AND LEGISLATION.

Total Amount to Reimburse: 3,810.15

Claimant's Signature: [Redacted]

Date: Jul 11/18

CERTIFIED IN ACCORDANCE WITH SECTION 30(1) AND 31(1) OF THE FINANCIAL ADMINISTRATION ACT

Approved and Certified By: [Redacted]

Supervisor/Divisional Head: [Redacted]

Date: Jul 12/18

Office of the Comptroller General Purposes Only:

Selected for Regular Review: Yes No

Transactional Review and Compliance: [Redacted]
**SECTION 1: CLAIMANT INFORMATION**

- **Employee Name:** Denise Hanrahan
- **Department:** Finance
- **Position Title:** Deputy Minister
- **Fiscal Year:** 2018/19

**SECTION 2: TRAVEL DETAILS**

- **From:** St. John's, NL
- **To:** Dublin/Scotland/England
- **From Date:** June 4, 2018
- **To Date:** June 13, 2018
- **Purpose of Trip:** To attend Investor Meetings in Ireland, Scotland and England June 4-13, 2018.

**PAYMENT METHOD**

- [ ] Personal Credit Card
- [ ] Government Credit Card
- [ ] Travel Order
- [ ] Air
- [ ] Personal Vehicle
- [ ] Government Vehicle
- [ ] Rent a Car

**Mode of Travel**

- **Travel Agency**
- **Order Number**

**The Estimated Total Trip Cost Must Be Encumbered Regardless of Imprest**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Accounting Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>$40.1</td>
<td>01</td>
<td>0000</td>
</tr>
</tbody>
</table>

**Employee’s Signature:**

- **Signature:**
- **Date:** May 15, 2018

**SECTION 3: CERTIFICATION**

I certify that the above employee is authorized to travel on government business as described and sufficient funds are available.

- **Divisional Director / Assistant Deputy Minister**

**NOTE:**

- **Cash Advance Required:** No
- **Total Anticipated Expenses (Advance Required):** $0.00

**SECTION 4: TO BE COMPLETED IF A TRAVEL ADVANCE IS REQUIRED**

**Summary of all anticipated expenses equal to the amount of the advance required (Travel Advance Only)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxi, Limousine, or Bus Fare to and from departure points:</td>
<td>$</td>
</tr>
<tr>
<td>Transportation Cost (if travel order is not issued):</td>
<td>$</td>
</tr>
<tr>
<td>Accommodations for _______ nights (Hotel/Private):</td>
<td>$</td>
</tr>
<tr>
<td>Meals for _______ days (at approved rates):</td>
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</tr>
<tr>
<td>Other:</td>
<td>$</td>
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</tbody>
</table>

**Cash Advance Required:**

- **Yes**
- **No**

**Total Anticipated Expenses (Advance Required): $0.00**

**Accounting Distribution:**

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<thead>
<tr>
<th>Amount</th>
<th>Accounting Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
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<td>01</td>
<td>0000</td>
</tr>
<tr>
<td>01</td>
<td>0000</td>
</tr>
</tbody>
</table>
Hello Denise Hanrahan,

Thank you for booking your ticket with Gatwick Express

Please note that this email is not a travel ticket. Please look out for a separate email from us containing download links for your eTicket(s). Alternatively, if you have registered with us you can download your eTicket(s) from your account.

YOUR BOOKING DETAILS

Journey 1

London Victoria to Gatwick Airport

Anytime Single

<table>
<thead>
<tr>
<th>2 x Adults</th>
<th>Details</th>
<th>£29.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td></td>
<td>£29.00</td>
</tr>
</tbody>
</table>

Valid From: Wed 13 Jun 2018
Valid To: Thu 14 Jun 2018

Travel is allowed via any permitted route.

BOOKING 52634295 PAYMENT DETAILS

https://[redacted]a/0?ui=2&ik=30395f4ff1&jsver=qldmEFqhsso.en.&cbl=gm... 6/25/2018
IMPORTANT INFORMATION

If you’ve registered with us, you can log into your account to view your booking details.

Our terms and conditions and the National Rail Conditions of Travel apply to this booking. If any part of your journey involves travel on London Underground services then TfL’s Terms and Conditions also apply.

CHANGE OF PLANS

If you need to travel earlier or later than planned there’s no need to worry. Anytime Day Return tickets give you complete flexibility around when you travel from London Victoria and Gatwick Airport and back, provided it’s on the same day.

If you’ve booked an Off-Peak ticket your travel plans can still be flexible. Off-Peak tickets are valid for travel on trains that arrive into London Victoria after 09:50 on weekdays and there are no time restrictions if you’re travelling from Victoria towards the airport. There is no restriction anytime on weekends and bank holidays.

NEED FURTHER HELP?

You’ll find all the help and advice for your journey with Gatwick Express by using our useful Frequently Asked Questions page.

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Legal • FAQs • Contact us

https://[redacted]/u/0/?ui=2&ik=30395f4ff1&jsver=qldmEFqsso.en.&cbl=gm... 6/25/2018
**INFORMATION INVOICE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Charges €</th>
<th>Payments €</th>
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</thead>
<tbody>
<tr>
<td>05/06/18</td>
<td>Accommodation</td>
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<tr>
<td>06/06/18</td>
<td>Breakfast</td>
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</tbody>
</table>

Total Balance Due € 230.00

**THIS IS NOT A VAT INVOICE**

VAT Number: IE6590084H

Mespil Hotel, 50-60 Mespil Road, Dublin 4, D04 E7N2,
T: +353 1 488 4600  F: +353 1 667 1244  E: mespil@leehotels.com

The Mespil Hotel Ltd. Registered Number: 6590084H Registered Offices: 11 Adelai
VAT: IE 6590084H Directors: Lee Kidney, John Kidney, Denis Kidney, Richard Kidn
Mr. Denise Hanrahan

<table>
<thead>
<tr>
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<th>Description</th>
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<td>08.06.18</td>
<td>Bed and Breakfast Package</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Le Club Accorhotels Card: Not yet registered?
Sign up at www.accorhotels.com and start earning points.

Mercure Aberdeen Caledonian Hotel
10-14 Union Terrace
Aberdeen AB10 1WE

VAT number: GB 856 1082 07
Registered in England No. 06025036
Registered Office
Curzon Hotels (Operator)
3rd Floor 11-14 Grafton Street,
London, W1S 4EW
www.mercure.com
www.accorhotels.com
<table>
<thead>
<tr>
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<tbody>
<tr>
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<td></td>
<td>$25.00</td>
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Total (CAD): HANRAHAN/D $25.00

GST / TPS No. 866112535
QST / TVQ No. 1202807956 TQ0001
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<thead>
<tr>
<th>Description</th>
<th>Fee/Frais (GBP)</th>
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</thead>
<tbody>
<tr>
<td>FIRST BAG</td>
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<td>14.37</td>
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<td></td>
<td>14.37</td>
<td>14.37</td>
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**Name/Nom:** HANRAHAN

**Description:** FIRST BAG

**Fee/Frais (GBP):** 14.37

**Total (GBP):** 14.37

**Date:** 14JUN18

**Time/Heure:** 9:37AM

**GST/TPS No.:** 866112535

**QST/TVQ No.:** 1202807956 TQ0001
Your past booking

Hotels.com confirmation number: 8132058899911.

Marlin Waterloo

111 Westminster Bridge Road
London, England SE1 7HR
United Kingdom

+442073784840

Confirmation number 8132058899911

Check in Friday, June 8, 2018

Check out Wednesday, June 13, 2018

Your stay 5 nights, 1 room

Total amount £1,011.79

https://ca.hotels.com/customer_care/booking_details.html?confirmationId=8132058899911... 7/3/2018
Room details

Your room
Denise Hanrahan
Executive Room
40.(1)
Non-smoking
King Bed
Includes
Free WiFi
Cancellation policy
Non-refundable reservation
If you change or cancel this reservation, you won’t be refunded any of the payment.

Payment details

Total amount £1,011.79

Payment method

Denise Hanrahan 40.(1), 40.(4)(e)

We will find you a rental car that suits your travel needs.

Need a rental car?
Compare 1,500 suppliers

https://ca.hotels.com/customer_care/booking_details.html?confirmationId=8132058899911... 7/3/2018
Dear Denise, your reservation is confirmed. The hotel will charge you £1,011.80.

Manage booking
Book again

Marlin Waterloo
111 Westminster Bridge Road
London
SE1 7HR
GB
+442073784840

Hotels.com confirmation number
8132058899911

Check-in
Friday, June 8, 2018 (3 PM)

Check-out
Wednesday, June 13, 2018 (11 AM)

Your stay
5 nights, 1 room
Potential copyright material

If you wish to obtain a copy please contact the ATIPP Office at (709) 729-7072 or atippoffice@gov.nl.ca.
1 King Bed
258 sq feet (24 sq meters)

Internet - Free WiFi
Entertainment - 40-inch TV with premium channels
Food & Drink - Kitchenette with refrigerator, stovetop, microwave, and cookware/dishware
Bathroom - Private bathroom, shower, designer toiletries, and a hair dryer
Practical - Desk, safe, and iron/ironing board; free cribs/infant beds available on request
Comfort - Air conditioning and daily housekeeping
Non-Smoking
Connecting/adjoining rooms can be requested, subject to availability

Payment details

<table>
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</tr>
<tr>
<td>Total to be charged by the hotel</td>
<td>£1,011.80</td>
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</tbody>
</table>

🔺 Includes special offer: Seasonal deal: save 25%

⚠️ We’ve guaranteed your booking with Hotels.com® Rewards™
Don’t worry, we haven’t taken any payment as you’ll pay the hotel directly in their local currency, along with any additional charges and fees incurred during your stay. These charges may be subject to a foreign exchange fee.

Hotels.com® Rewards™

You’ll be asked to pay the following charges at the property:
Deposit: GBP 50.00 per stay

We have included all charges provided to us by the property. However, charges can vary, for example, based on length of stay or the room you book.

Cancellation policy

Free cancellation until 06/05/18
If you change or cancel your booking after 11:59 PM, 06/05/18 (Greenwich Mean Time) you will be charged for 1 night (including tax)
We will not be able to refund any payment for no-shows or early check-out.

Your contact details

hanrahand@gov.nl.ca

Got a question?

If you’ve already checked in or have questions related to the property, contact Marlin Waterloo at +442073784840

For other questions, check out our FAQs, or call our Hotels.com® Rewards Priority Customer Service team:

You’ll need your Hotels.com Confirmation Number 8132058899911.
Your Hotels.com® Rewards membership number is 40.(1)

LONDON
Find tickets for tours, attractions, shows and more
See things to do

Need a rental car?
Compare 1,500 suppliers
View deals
Brought to you by cartrawler
AIRPORT TAXIS ABERDEEN
Tel:...

From: Aberdeen Airport to hotel
To: Hotel
Date: 6-6-18

Signature: 
Call Sign: 40.(1), 40.(4)(e)

Amount: £30.00
Paid by: □ Cash □ Credit Card

London Underground

40.(1), 40.(4)(e)
Jodi, please print. Thanks.

Begin forwarded message:

From: "Connors, Heather" <hconnors@gov.nl.ca>
Date: July 4, 2018 at 8:55:38 AM NDT
To: "Hanrahan, Denise" <Hanrahand@gov.nl.ca>
Subject: FW: International Per Diems

Hi Denise,

FYI

From: Osborne, Tom
Sent: Tuesday, July 3, 2018 3:28 PM
To: Connors, Heather <hconnors@gov.nl.ca>
Subject: Re: International Per Diems

Approved.

Tom Osborne MHA
Minister of Finance and President of Treasury Board
District of Waterford Valley

From: Connors, Heather
Sent: Tuesday, July 3, 2018 1:30 PM
To: Osborne, Tom
Subject: FW: International Per Diems

Hi Minister,

Please approve for Denise.

From: Osborne, Tom
Sent: Tuesday, June 5, 2018 9:49 PM
To: Elliott, Susan N. <ElliottS@gov.nl.ca>; Connors, Heather <hconnors@gov.nl.ca>
Subject: Fw: International Per Diems
Hi minister, pls approve same for me. Thanks.

Begin forwarded message:

From: "Norman, Katie" <KatieNorman@gov.nl.ca>
Date: June 5, 2018 at 8:24:19 AM GMT+1
To: "Hanrahan, Denise" <Hanrahand@gov.nl.ca>
Subject: Fw: International Per Diems

Sent from my BlackBerry 10 smartphone on the Bell network.

From: Norman, Katie <KatieNorman@gov.nl.ca>
Sent: Monday, June 4, 2018 8:06 PM
To: Hann, Ann Marie
Subject: International Per Diems

Good Afternoon Ann Marie,

In light of my forthcoming work trip to Ireland and Scotland, I am seeking your approval for federal international per diems for the period of my travel.

The rates are as follows, as per the most recent federal directive: [https://www.nic-cnm.gc.ca/directive/app_d.php?lang=eng](https://www.nic-cnm.gc.ca/directive/app_d.php?lang=eng)

<table>
<thead>
<tr>
<th>City</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Meal Total</th>
<th>Incidental Amount</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin (Euro)</td>
<td>22.35</td>
<td>36.50</td>
<td>46.85</td>
<td>105.70</td>
<td>33.82</td>
<td>139.52</td>
</tr>
<tr>
<td>Aberdeen (Pound Sterling)</td>
<td>14.88</td>
<td>25.08</td>
<td>32.92</td>
<td>72.88</td>
<td>23.32</td>
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</tr>
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96.20

Thank you,
Katie

Katie Norman
Assistant Deputy Minister
Public Engagement Division, Communications and Public Engagement Branch
And Planning and Coordination Office, Office of the Executive Council
Travel Directive, Appendix D - Allowances - Module 4

Effective - April 1, 2018

- Private non-commercial accommodation
- Meals
- Incidental expenses

Private non-commercial accommodation allowance: 50 Canadian dollars (CAD) worldwide, except for the United States of America, which is paid in US dollars (USD). The private non-commercial accommodation allowance is reduced to 50% from the 121st day onward.

Incidental expense allowances shall be paid at the following rates:

a. in commercial, government and institutional accommodation
   i. 32% of the meal total when the three meal allowances are listed in the table below;
   ii. 40% of the meal total when only lunch and dinner meal allowances are listed in the table below;
   iii. 40% of actual and reasonable expenses for meals as per 3.4.9.

b. in private non-commercial accommodation
   i. 20% of the meal total when the three meal allowances are listed in the table below;
   ii. 25% of the meal total when only lunch and dinner meal allowances are listed in the table below;
iii. 25% of actual and reasonable expenses for meals as per 3.4.9.
c. for the United States of America (Outside the Continental USA ONLY), the meals and incidental allowances reflect the amounts published in Appendix C, under Canada & USA, which is paid in US dollars (USD).
d. for all locations indicating an asterisk (*) for all three meals (denoting reasonable and justifiable expenses, receipts required), the incidental allowance reflects the amount published in Appendix C, under Canada & USA, paid in Canadian dollars (CAD).

Seventy-five percent (75%) of the meal and incidental allowances as specified in Appendix C and/or D, as applicable, shall be paid starting on the 31st consecutive calendar day and fifty percent (50%) of the meal allowance on the 121st consecutive calendar day of travel status at the same location when corporate residences or apartment hotels are available to a traveller in the area surrounding the workplace, or when the traveller chooses to stay in private accommodation.

Table Legend

C = Commercial Accommodation
P = Non-commercial Accommodation
* = Reasonable and justifiable expenses. Receipts required.

Country

or City

Return to alphabetical list

Get Rates

Archives

Current - April 1, 2018

### United Kingdom (includes Northern Ireland) - Currency: Pound Sterling (GBP)

<table>
<thead>
<tr>
<th>Type of Accommodation</th>
<th>City</th>
<th>Meal Rate</th>
<th>Incidental Amount</th>
<th>Grand Total (Taxes Included)</th>
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<td>15.68</td>
<td>20.58</td>
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<tr>
<td><strong>C-Day 1-30</strong></td>
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https://www.njc-cnmc.gc.ca/directive/app_d.php?lang=en&drv_id=53&country_id=0&co... 6/25/2018
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<th>Grand Total (Taxes Included)</th>
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<tbody>
<tr>
<td></td>
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<td>Lunch</td>
<td>Dinner</td>
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</table>
From: Norman, Katie  
Sent: Tuesday, June 5, 2018 4:54 AM  
To: Hanrahan, Denise  
Subject: Fw: International Per Diems

Sent from my BlackBerry 10 smartphone on the Bell network.

From: Norman, Katie <KatieNorman@gov.nl.ca>  
Sent: Monday, June 4, 2018 8:06 PM  
To: Hann, Ann Marie  
Subject: International Per Diems

Good Afternoon Ann Marie,

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<th>Dinner</th>
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<td>Aberdeen (Pound Sterling)</td>
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<td>32.92</td>
<td>72.88</td>
<td>23.32</td>
<td>96.20</td>
</tr>
</tbody>
</table>

Thank you,
Katie

Katie Norman  
Assistant Deputy Minister  
Public Engagement Division, Communications and Public Engagement Branch  
And Planning and Coordination Office, Office of the Executive Council  
Government of Newfoundland and Labrador  
4th Floor Confederation Building, West Block  
P.O. Box 8700  
St. John’s, NL A1B 4J6  
709.729.2233 **please note new phone number**
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40.(1), 40.(4)(e)
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<td>$1,812.73</td>
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All redactions on this page.
40.(1), 40.(4)(e)

No paper statement received yet

Account Ty Transaction Date Description 1 Description 2 CAD$

6/13/2018 GATWICK EXPRESS WEB 07730751666 29.00 GBP @ 1.786800000000 (51.82)
6/14/2018 WESTJET AIR 8382609121406 LONDON 14.37 GBP @ 1.800900000000 (25.88)
Government of Newfoundland and Labrador
Expense Claim: TCMS1044294

Name: Osborne, Hon Thomas
Expense Date: 24-May-18 - 13-Jun-18
Cost Center: 0501
Purpose: To attend Meetings and Economic Development
Report Submit Date: 12-Jul-18
Claim Authorization: Journey Authorization
Fiscal Year: 2018-19
Acct Distribution: 01-0501-110-1400-0369-000000
Related Claims: TCMS1040841

Receipt-Based Expenses

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<td>12.76</td>
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</tr>
<tr>
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<tr>
<td>09-Jun-18</td>
<td>Taxi</td>
<td>01-0501-110-1400-0364-000000</td>
<td>20.61</td>
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<tr>
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<td>143.20</td>
<td>20.05</td>
<td>163.25</td>
<td></td>
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## Expense Claim: TCMS1044294

### Per Diem Expenses

<table>
<thead>
<tr>
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<th>Expense Type</th>
<th>Expense Details</th>
<th>Days</th>
<th>Rate</th>
<th>Net of Tax Amount</th>
<th>Tax Amount</th>
<th>Reimbursable Amount (CAD)</th>
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<tbody>
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<tr>
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<td>4.39</td>
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<tr>
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### Taxi Expenses

<table>
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### Total

- Per Diem Expenses: $39.51
- Taxi Expenses: $3,468.67
- Special Meal Rates: $535.49

Total Reimbursable Amount: $3,954.26
Submission Instructions:
* Attach Journey Authorization, Private Vehicle Usage Report or other applicable documentation as required.
* Additionally, attach all original itemized receipts showing proof of payment to this Expense Claim. Ensure that all smaller receipts are attached to an 8.5 x 11 sheet of paper, as per Financial Management Circular 2.040.
* For Ministers who are also Members of the House of Assembly (HOA): The Expense Claim must be printed and the Claimant Section below must be signed and dated before being submitted, with the necessary supporting documentation, to the Corporate and Members' Services Division (CMS) of the HOA.
* Claimants who are not Ministers and Members of the HOA are not required to print and submit a hard copy of their Expense Claim to Transactional Review and Compliance (TRC) for processing. These individuals are still able to print their Expense Claim but only for their own personal records.
* Upon processing, a notification will be sent via email and the claim's status will be updated in ECMS. The Expense Claim will be paid after it has been processed.
* Effective April 1, 2009, the tax amount on expense claims is automatically calculated in accordance with the provisions of Sections 174 and 175 of the Excise Tax Act.

Explanations Related to Expense Items Claimed (if applicable):

I CERTIFY THAT THE WHOLE OF THE EXPENSES INCURRED BY ME WERE ON GOVERNMENT BUSINESS AND ARE IN ACCORDANCE WITH GOVERNMENT POLICY, PROCEDURE AND LEGISLATION.

Total Amount to Reimburse: 3,999.26

Claimant’s Signature: __________________________ Date: __________________________

CERTIFIED IN ACCORDANCE WITH SECTION 30(1) AND 31(1) OF THE FINANCIAL ADMINISTRATION ACT

Approved and Certified By: _______________ Date: _______________

Supervisor/Divisional Head: _______________ Date: _______________

Office of the Comptroller General Purposes Only:

Selected for Regular Review: Yes [ ] No [ ] Date: JUL 16 2018

Transactional Review and Compliance: __________________________
Connors, Heather

From: Mercer, Greg
Sent: Wednesday, July 4, 2018 11:37 AM
To: Chaytor, Kerry
Cc: Connors, Heather
Subject: Approved for Minister Osborne

From: Chaytor, Kerry
Sent: Wednesday, July 4, 2018 10:25 AM
To: Mercer, Greg <GregMercer@gov.nl.ca>
Subject: FW: International Per Diems

From: Connors, Heather
Sent: Wednesday, July 4, 2018 9:12 AM
To: Chaytor, Kerry <KerryChaytor@gov.nl.ca>
Subject: FW: International Per Diems

Hi Kerry,

I need Greg’s approval for the Minister to use these meal rates as well. Thanks

From: Osborne, Tom
Sent: Tuesday, July 3, 2018 3:28 PM
To: Connors, Heather <hc:connors@gov.nl.ca>
Subject: Re: International Per Diems

Approved.

Tom Osborne MHA
Minister of Finance and President of Treasury Board
District of Waterford Valley

From: Connors, Heather
Sent: Tuesday, July 3, 2018 1:30 PM
To: Osborne, Tom
Subject: FW: International Per Diems

Hi Minister,

Please approve for Denise.

From: Osborne, Tom
Sent: Tuesday, June 5, 2018 9:49 PM
Hi minister, pls approve same for me. Thanks.

Begin forwarded message:

---

From: "Norman, Katie" <KatieNorman@gov.nl.ca>
Date: June 5, 2018 at 8:24:19 AM GMT+1
To: "Hanrahan, Denise" <Hanrahand@gov.nl.ca>
Subject: Fw: International Per Diems

Sent from my BlackBerry 10 smartphone on the Bell network.

From: Norman, Katie <KatieNorman@gov.nl.ca>
Sent: Monday, June 4, 2018 8:06 PM
To: Hann, Ann Marie
Subject: International Per Diems

Good Afternoon Ann Marie,

In light of my forthcoming work trip to Ireland and Scotland, I am seeking your approval for federal international per diems for the period of my travel.

The rates are as follows, as per the most recent federal directive: https://www.nic-cnrm.gc.ca/directive/app_d.php?lang=eng

<table>
<thead>
<tr>
<th>City</th>
<th>Breakfast</th>
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<th>Incidental</th>
<th>Grand Total</th>
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<td>Lunch</td>
<td>Amount</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>(Taxes Included)</td>
<td></td>
</tr>
<tr>
<td>Dublin (Euro)</td>
<td>22.35</td>
<td>36.50</td>
<td>46.85</td>
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<tr>
<td></td>
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<tr>
<td>Aberdeen</td>
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<td>32.92</td>
<td>72.88</td>
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<tr>
<td>(Pound Sterling)</td>
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</table>

Thank you,

Katie

Katie Norman
Assistant Deputy Minister
**Unknown Thomas Osborne**

VAT Number: IE6590084H

Voucher/Po Number:

<table>
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<tr>
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**Total Balance Due €**

0.00

**VAT Breakdown**

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<td>247.00</td>
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<td>VAT@ 23%</td>
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<td>NET@ 0%</td>
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<td>VAT Exempt</td>
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**Total** | 226.61 | 20.39 | 247.00  |
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06-06-18 11:42
TERMINAL-USER-TRAN-AMNR
BB1491-3001-5018-9324
MESPIL HOTEL DUBLIN
MESPIL ROAD
DUBLIN 4
CO. DUBLIN
CA01121204
GOODS TOTAL
EUR247.00
CANADIAN DOLLAR
EXCHANGE RATE 1.4773:
SALE TOTAL
TRANSACTION CURRENCY
CA0389.59
PLEASE DEBIT MY ACCOUNT WITH THE
TOTAL AMOUNT IN CA0 SHOWN
PLEASE RETAIN THIS INVOICE FOR YOUR
RECORDS.
AUTH CODE = 026916
PRN = 2256 5511

40.(1), 40.(4)(e)
PREVIOUS STATEMENT BALANCE

THOMAS OSBORNE

TRANSACTION POSTING DATE

ACTIVITY DESCRIPTION

AMOUNT ($) 

MAY 25

MAY 28

EXPEDIA 73546884878387 EXPEDIA CA ON

$395.09

MAY 31

JUN 01

EXPEDIA 7355097805552 EXPEDIA CA ON

$588.19

JUN 11

JUN 12

LUL TICKET MACHINE LAMBETH NORTH

$22.70

All redactions above on this page
Connors, Heather

From: Osborne, Tom
Sent: Monday, May 28, 2018 1:25 PM
To: Connors, Heather
Subject: Fwd: Expedia travel confirmation - 6 Jun - (Itinerary # 7354684876337)

Tom Osborne MHA
Minister of Finance and President of Treasury Board
District of Waterford Valley

From: Tom Osborne
Sent: Monday, May 28, 2018 1:23 PM
To: Osborne, Tom
Subject: Fwd: Expedia travel confirmation - 6 Jun - (Itinerary # 7354684876337)

Begin forwarded message:

From: "Expedia.ca" <Expedia@ca.expediainfo.com>
Date: May 25, 2018 at 2:25:32 PM, NDT
To: [redacted]
Subject: Expedia travel confirmation - 6 Jun - (Itinerary # 7354684876337)
Reply-To: Expedia@ca.expediainfo.com

Expedia.ca

Thanks!
Your reservation is confirmed. No need to call to reconfirm.

Mercure Aberdeen Caledonian Hotel (2018-06-06-2018-06-08)
6 Jun 2018 - 8 Jun 2018

See live updates to your itinerary, anywhere and anytime.
Hotel overview

Mercure Aberdeen Caledonian Hotel
10-14 Union Terrace, Aberdeen, Scotland, AB10
T1 WE United Kingdom
View hotel Map and directions
Message hotel

Reservation dates
5 Jun 2018 - 8 Jun 2018
Itinerary #
7954884876337

Check-in and Check-out

Check-in time
2 PM
Check-in policies
Check-in time starts at 2 PM
Check-in time ends at midnight
Your room/unit will be guaranteed for late arrival.

Check-out time
noon

Room

Guests
Reserved for Thomas Osborne

40.1

Room
Standard Double Room

Included amenities
Breakfast Buffet
Room requests
1 Double Bed
Non-smoking room

Message hotel

Price summary

Price breakdown

Room price: C$355.09
2 nights: C$177.55 avg./night
06/06/2018: C$198.23
07/06/2018: C$156.86
Taxes: included
Total: C$355.09
Collected by Expedia

Unless specified otherwise, rates are quoted in Canadian dollars.

Additional hotel fees

The below fees and deposits only apply if they are not included in your selected room rate.

The price shown above DOES NOT include any applicable hotel service fees, charges for optional incidentals (such as minibar snacks or telephone calls), or regulatory surcharges. The hotel will assess these fees, charges, and surcharges upon check-out.

Rules and restrictions

Cancellations and changes
We understand that sometimes plans fall through. We do not charge a cancel or change fee. When the property charges such fees in accordance with its own policies, the cost will be passed on to you. Mercure Aberdeen Caledonian Hotel charges the following cancellation and change fees.

Cancellations or changes made after 1:00pm (GMT Daylight Time) on 6 Jun 2018 or no-shows are subject to a property fee equal to the first nights rate plus taxes and fees.

Pricing and Payment
Hotel fees
The price above DOES NOT include any applicable hotel service fees, charges for optional incidentals (such as minibar snacks or telephone calls), or regulatory surcharges. The hotel will assess these fees, charges, and surcharges upon check-out.

Pricing
Your credit card is charged the total cost at time of purchase. Prices and room/unit availability are not guaranteed until full payment is received.

Some properties request that we wait to submit guest names until 7 days prior to check in. In such a case, your room/unit is reserved, but your name is not yet on file with the property.

Guest Charges and Room Capacity
Base rate is for 2 guests.
Total maximum number of guests per room/unit is 2.
Maximum number of adults per room/unit is 2.
Maximum number of children per room/unit is 1.
This property considers guests aged 12 and under, at time of travel, to be children.
Availability of accommodation in the same property for extra guests is not guaranteed.

More help
About the Hotel
For special requests or questions about the property, please call the hotel directly at
Tel: 44 (871) 9711705, Fax: 44 (122) 4641627
Message hotel

About your Reservation
Visit our Customer Support page.
Call us at 1-866-307-7501.

Complete your trip
THOMAS OSBORNE
STATEMENT FROM MAY 25 TO JUN 25, 2018

PREVIOUS STATEMENT BALANCE

THOMAS OSBORNE

TRANSACTION DATE

ACTIVITY DESCRIPTION

AMOUNT

1. MAY 25

MAY 28

EXPEDIA 785486507537 EXPEDIA.CA ON

$399.09

2. MAY 31

JUN 01

EXPEDIA 7851893652692 EXPEDIA.CA ON

$508.19

3. JUN 11

JUN 12

PUBLIC TICKET MACHINE LAMBETH NORTH

$22.70

IMPORTANT INFORMATION

CONTACT US

Customer Service / Lost & Stolen
Collect Outside North America

PAYMENTS & INTEREST RATES

Minimum payment
Payment due date
Credit limit
Available credit
Annual Interest rates:

Purchases
Cash advances

CALCULATING YOUR BALANCE

Previous Statement Balance
Payments & credits
Purchases & debits
Cash advances
Interest
Fees

40.(1), 40.(4)(g)(i)

40.(1), 40.(4)(e)

All redactions above on this page
SALE
CARDHOLDER COPY
PLEASE KEEP THIS RECEIPT FOR YOUR RECORDS
Questions/Concerns Call:
+44 (0) 287 183 2156

FARE £14.00
GRATUITY £1.40
TOTAL £15.40

Verified by PIN
THANK YOU
22:19 08/08/18
AUTH CODE: 08846S
Currency Converter

Terms and Conditions

All Bank of Canada exchange rates are indicative rates only, obtained from averages of aggregated price quotes from financial institutions. Please read our full Terms and Conditions for details.

Conversions are based on Bank of Canada exchange rates, which are published each business day by 16:30 ET.

New Conversion

View data for the past:

- 1 Week
- 2 Weeks
- 1 Month
- 3 Months
- 6 Months
- 1 Year

European euro → Canadian dollar

Results

<table>
<thead>
<tr>
<th>Date</th>
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<th>CAD → EUR</th>
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<td>1.5250</td>
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Daily Exchange Rates Lookup

Search and download exchange rate data for 26 currencies.

https://www.bankofcanada.ca/rates/exchange/currency-converter/?lookupPage=lookup_currency_converter_20... 6/21/2018
<table>
<thead>
<tr>
<th><a href="http://www.psv.ie">www.psv.ie</a></th>
<th>Taxi Equipment &amp; Services</th>
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</thead>
<tbody>
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<td>141035748</td>
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<td>Service Date</td>
<td>05/06/18</td>
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<td>Start Time</td>
<td>14:23</td>
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<td>0496</td>
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<tr>
<td>Fare</td>
<td>13.00 EUR</td>
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<tr>
<td>Extra's</td>
<td>1.00 EUR</td>
</tr>
<tr>
<td>Total</td>
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<td>Total Paid</td>
<td>EUR</td>
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Currency Converter

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- 1 Week
- 2 Weeks
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- 6 Months
- 1 Year

European euro → Canadian dollar

Results

<table>
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Daily Exchange Rates Lookup

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<th>Quantity</th>
<th>Amount</th>
<th>VAT</th>
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<td>Executive Room</td>
<td>1</td>
<td>232.98</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Total £ 843.15
20% VAT till 28 days £ 168.63
To pay £ 1,011.78
Paid £ 1,011.79
Due amount £ 0.01

Name: London Letting & Management Ltd
Bank Name: AIB 558 A/C Hampstead, 202-204 Finchley Road, London, NW3 6BX,
United Kingdom
Bank Sort: 40(1), 40(4)(e)
Account: GB34AIBK 2383 9500 4915 88
IBAN: AIBKGB2L
Swift Code: 40(1), 40(4)(e)

Don't Just Stay in London, Live in London
Marlin Head Office, Empire Square, Phone: +44(0)207 378 4840
e-mail: Bookings@marlin.com
www.marlin.com
If you make only the Minimum Payment each month, we estimate it will take 143 year(s) and 10 month(s) to fully repay the outstanding balance. Our estimate is based on the New Balance shown on this statement and your current credit card account terms.

40.(1), 40.(4)(e)

All redactions above on this page
Do you have this receipt?

Sent from my iPhone

Begin forwarded message:

From: "Osborne, Tom"<tosborne@gov.nl.ca>
Date: July 3, 2018 at 9:42:51 AM NDT
To: [Redacted]
Subject: Fwd: Your upcoming stay at Marlin Waterloo

Tom Osborne MHA
Minister of Finance and President of Treasury Board
District of Waterford Valley

From: Hotels.com <info@email.hotels.com>
Sent: Monday, June 4, 2018 11:48 AM
To: Osborne, Tom
Reply To: Hotels.com
Subject: Your upcoming stay at Marlin Waterloo

Hi Tom,

Only 4 days to go!

To help get you ready, here’s all the information you’ll need for your stay.

Check your details below. You can manage your booking online or call us at 1-800-CA-HOTELS. If you have questions about the hotel, please contact them directly.

We hope you enjoy your stay.
Marlin Waterloo
111 Westminster Bridge Road London SE1 7HR, United Kingdom

Your booking is confirmed. The hotel will charge you a total of £1,011.79.

Confirmation number: S1309477712

Check in: 06/08/201
Check out: 06/13/201
Amenities: Free w
Guests: adults:
Total: £1,011.79

Weather update for London

FRI 06/08: 22°C / 12°C
SAT 06/09: 22°C / 13°C
SUN 06/10: 22°C / 13°C
MON 06/11: 22°C / 13°C
TUE 06/12: 21°C / 14°C

Need a rental car?
Compare 1,500 suppliers

View deals

Hotels.com Rewards
Get rewarded while you sleep! Collect 10 nights, get 1 free! with Hotels.com Rewards

Book online or call 1-800-CA-HOTELS (1-800-224-6835)

Privacy & Security

Secret Prices

Secret Prices are available to Hotels.com app users, Hotels.com™ Rewards members and individuals who unlock Secret Prices; the website by subscribing to Hotels.com by email. Secret Prices will be shown where the "Your Secret Price" banner is displayed on your search results. Available on selected hotels and select dates only. Subject to full terms and conditions.

*The maximum value of your free night is the average daily rate of your ten nights. Your free night does not include taxes and fees.

Account Summary Balance updates after stay has been completed.

This email was sent to: TOSSORNE@GOV.NL.CA

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EID:TR.PRE.500.00.2018.05.04.CA

"This email and any attached files are intended for the sole use of the primary and copied addressee(s) and may contain privileged and/or confidential information. Any distribution, use or copying by any means of this information is strictly prohibited. If you received this email in error, please delete it immediately and notify the sender."
Connors, Heather

From: Connors, Heather
Sent: Monday, May 28, 2018 11:26 AM
To: Connors, Heather <hconnors@gov.nl.ca>
Subject: FW: Hotels.com reservation confirmation 8130947771285 - Marlin Waterloo - London

FYI

From: Hotels.com [mailto:confirmation@mail.hotels.com]
Sent: Monday, May 28, 2018 11:25 AM
To: Connors, Heather <hconnors@gov.nl.ca>
Subject: Hotels.com reservation confirmation 8130947771285 - Marlin Waterloo - London

Dear Tom, your reservation is confirmed. The hotel will charge you £1,011.80.

Manage booking  Book again

Marlin Waterloo
111 Westminster Bridge Road
London
SE1 7HR
GB
+442073784840

Hotels.com confirmation number
8130947771285
Check-in
Friday, June 8, 2018 (3 PM)
Check-out
Wednesday, June 13, 2018 (11 AM)
Please note: Preferences and requests cannot be guaranteed. Special requests are subject to availability upon check-in and may incur additional charges.

Facilities

- FREE WIFI
- 1 King Bed
- 258 sq feet (24 sq meters)
- Internet - Free WiFi
- Entertainment - 40-inch TV with premium channels
- Food & Drink - Kitchenette with refrigerator, stovetop, microwave, and cookware/dishware
- Bathroom - Private bathroom, shower, designer toiletries, and a hair dryer
- Practical - Desk, safe, and iron/ironing board; free cribs/infant beds available on request
- Comfort - Air conditioning and daily housekeeping
- Non-Smoking

Connecting/adjoining rooms can be requested, subject to availability

Payment details

Price per room per night: £202.36

Total to be charged by the hotel: £1,011.80

Includes special offer: Seasonal deal: save 25%

For residents of Quebec, prices include a contribution to the Indemnity Fund of CAD2.00 per $1000 of travel services purchased.

We've guaranteed your booking with [redacted]

Don't worry, we haven't taken any payment as you'll pay the hotel directly in their local currency, along with any additional charges and fees incurred during your stay. These charges may be subject to a foreign exchange fee.

You'll be asked to pay the following charges at the property:

Deposit: GBP 50.00 per stay
# THOMAS OSBORNE

**STATEMENT FROM MAY 25 TO JUN 25, 2015**

<table>
<thead>
<tr>
<th>TRANSACTION DATE</th>
<th>POSTING DATE</th>
<th>ACTIVITY DESCRIPTION</th>
<th>AMOUNT ($)</th>
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<tbody>
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<td>MAY 24</td>
<td>MAY 25</td>
<td>EASYJET0000000000000 EASYJET LUTON, BEDS GBR</td>
<td>$396.80</td>
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<tr>
<td>MAY 25</td>
<td>MAY 25</td>
<td>EXPEDIA 7354541012718 EXPEDIA CA ON</td>
<td>$285.90</td>
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<td>MAY 28</td>
<td>EXPEDIA 7354541012718 EXPEDIA CA ON</td>
<td>-$285.90</td>
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<td>JUN 05</td>
<td>JUN 07</td>
<td>AIR CAN 0014205693443 2 WINNIPEG MB</td>
<td>$370.44</td>
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<td>JUN 07</td>
<td>WESTJET 0020569248484 CALGARY AB</td>
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<tr>
<td>JUN 06</td>
<td>JUN 07</td>
<td>MESPIL HOTEL DUBLIN DUBLIN 4 IRL</td>
<td>$389.59</td>
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</table>

- **40.(1), 40.(4)(e)**
- **16 fl oz - Aberdeen to London: $16.40**
# VAT Invoice

**Customer Details:**

- **Customer Name:**
- **Address:**

**Passenger Details:**

- **Passenger Full Name:**
- **Adult/Child:**
- **Fiscal code:**

## Charges:

<table>
<thead>
<tr>
<th>Route</th>
<th>Flight Number</th>
<th>Flight Times</th>
<th>Flight Date</th>
<th>Description</th>
<th>Net Amount GBP</th>
<th>VAT Amount GBP</th>
<th>VAT Rate</th>
<th>Net Amount GBP</th>
<th>VAT Amount GBP</th>
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<tbody>
<tr>
<td>ABERDEEN (ABZ) - LONDON (LGW)</td>
<td>E74</td>
<td>20:35</td>
<td>08/08/2018</td>
<td>FFP</td>
<td>0.00</td>
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<td>0%</td>
<td>0.00</td>
<td>0.00</td>
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<td></td>
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<td></td>
<td>No Meal</td>
<td>0.00</td>
<td>0.00</td>
<td>0%</td>
<td>0.00</td>
<td>0.00</td>
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<td></td>
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<td>BAGGAGE</td>
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<td>0%</td>
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<td>0.00</td>
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<td>0.00</td>
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<td>0%</td>
<td>39.18</td>
<td>0.00</td>
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**Exchange rate:**

- 0.00

**TAX Details:**

- **GB VAT (GBP):** 0.00
- **GB INVOICE TOTAL (GBP):** 189.18
- **GBP INVOICE TOTAL (GBP):** 0.00
- **TOTAL PAYMENT:** 189.18
- **PAYMENT DATE:** 08/08/2018
PAYMENT CONFIRMATION
THIS IS NOT A BOARDING PASS

<table>
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<tr>
<th>Booking Date</th>
<th>Flight Route</th>
<th>Flight Ref</th>
<th>Flight Date</th>
<th>Product</th>
<th>Unit</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>24/05/2018</td>
<td>Aberdeen to London Gatwick</td>
<td>E2YBF4</td>
<td>03/06/2018</td>
<td>Flight (FLEXI)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Up Front Seat</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Baggage</td>
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<td></td>
<td></td>
<td>Aviation Taxes (APO)</td>
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<td>Segment</td>
<td>163.88 GBP</td>
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<td>Seat</td>
<td>0.00 GBP</td>
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<td>Bags per sector</td>
<td>0.00 GBP</td>
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<td></td>
<td>per booking</td>
<td>0.00 GBP</td>
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<td></td>
<td></td>
<td>Flight Totals</td>
<td>189.98 GBP</td>
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</tr>
</tbody>
</table>

International and UK Domestic flights and flight related products are subject to VAT at 0% under the VAT number GB745360825

Grand Total 189.98 GBP

40.(1), 40.(4)(e)
Connors, Heather

From: [Redacted]  40.(1)
Sent: Thursday, May 24, 2018 2:34 PM
To: Connors, Heather
Subject: Fwd: easyJet booking reference. EV6CKWX

Could you please submit claim for payment for half of the total cost, and please note the charges are in British Pounds.

Sent from my iPhone

Begin forwarded message:

From: confirmation@easyJet.com <donotreply@easyJet.com>
Date: May 24, 2018 at 2:31:08 PM NDT
To: [Redacted]  40.(1)
Subject: easyJet booking reference: EV6CKWX

---

thank you for your booking EV6CKWX

Next steps
- Check in online
- Get your boarding passes

Payment details
Payment of £189.96

Passenger & Flight details 1 of 1
Aberdeen to London Gatwick (North Terminal) Flexible fare
FZYB74
Departs: Fri 08 Jun 20:35
Arrives: Fri 08 Jun 22:10
Bag drop opens: Fri 08 Jun 18:35
Bag drop closes: Fri 08 Jun 19:55
Check in closes 40 mins before departure
Mr THOMAS OSBORNE Seat 2A

There’s still time to get...
Hotels
London
Gatwick
Check-in
08/06/2018
Check-out
09/06/2018
Booking.com
London
Gatwick
Pick-up
08/06/2018
Drop-off
09/06/2018
Car Hire
Find a better price elsewhere and we’ll refund double the difference.
Your last trip

2018-06-13, 2:42 AM
Mercedes-Benz E-Class

£62.40

Report an issue with this trip

Additional topics
Connors, Heather

From: Osborne, Tom
Sent: Tuesday, June 5, 2018 9:49 PM
To: Elliott, Susan N.; Connors, Heather
Subject: Fw: International Per Diems

Tom Osborne MHA
Minister of Finance and President of Treasury Board
District of Waterford Valley

From: Hanrahan, Denise <Hanrahand@gov.nl.ca>
Sent: Tuesday, June 5, 2018 9:44 AM
To: Osborne, Tom
Subject: Fwd: International Per Diems

Hi minister, pls approve same for me. Thanks.

Begin forwarded message:

From: "Norman, Katie" <KatieNorman@gov.nl.ca>
Date: June 5, 2018 at 8:24:19 AM GMT+1
To: "Hanrahan, Denise" <Hanrahand@gov.nl.ca>
Subject: Fw: International Per Diems

Sent from my BlackBerry 10 smartphone on the Bell network.

From: Norman, Katie <KatieNorman@gov.nl.ca>
Sent: Monday, June 4, 2018 8:06 PM
To: Hann, Ann Marie
Subject: International Per Diems

Good Afternoon Ann Marie,

In light of my forthcoming work trip to Ireland and Scotland, I am seeking your approval for federal international per diems for the period of my travel.

The rates are as follows, as per the most recent federal directive: [https://www.nic-cnm.gc.ca/directive/app_d.php?lang=eng](https://www.nic-cnm.gc.ca/directive/app_d.php?lang=eng)

<table>
<thead>
<tr>
<th>City</th>
<th>Breakfast</th>
<th>Meal Rate</th>
<th>Incidental</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin (Euro)</td>
<td>22.35</td>
<td>36.50</td>
<td>46.85</td>
<td>105.70</td>
</tr>
<tr>
<td>Aberdeen</td>
<td>14.88</td>
<td>25.08</td>
<td>32.92</td>
<td>72.88</td>
</tr>
</tbody>
</table>
Thank you,
Katie

Katie Norman
Assistant Deputy Minister
Public Engagement Division, Communications and Public Engagement Branch
And Planning and Coordination Office, Office of the Executive Council
Government of Newfoundland and Labrador
4th Floor Confederation Building, West Block
P.O. Box 8700
St. John’s, NL A1B 4J6
709.729.2233 **please note new phone number**
Travel Directive, Appendix D - Allowances - Module 4

Effective - April 1, 2018

- Private non-commercial accommodation
- Meals
- Incidental expenses

Private non-commercial accommodation allowance: 50 Canadian dollars (CAD) worldwide, except for the United States of America, which is paid in US dollars (USD). The private non-commercial accommodation allowance is reduced to 50% from the 121st day onward.

Incidental expense allowances shall be paid at the following rates:

a. in commercial, government and institutional accommodation
   i. 32% of the meal total when the three meal allowances are listed in the table below;
   ii. 40% of the meal total when only lunch and dinner meal allowances are listed in the table below;
   iii. 40% of actual and reasonable expenses for meals as per 3.4.9.

b. in private non-commercial accommodation
   i. 20% of the meal total when the three meal allowances are listed in the table below;
   ii. 25% of the meal total when only lunch and dinner meal allowances are listed in the table below;


6/25/2018
United Kingdom (includes Northern Ireland) - Currency: Pound Sterling (GBP)

<table>
<thead>
<tr>
<th>Type of Accommodation</th>
<th>Meal Rate</th>
<th>Incidental</th>
<th>Grand Total (Taxes Included)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>City</td>
<td>Breakfast</td>
<td>Lunch</td>
</tr>
<tr>
<td>C-Day 1-30</td>
<td>London</td>
<td>18.60</td>
<td>31.35</td>
</tr>
<tr>
<td>C-Day 31-120</td>
<td>London</td>
<td>13.95</td>
<td>23.51</td>
</tr>
<tr>
<td>C-Day 121+</td>
<td>London</td>
<td>9.30</td>
<td>15.68</td>
</tr>
<tr>
<td>P-Day 1-30</td>
<td>London</td>
<td>18.60</td>
<td>31.35</td>
</tr>
<tr>
<td>P-Day 31-120</td>
<td>London</td>
<td>13.95</td>
<td>23.51</td>
</tr>
<tr>
<td>P-Day 121+</td>
<td>London</td>
<td>9.30</td>
<td>15.68</td>
</tr>
<tr>
<td>C-Day 1-30</td>
<td>Other</td>
<td>14.88</td>
<td>25.08</td>
</tr>
<tr>
<td>C-Day 31-120</td>
<td>Other</td>
<td>11.16</td>
<td>18.81</td>
</tr>
<tr>
<td>C-Day 121+</td>
<td>Other</td>
<td>7.44</td>
<td>12.54</td>
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<tr>
<td>P-Day 1-30</td>
<td>Other</td>
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<td>25.08</td>
</tr>
<tr>
<td>P-Day 31-120</td>
<td>Other</td>
<td>11.16</td>
<td>18.81</td>
</tr>
<tr>
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<td>City</td>
<td>Meal Rate</td>
<td>Meal Total</td>
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<tr>
<td>-------------------------</td>
<td>--------</td>
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<tr>
<td></td>
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<td>Breakfast</td>
<td>Lunch</td>
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<td>36.50</td>
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<td>16.76</td>
<td>27.38</td>
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<td>18.25</td>
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<td>P-Day 121+</td>
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<tr>
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<td>included</td>
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<tr>
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<td>36.50</td>
<td>25.08</td>
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<td>$1,038.72</td>
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Date: June 13/18

To: __________

From: JFK Airport

Car No: # 93

Amount: $18.00

H.S.T. # 1V120337RT

Thank You & Have a nice day!
Name: Osborne, Hon Thomas
Expense Date: 04-Jun-18 - 13-Jun-18
Cost Center: 0501
Purpose: To attend Investor Meetings and Economic Development in Ireland, Scotland and England
Report Submit Date: 18-May-18
Claim Authorization: Journey Authorization
Fiscal Year: 2018-19
Acct Distribution: 01-0501-110-1400-0369-000000
Related Claims:

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<th>Tax Amount</th>
<th>Reimbursable Amount (CAD)</th>
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<td>06-Jun-18</td>
<td>Airfare</td>
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<td>155.11</td>
<td>21.72</td>
<td>176.83</td>
</tr>
<tr>
<td>12-Jun-18</td>
<td>Airfare</td>
<td>Location From: London, England; Location To: Halifax; Justification of Ticket: Journey Authorization; Ticket Number: 8382136963482; Receipt Date: 14-May-18; Airline Carrier: WestJet; Class of Ticket: Economy</td>
<td>321.29</td>
<td>44.98</td>
<td>366.27</td>
</tr>
<tr>
<td>13-Jun-18</td>
<td>Miscellaneous Travel</td>
<td>Description of Misc. Expense: Change Fee; Receipt Date: 15-May-18</td>
<td>159.65</td>
<td>22.35</td>
<td>182.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td>907.68</td>
<td>127.08</td>
</tr>
</tbody>
</table>
Submission Instructions:
* Attach Journey Authorization, Private Vehicle Usage Report or other applicable documentation as required.
* Additionally, attach all original itemized receipts showing proof of payment to this Expense Claim. Ensure that all smaller receipts are attached to an 8.5 x 11 sheet of paper, as per Financial Management Circular 2.040.
* For Ministers who are also Members of the House of Assembly (HOA): The Expense Claim must be printed and the Claimant Section below must be signed and dated before being submitted, with the necessary supporting documentation, to the Corporate and Members’ Services Division (CMS) of the HOA.
* Claimants who are not Ministers and Members of the HOA are not required to print and submit a hard copy of their Expense Claim to Transactional Review and Compliance (TRC) for processing. These individuals are still able to print their Expense Claim but only for their own personal records.
* Upon processing, a notification will be sent via email and the claim’s status will be updated in ECMS. The Expense Claim will be paid after it has been processed.
* Effective April 1, 2009, the tax amount on expense claims is automatically calculated in accordance with the provisions of Sections 174 and 175 of the Excise Tax Act.

Explanations Related to Expense Items Claimed (if applicable):

I CERTIFY THAT THE WHOLE OF THE EXPENSES INCURRED BY ME WERE ON GOVERNMENT BUSINESS AND ARE IN ACCORDANCE WITH GOVERNMENT POLICY, PROCEDURE AND LEGISLATION

Total Amount to Reimburse: 1,034.76

Claimant’s Signature: ____________________________ Date: May 22, 2018

CERTIFIED IN ACCORDANCE WITH SECTION 30(1) AND 31(1) OF THE FINANCIAL ADMINISTRATION ACT

Approved and Certified By: ____________________________ Date: May 18/18

Supervisor/Divisional Head: ____________________________

Office of the Comptroller General Purposes Only:

Selected for Regular Review: Yes [ ] No [ ]

Transactional Review and Compliance: ____________________________ Date:
**OFFICIAL JOURNEY AUTHORIZATION**

**FISCAL YEAR:** 2018-19

**SECTION 1: CLAIMANT INFORMATION**

**EMPLOYEE NAME:** Tom Osborne  
**DEPARTMENT:** Finance

**ADDRESS:** East Block, Confederation Bldg.  
**SUPPLIER NUMBER:**

**POSTAL CODE:** A0A 3L0

**SECTION 2: TRAVEL DETAILS**

**FROM:** St. John's  
**TO:** Dublin/Scotland/England

**FROM DATE:** June 4, 2018  
**TO DATE:** June 13, 2018

**PURPOSE OF TRIP:** To attend Investor Meetings and Economic Development in Ireland, Scotland and England

**PAYMENT METHOD:** PERSONAL CREDIT CARD

**MODE OF TRAVEL:** AIR

**THE ESTIMATED TOTAL TRIP COST MUST BE ENCUMBERED REGARDLESS OF IMPREST:**

**AMOUNT:**

**ACCOUNTING DISTRIBUTION:**

**EMPLOYEE’S SIGNATURE:**

**SECTION 3: CERTIFICATION**

I CERTIFY THAT THE ABOVE EMPLOYEE IS AUTHORIZED TO TRAVEL ON GOVERNMENT BUSINESS AS DESCRIBED AND SUFFICIENT FUNDS ARE AVAILABLE.

**DIVISIONAL DIRECTOR / ASSISTANT DEPUTY MINISTER:**

**SIGNATURE:**

**DATE:**

**DEPUTY MINISTER:**

**SIGNATURE:**

**DATE:**

**MINISTER:**

**DATE:**

**SECTION 4: TO BE COMPLETED IF A TRAVEL ADVANCE IS REQUIRED**

**SUMMARY OF ALL ANTICIPATED EXPENSES EQUAL TO THE AMOUNT OF THE ADVANCE REQUIRED (TRAVEL ADVANCE ONLY)**

**TAXI, LIMOUSINE, OR BUS FARE TO AND FROM DEPARTURE POINTS:**

**TRANSPORTATION COST (IF TRAVEL ORDER IS NOT ISSUED):**

**ACCOMMODATIONS FOR ______ NIGHTS (HOTEL/PRIVATE):**

**MEALS FOR ______ DAYS (AT APPROVED RATES):**

**OTHER:**

**CASH ADVANCE REQUIRED:** YES  
**NO**

**TOTAL ANTICIPATED EXPENSES: (ADVANCE REQUIRED)**

**AMOUNT:**

**ACCOUNTING DISTRIBUTION:**

**DEPARTMENTAL FINANCE DIVISION USE ONLY:**

**SIGNATURE:**

**DATE:**

**01**

**01**

**01**
## eTicket Receipt

**Prepared For**
OSBORNE/THOMAS MR

- **RESERVATION CODE**: CLMPJN
- **ISSUE DATE**: 14 May 18
- **TICKET NUMBER**: 8382136674481
- **ISSUING AIRLINE**: WEST JET
- **ISSUING AGENT**: WestJet/MD4
- **FREQUENT FLYER NUMBER**: [redacted]

### Itinerary Details

<table>
<thead>
<tr>
<th>TRAVEL DATE</th>
<th>AIRLINE</th>
<th>DEPARTURE</th>
<th>ARRIVAL</th>
<th>OTHER NOTES</th>
</tr>
</thead>
</table>
| 04 Jun 18 - 05 Jun 18 | WEST JET WS 16 | ST JOHNS NF, CANADA | DUBLIN, IRELAND | Fare Family Econo  
Seat Number 04C - (CONFIRMED)  
Baggage Allowance NIL  
Booking Status OK TO FLY  
Fare Basis XP14DJK  
Not Valid Before 04JUN18  
Not Valid After 04JUN18 |

### Allowances

**Baggage Allowance**
YYT to DUB - 0 Pieces WEST JET

Prices of additional baggage pieces:
1. 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
2. 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

**ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS**
/E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET, ETC

**Carry On Allowances**
YYT to DUB - 1 Piece (WS - WEST JET)

**Carry On Charges**
YYT to DUB - (WS - WEST JET) - Carry-on fees unknown - contact carrier

### Payment/Fare Details

- **Form of Payment**: CREDIT CARD - 6882
- **Fare Calculation Line**: YYT WS DUB149.31NUC149.31END ROE1.279136
- **Fare**: CAD 191.00
### Taxes/Fees/Carrier-Imposed Charges

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>CAD 32.50 YQI (OTHER AIR TRANSPORTATION CHARGES)</td>
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<tr>
<td>CAD 25.91 CA4 (CA4)</td>
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<tr>
<td>CAD 35.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))</td>
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</tr>
<tr>
<td>CAD 5.25 RC2 (HARMONIZED SALES TAX (HST))</td>
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</table>

**Total Fare**  
CAD 289.66

### Other Charges

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEAT ASSIGNMENT # 8381500941866 (YYT-DUB / QTY1)</td>
<td>CAD 20.00</td>
</tr>
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</table>

**Form of Payment**  
CREDIT CARD

**Total**  
CAD 20.00

**Total Fare and Other Charges**  
CAD 309.66

---

**Positive identification required for airport check in**

**Notice:**

**Travel info**

**QST # 1202807956TQ0001   GST # 866112535**

For details about flying with WestJet, print [the important flight information package](#) or browse our travel info:

- **Baggage fees** ($25-$118 per bag; additional $75-$88.50 per bag for overweight or oversize)
- **Baggage allowances** (Carry-on, checked, sporting goods, restricted items)
- **Children, infants and expectant mothers**
- **Fare options** (Econo, Flex, Plus, and Member Exclusive)
- **Guests with special needs**
- **ID requirements**
- **Inflight services** (Inflight entertainment and buy-on-board menu)
- **Seat selection** (Seat maps, seats in Plus)

At WestJet, getting you to your destination safely and on time are top priorities for us. To help ensure an on-time departure, we adhere to our [check-in and baggage cut-off times](#). Please make sure you're familiar with these rules, and give yourself enough time to get through security and arrive at your departure gate on time or we will deny boarding.

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If you have used WestJet dollars as a form of payment for this itinerary you can see the amount redeemed by signing into your WestJet Rewards account.

Carbonzero and WestJet have teamed up to provide you the opportunity to help reduce the effects of climate change and mitigate the greenhouse gas emissions associated with air travel through the purchase of carbon offsets.

Important Legal Notices
Aer Lingus Confirmation - Booking Ref: 2G2PJ2

Thank you for booking your flight with Aer Lingus.

This is your booking confirmation, passenger itinerary and receipt email. Please review the passport and visa information before travel.

**Your Flights**

<table>
<thead>
<tr>
<th>Passenger(s)</th>
<th>MR THOMAS OSBORNE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flight</td>
<td>EI3242 - Wed 06 Jun 2018</td>
</tr>
<tr>
<td>Departs:</td>
<td>Dublin-Terminal 2 (DUB) 13:20</td>
</tr>
<tr>
<td>Arrives:</td>
<td>Aberdeen (ABZ) 15:00</td>
</tr>
<tr>
<td>Status:</td>
<td>W/Economy Class CONFIRMED</td>
</tr>
<tr>
<td>Operated By:</td>
<td>Stobart Air</td>
</tr>
<tr>
<td>Seats:</td>
<td>40.(1)</td>
</tr>
<tr>
<td>Bags:</td>
<td>OSBORNE THOMAS MR - 1 Bag(s) = 20kg(s) Max</td>
</tr>
</tbody>
</table>

New checked bag policy for flights within Europe effective December 2013
Applications for tax refunds are subject to an administration fee. Details on Passenger Information, Fees and Baggage Allowances >>
### Your Receipt

<table>
<thead>
<tr>
<th>Details</th>
<th>Fare p.p.</th>
<th>Taxes &amp; Charges</th>
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<tr>
<td>Total Amount</td>
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<tr>
<td>Admin Fee:</td>
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<tr>
<td>PLUS fee:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Checked Bag 20Kg Fee:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choice Seat:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sms Confirmation Fee:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Issue Date**: 18MAY
**Total**: EUR 131.98
**EUR**: 131.98

**Admin Fee**: EUR 16.00
**PLUS fee**: EUR 78.00
**Checked Bag 20Kg Fee**: EUR 0.00
**Choice Seat**: EUR 0.00
**Sms Confirmation Fee**: EUR 1.00
**TOTAL EUR 224.98 (Rate of Exchange 1.572)**

The "Total" figure above is a cumulative amount applicable to your booking reference to date and is not in addition to what you paid for your original booking. Please note this does not apply if you have only held your booking using Pricelock or Deposit payment options.

**Restrictions/Endorsements**

NO RFND/CHG FEE APPLIES
CXL BY FLT DT OR NO VALUE

### Advance Passenger Information (API)
Travel to the USA, Canada, Spain, Portugal, Czech Republic, Turkey and the UAE require the compulsory provision of Advance Passenger Information. If you have not already, please add API to your booking here.

### Electronic System for Travel Authorization
In addition to adding API information to your booking, all passengers travelling to the USA under the Visa Waiver Programme (VWP) must now apply to travel under the VWP online.

If you have purchased insurance full details of your insurance policy will be emailed to your email address from Allianz Global Assistance. If you do not receive it or have any queries regarding your policy, please contact Allianz Global Assistance Customer Service. Their contact details can be found via Plan & Book > Travel Insurance link on aerlingus.com.

### New Checked Baggage Policy for flights within Europe
You can now choose from 4 bag products to suit your travel needs, book today and save on airport baggage rates.

### Cleared for Arrival to the USA
All flights to the USA now pre-clear US Customs and Immigration in Terminal 2 (Dublin) or Shannon airport before departure.

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- Get the best rates >>

#### Hotels
- Worldwide offers >>

#### Car Parking
- NEW!
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Book flights, check-in, view flight status or check for travel alerts, its all on the new Aer Lingus app.
Download now

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If you want to ensure you sit together, or need some extra legroom at our exit rows, then
Choose your seats now from just €5 on shorthaul flights.

Aer Lingus Gift Vouchers available online
Aer Lingus Gift vouchers are now available to buy online.
The perfect gift for any occasion.
Purchase a voucher

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Registered Office at Dublin Airport, Dublin, Ireland.
VAT number IE 9L40507W

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If your flight is cancelled or subject to a delay of at least 2 hours or if you are denied boarding on a flight for which you hold a valid reservation, please click here for the text of your rights under EU Regulation (EC) No. 261/2004.

In the event your flight is cancelled or you make a change to your flight itinerary or if you cancel your flight within 48 hours of your departure, please note that you may still receive automated emails related to your original booking.

CUSTOMER CONCERNS
Should you have an inquiry or concern regarding your flight click here, or write to Aer Lingus Customer Care Unit, Aer Lingus Head Office, Dublin Airport, Ireland or Aer Lingus Customer Care Unit, 300 Jericho Quadrangle, Suite 130, Jericho, NY 11753, USA.
Currency Converter

1 GBP = 1.7246 CAD

British Pound

£ 189.98

CAD USD EUR GBP

1 CAD = 0.5798 GBP

Canadian Dollar

$ 327.64

USD EUR GBP JPY

Open 1.7246
Change +0.0085
Change% +0.4965%
52-week High 1.8346
52-week Low 1.5835

GBP / CAD 1-Year Trend

Sep, 2017 Jan, 2018

https://www.msn.com/en-ca/money/currencyconverter
<table>
<thead>
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<th>Major Currencies</th>
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<tr>
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<tr>
<td>CAD/USD</td>
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<tr>
<td>Euro</td>
<td>0.6607</td>
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<tr>
<td>CAD/EUR</td>
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<td>British Pound</td>
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<td>CAD/GBP</td>
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<td>Japanese Yen</td>
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<td>CAD/JPY</td>
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<td>Australian Dollar</td>
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<td>CAD/AUD</td>
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<td>Chinese Yuan (RMB)</td>
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<td>CAD/CNY</td>
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<td>Swiss Franc</td>
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<td>CAD/CHF</td>
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<td>CAD/KRW</td>
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<td>Brazilian Real</td>
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<td>CAD/BRL</td>
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<td>Mexican Peso</td>
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<td>CAD/MXN</td>
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https://www.msn.com/en-ca/money/currencyconverter 5/24/2018
Currency Converter - MSN Money

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<tr>
<th>Currency Pair</th>
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<td>CAD/INR</td>
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<td>Russian Rouble CAD/RUB</td>
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<tr>
<td>New Zealand Dollar CAD/NZD</td>
<td>1.1192</td>
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<tr>
<td>Singapore Dollar CAD/SGD</td>
<td>1.0388</td>
</tr>
</tbody>
</table>

TOOLS

- Mortgage Calculator
- Value of Money
- Retirement Planner
- Savings Calculator

SEE MORE

- My Watchlist
- Market Movers
- Personal Finance
- Commodities
- Currency Converter
- Mortgage Calculator

https://www.msn.com/en-ca/money/currencyconverter

5/24/2018
**eTicket Receipt**

**Prepared For**
OSBORNE/THOMAS

**RESERVATION CODE**
QFIBEE

**ISSUE DATE**
15May18

**TICKET NUMBER**
8382136730053

**ISSUING AIRLINE**
WESTJET

**ISSUING AGENT**
WestJet/MCP

### Itinerary Details

<table>
<thead>
<tr>
<th>TRAVEL DATE</th>
<th>AIRLINE</th>
<th>DEPARTURE</th>
<th>ARRIVAL</th>
<th>OTHER NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>13Jun18</td>
<td>WESTJET</td>
<td>LONDON GATWICK, UNITED KINGDOM</td>
<td>HALIFAX NS, CANADA</td>
<td>Fare Family Econo Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis IP14QJK Not Valid Before 13JUN18 Not Valid After 13JUN18</td>
</tr>
<tr>
<td></td>
<td>WS 25</td>
<td>Time 9:30 am Terminal NORTH TERMINAL</td>
<td>Time 12:40 pm</td>
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</tr>
<tr>
<td>13Jun18</td>
<td>WESTJET</td>
<td>HALIFAX NS, CANADA</td>
<td>ST JOHNS NF, CANADA</td>
<td>Fare Family Econo Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis PB10TLG Not Valid Before 13JUN18 Not Valid After 13JUN18</td>
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<tr>
<td></td>
<td>WS 3424</td>
<td>Time 5:00 pm</td>
<td>Time 7:20 pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Operated by: WESTJET ENCORE</td>
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### Payment/Fare Details

<table>
<thead>
<tr>
<th>Form of Payment</th>
<th>CREDIT CARD -</th>
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<tbody>
<tr>
<td></td>
<td>40.(1), 40.(4)(e)</td>
</tr>
</tbody>
</table>

**Fare Calculation Line**
LON WS YHZ42.21WS YYT143.06NUC185.27END ROE0.710565

**Exchanged Ticket**
8382136696842

**Fare**
GBP 132.00

**Change Fee**
CAD 0.00

**Tax on change fee**
CAD 0.00

**Taxes/Fees/Carrier-Imposed Charges**
CAD 158.48 YQ (OTHER AIR TRANSPORTATION CHARGES)
CAD 135.10 GB (AIR PASSENGER DUTY)
Positive identification required for airport check in

Notice:
Travel info

QST # 1202807956TQ0001   GST # 866112535

For details about flying with WestJet, print the important flight information package or browse our travel info:

- **Baggage fees** ($25-$118 per bag; additional $75-$88.50 per bag for overweight or oversize)
- **Baggage allowances** (Carry-on, checked, sporting goods, restricted items)
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- **Fare options** (Econo, Flex, Plus, and Member Exclusive)
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- **ID requirements**
- **Inflight services** (Inflight entertainment and buy-on-board menu)
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**Important Legal Notices**
eTicket Receipt

<table>
<thead>
<tr>
<th>RESERVATION CODE</th>
<th>QFIBEE</th>
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<tbody>
<tr>
<td>ISSUE DATE</td>
<td>14May18</td>
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<td>TICKET NUMBER</td>
<td>8382136696842</td>
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<tr>
<td>ISSUING AIRLINE</td>
<td>WEST JET</td>
</tr>
<tr>
<td>ISSUING AGENT</td>
<td>WestJet/4KH</td>
</tr>
<tr>
<td>FREQUENT FLYER NUMBER</td>
<td>40.(1), 40.(4)(e)</td>
</tr>
</tbody>
</table>

Itinerary Details

<table>
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<tr>
<th>TRAVEL DATE</th>
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<th>DEPARTURE</th>
<th>ARRIVAL</th>
<th>OTHER NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>12Jun18</td>
<td>WESTJET WS 25</td>
<td>LONDON GATWICK, UNITED KINGDOM</td>
<td>HALIFAX NS, CANADA</td>
<td>Seat Number CHECK-IN REQUIRED</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Time</td>
<td>Time</td>
<td>Baggage Allowance NIL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9:50am</td>
<td>1:00pm</td>
<td>Booking Status OK TO FLY</td>
</tr>
</tbody>
</table>

| 12Jun18     | WESTJET WS 3424 | HALIFAX NS, CANADA | ST JOHNS NF, CANADA | Seat Number CHECK-IN REQUIRED |
|             |                 | Time | Time | Baggage Allowance NIL |
|             |                 | 5:00pm | 7:20pm | Booking Status OK TO FLY |

Allowances

Baggage Allowance
LGW to YYT - 0 Pieces WESTJET

Prices of additional baggage pieces:
1. 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
2. 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET, ETC

Carry On Allowances
LGW to YHZ, YHZ to YYT - 1 Piece (WS - WESTJET)

Carry On Charges
LGW to YHZ, YHZ to YYT - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment
CREDIT CARD - 40.(1), 40.(4)(e)
Positive identification required for airport check in

Notice:

Travel info

QST # 1202807956TQ0001  GST # 866112535

For details about flying with WestJet, print the important flight information package or browse our travel info:

- Baggage fees ($25-$118 per bag; additional $75-$88.50 per bag for overweight or oversize)
- Baggage allowances (Carry-on, checked, sporting goods, restricted items)
- Children, infants and expectant mothers
- Fare options (Econo, Flex, Plus, and Member Exclusive)
- Guests with special needs
- ID requirements
- Inflight services (Inflight entertainment and buy-on-board menu)
- Seat selection (Seat maps, seats in Plus)

At WestJet, getting you to your destination safely and on time are top priorities for us. To help ensure an on-time departure, we adhere to our check-in and baggage cut-off times. Please make sure you're familiar with these rules, and give yourself enough time to get through security and arrive at your departure gate on time or we will deny boarding.

If you fail to show for the first flight segment of a round trip or multi-segment reservation, all remaining flights segments, including return flights, will automatically be cancelled and the total fare paid will be forfeited without compensation. To change or cancel your reservation, you can manage your booking online or call 1-888-937-8538 (1-888-WESTJET).

WestJet and the Canadian Transportation Agency want to make you aware of your rights as a traveller. Visit Flight and service disruptions for an in-depth explanation.

Travelling with one of our airline partners? Be sure to familiarize yourself with the fees for your journey by visiting our airline partners page. Fees are collected on a one-way basis by the airline operating the first flight for each direction of your journey.
If you have used WestJet dollars as a form of payment for this itinerary you can see the amount redeemed by signing into your WestJet Rewards account.

Carbonzero and WestJet have teamed up to provide you the opportunity to help reduce the effects of climate change and mitigate the greenhouse gas emissions associated with air travel through the purchase of carbon offsets.

Important Legal Notices.