

MAY 2020

Business Travel Expenses

NAME	DEPARTURE DATE	RETURN DATE	LOCATION	PURPOSE	ACCOMMODATIONS	TRANSPORTATION	MEALS & INCIDENTALS	Total
Total								

Hospitality Expenses

NAME	DATE	LOCATION	PURPOSE	NUMBER OF ATTENDEES	VENDOR	AMOUNT
COLLINS, DEBBIE	12/03/2020	OTTAWA, ON	DINNER BUDGET MEETING WITH CFO RE: COVID SHUT DOWN	2	1 ELGIN	\$140.40
OTTOSEN, HELLE	11/03/2020	OTTAWA, ON	WORKING LUNCH WITH DIRECTOR OF HR	2	1 ELGIN	\$45.00
Total						\$185.40