



Travel and Hospitality expenses report

April 1, 2022 to March 31, 2023

Name Fiona Valverde
Title Vice-President, Revenue Generation
Group Senior officer

Travel

Reference number	Departure date (YYYY-MM-DD)	Return date (YYYY-MM-DD)	Destination	Purpose	Other					Total (including taxes)	Additional Comments
					Airfare	transportation	Lodging	Meals and incidentals	Other expenses		
ETH0549	2022-04-06	2202-04-08	Toronto	Donor relations	819.44	122.46	503.08	238.45	-	1,683.43	
ETH0532	2022-05-01	2022-05-05	Las Vegas, Nevada	Professional development	781.73	238.32	1,051.07	676.23	1,305.26	4,052.61	
ETH0554	2022-05-17	2022-05-19	Montreal	Donor relations	609.78	91.52	487.92	216.55	-	1,405.77	
ETH0570	2022-10-02	2022-10-05	Winnipeg	Board of Trustees meetings	1,035.72	25.96	629.64	433.15	-	2,124.47	
ETH0587	2022-11-06	2022-11-09	Toronto	Donor relations and event	549.39	346.08	1,018.89	319.95	-	2,234.31	
ETH0600	2022-11-23	2022-11-25	Montreal	Donor relations	633.93	96.36	552.16	256.80	-	1,539.25	
ETH0620	2023-02-26	2023-03-03	Kingston, Ontario	Professional development	637.38	275.54	-	103.80	11,187.00	12,203.72	Lodging and meals included in registration costs (Other expenses)
ETH0599	2023-04-16	2023-04-18	New Orleans	Professional development	1,026.07				1,121.24	2,147.31	
ETH0617	2023-04-28	2023-05-02	Toronto	Donor relations	655.09					655.09	
Total					\$ 6,748.53	\$ 1,196.24	\$ 4,242.76	\$ 2,244.93	\$ 13,613.50	\$ 28,045.96	

Hospitality

Reference number	Date (YYYY-MM-DD)	Vendor	Location	Description	Number of attendees		Total (including taxes)	Additional Comments
					Employees	Guests		
N/A	2022-06-16	Bar Sofia	Halifax	Lunch - Donor Relations	2	1	86.63	
ETH0564	2022-06-20 & 2022-06-21	RCR Hospitality Group	Halifax	Catering during Board of Trustees meetings, included in the Hospitality expenses of the Chair, Board of Trustees				
ETH0570	2022-10-04	Wow Catering	Winnipeg	Catering during Board of Trustees meetings, included in the Hospitality expenses of the Chair, Board of Trustees				
ETH0587	2022-11-07	Fairmont	Toronto	Lunch-Donor Relations, included in CEO's Hospitality expenses				
ETH0600	2022-11-24	Le Renoir	Montreal	Lunch-Donor Relations, included in CEO's Hospitality expenses				
ETH0621	2023-03-08	Halifax Convention Center	Halifax	Breakfast - Outreach activities, included in CEO's Hospitality expenses				
Total							\$ 86.63	