

Travel Expense Chart

Employee Name	Megan Biggs	
Employee Title	Senior Communications Advisor	
Date of Travel	May 30-31, 2019	
Destination (s)	Waterloo, Ontario	
Purpose	Reaching Out to Ontario - Waterloo	
Related Costs:		
Airfare	\$	-
Accommodation	\$	123.17
Meals	\$	-
Other transportation (mileage)	\$	107.80
Hospitality	\$	-
Other expenses (specify)	\$	-
Total:	\$	230.97

**Comfort Inn (CN314)**

190 Weber St. N.
Waterloo, ON N2J 3H4
(519) 747-9400
GM.CN314@choicehotels.com

Wilfrid Laurier University
Biggs, Megan

Account:

Date: 5/31/19

Room: 242 LOCAL8

Arrival Date: 5/30/19

Departure Date: 5/31/19

Check In Time: 5/30/19 3:41 PM

Check Out Time:

Rewards Program ID:

You were checked out by:

You were checked in by: mbowla

Total Balance Due: 0.00

Post Date	Description	Comment	Amount
5/30/19	Room Charge	#242 Biggs, Megan	109.00
5/30/19	Harmonized Sales Tax		14.17
5/31/19	Visa Payment		(123.17)

Folio Summary 5/30/19 - 5/31/19

Room Charge	109.00
Harmonized Sales Tax	14.17
Visa Payment	(123.17)
Balance Due:	0.00

This rate is eligible for partner rewards. If this rate is changed, you may no longer be entitled to partner rewards.

If payment by credit card, I agree to pay the above total charge amount according to the card issuer agreement.

GST Registration Number 860549062 RT0083

x



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