

Canadian Museum of Immigration at Pier 21

Travel and Hospitality expenses report

since April 1, 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	Airfare	Other transportation	Lodging	Meals and incidentals	Other expenses	Total (including taxes)	Additional Comments
ETH0599	2023-04-16	2023-04-18	New Orleans	Professional development	1,026.07	195.23	1,431.00	716.65	1,147.32	4,516.27	
ETH0617	2023-04-28	2023-05-02	Toronto	Donor relations	655.09	178.15	346.16	240.50	0.00	1,419.90	
ETH0627	2023-05-23	2023-05-25	Montreal	Donor relations	644.28	94.00	545.02	181.60	0.00	1,464.90	
N/A	2023-06-12	2023-06-12	Dartmouth	Professional development	0.00	0.00	0.00	0.00	80.00	80.00	
ETH0653	2023-06-17	2023-06-18	Toronto	Donor relations	763.19	101.31	358.55	105.70	0.00	1,328.75	
ETH0666	2023-07-19	2023-07-22	St. John's	Professional development	0.00	0.00	947.24	328.90	0.00	1,276.14	Airfare and transportation costs paid by Association of Fundraising Professionals (AFP).
ETH0692	2023-11-07	2023-11-09	Montreal	Donor relations	897.28	82.30	345.10	246.15	0.00	1,570.83	
ETH0676	2023-11-14	2023-11-17	Toronto	Donor relations	837.94	107.00	930.69	397.25	0.00	2,272.88	
ETH0701	2023-12-10	2023-02-11	Montreal	Donor relations	799.53	120.74	172.56	179.85	0.00	1,272.68	
ETH0689	2024-04-05	2024-04-09	Toronto	Professional development	564.93	outstanding	outstanding	outstanding	992.88	1,557.81	
Total					\$ 6,188.31	\$ 878.73	\$ 5,076.32	\$ 2,396.60	\$ 2,220.20	\$ 16,760.16	

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Hospitality

Reference number	Date (YYYY-MM-DD)	Vendor	Location	Description	Number of employees	Number of guests	Total (including taxes)	Additional Comments
ETH0628	2023-04-06	RCR Hospitality Group	Halifax	Catering - Donor Relations event	3	30	1,807.88	
ETH0627	2023-05-24	Intermezzo Traiteur	Laval, Quebec	Catering - Donor relations event	3	50	4,095.98	
ETH0651	2023-06-08	MPI Atlantic Canada Awards Gala	Halifax	Dinner - Outreach activities (included in CEO's Hospitality expenses)	N/A	N/A	N/A	
ETH0649	2023-06-14	Per Diem	Halifax	Board of Trustees meetings	1	0	58.60	
ETH0667	2023-08-01	RCR Hospitality Group	Halifax	Catering during new Trustees orientation meetings (included in CEO's Hospitality expenses)	N/A	N/A	N/A	
ETH0677	2023-10-04	Per Diem	Halifax	Board of Trustees meetings	1	0	60.45	
ETH0676	2023-11-16	Library Bar	Toronto	Refreshment - Donor relations event (included in CEO's Hospitality expenses)	N/A	N/A	N/A	
N/A	2023-12-13	Ristorante Amano	Halifax	Lunch - Donor relations event	1	1	48.28	
ETH0701	2023-12-11	Krema Café	Montreal	Refreshment - Donor relations event	3	0	24.50	
ETH0701	2023-12-11	Le Boulevardier	Montreal	Lunch - Donor relations (included in CEO's Hospitality expenses)	N/A	N/A	N/A	
Total							\$ 6,095.69	