



## Proactive Disclosure of Expenses

Ron Kim (VP of Finance & CFO)

For the period October 1, 2023 to December 31, 2023

### Overview

Travel Expenses			
Item #	Date	Description	Amount
1.	October 24-26, 2023	Travel to Ottawa to attend the U15 Administration Table Meeting at the University of Ottawa	\$1,339.39

Non-Travel Expenses			
Item #	Date	Description	Amount
		No expenses to report	

**Detail for Travel Expenses**

Travel Expenses-Item 1 Detail						
For	Ron Kim (VP of Finance & CFO)					
Description/ Purpose	Travel to Ottawa to attend the U15 Administration Table Meeting at the University of Ottawa					
Date	October 24-26, 2023					
Destination	Ottawa, Ontario					
Type of Expense	Airfare*	Other Transport**	Hotel	Meal***	Other****	Total
Amount	\$518.53	\$183.67	\$592.30	\$11.29	\$33.60	\$1,339.39
Page Reference	pg. 3- 5	Pg. 6 - 7	Pg. 8 -10	pg. 6	pg. 4	
Notes	Airfare*: Booking Ref.: RWKZQE. Other Transport**: Ground transportation while in Ottawa. Other****: Travel agency fee, Booking Ref.: RWKZQE.					

# Maritime Travel Business Travel Management



Platinum member



SUITE 340 | 7326 10TH STREET N.E. | CALGARY, AB T2E 8W1 | (403) 292-7474

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View Itinerary On: [ViewTrip](#) | Send Itinerary To: [Triplt](#)

<b>MARITIME Ref #</b>	<b>RWKQZE</b>
Invoice #	235302267
Date	14 Sep 2023
Your Counsellor	<b>WEI CHONG</b>
Account #	<b>s.17(1)</b>
UCID	
Team Name	N/A
Faculty/Dept/Institute	EXECUTIVE SUITE TARA YOUNKER

[Click here to learn more about our Corporate Travel Program](#)

[Please click here to fill out our Business Travel survey.](#)

For:

KIM/RONALD <sup>S.</sup><sub>17</sub> MR

Please make sure name(s) on your statement matches your passport.

If name(s) doesn't match please contact your branch or our after hours team before midnight.

## Your Itinerary and E-ticket which is required for travel:

[Return to Travel Roadmap](#)

Web Check-In and Airline Confirmation: **WestJet - NJSWIK**

	<b>WestJet 610</b>	<b>Origin</b>	<b>Destination</b>	<b>Depart</b>	<b>Arrive</b>	<b>Seat</b>
	Boeing 737 Cabin Class B-Flex	<b>Calgary, AB</b> Calgary Intl Arpt (Calgary, AB)	<b>Ottawa, ON</b> Ottawa McDonald Cartier Intl (Ottawa, ON)	<b>Tue - Oct 24</b> 9:10 AM	<b>Tue - Oct 24</b> 3:05 PM	<b>14E</b>

Duration 3:55



	<b>WestJet 611</b>	<b>Origin</b>	<b>Destination</b>	<b>Depart</b>	<b>Arrive</b>	<b>Seat</b>
	Boeing 737 Cabin Class B-Flex	<b>Ottawa, ON</b> Ottawa McDonald Cartier Intl (Ottawa, ON)	<b>Calgary, AB</b> Calgary Intl Arpt (Calgary, AB)	<b>Thu - Oct 26</b> 6:45 AM	<b>Thu - Oct 26</b> 9:05 AM	<b>14C</b>

Duration 4:20



### Passenger Information

Airline Code WS

Passenger KIM/RONALD <sup>S.1</sup><sub>7(1)</sub> MR

Ticket # 8389354767747

### Booking Summary

Company WestJet

Booking Reference **NJSWIK**

Company Air Canada

Loyalty # **s.17(1)**

Company WestJet

Loyalty #

-THANK YOU FOR BOOKING WITH MARITIME TRAVEL

-THANK YOU FOR BOOKING WITH MARITIME TRAVEL

## Purchase Summary

Amount due		Amount Paid	
<b>WestJet AIRFARE - TKT 8389354767747</b>	<b>346.92</b>	PYMT BY XXXX-XX <b>s.17(1)</b>	-518.53
TAX ON AIRFARE INCLUDES 4.55 HST		Sep 14 2023	
TAX ON AIRFARE INCLUDES 22.81 GST		PYMT BY VI XXXX <b>s.17(1)</b>	-33.60
TAX ON AIRFARE INCLUDES 144.25 OTHER		<b>TOTAL PAID CAD</b>	<b>\$552.13</b>
<b>TAX ON AIRFARE</b>	<b>171.61</b>		
<b>MARTVL NON-REFUNDABLE TRANSACTION FEE</b>	<b>32.00</b>		
<b>GST ON FEE (R103524823)</b>	<b>1.60</b>		
<b>TOTAL DUE CAD</b>	<b>\$552.13</b>		

**BALANCE CAD \$0.00**

## Go Greener

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## Check-in information

We recommend that you reconfirm your flights prior to departure.

Valid government issued photo id required for check-in.

Non refundable/change fees may apply.

Check in 2 hours prior. As processing times at the airport are longer than normal due to COVID-19, it's important to be aware of any new updates to their check in policies. Failure to respect them may result in the reassignment of any reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation. Please refer to the airline's website for further information.

Online Check-in – Many airlines offer online check-in, most within 24 hours of departure. We recommend you check-in online before you go to the airport.

### **COVID Requirements**

Airlines may have varying requirements and protocols in place due to COVID.  
For more WESTJET information, [click here](#)

## Baggage Information

For WestJet Baggage Information [click here](#). Pre-pay for your bags and save.

Baggage charges may apply. Size/weight restrictions vary between airlines.

Passengers may carry travel sized toiletries or liquids 3.4 oz (100ml) or less through security check points. They must fit in a 1-quart sized clear plastic zip-top bag. Visit [www.Catsa-acsta.gc.ca](#).

## Notice

This receipt may be required at check in and must be presented to customs and immigration if requested. Carriage and other services provided by the carrier are subject to condition of carriage which are hereby incorporated by reference. These conditions may be obtained from the issuing carrier. If the passenger's journey involves an ultimate destination or stop in a country other than the country of the departure the Warsaw convention may be applicable and the convention governs and in most cases limits the liability of carriers for death or personal injury and in respect of loss of or damage to baggage.

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## **Invoice Information**

Your Maritime Travel charges will show on your credit card statement similar to MT 235302267-3547677471234

MT = Maritime Travel

235302267 = invoice #

3547677471234 = ticket #

HST/GST #: 10352 4823

QST #: 1022862835

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PARADIES LAGARDERE  
OTTAWA INTERNATIONAL AIRPORT  
OTTAWA, ON CANADA

SALESPERSON # 409245

FL SNOW HAM CHEESE 628097400185  
9.99 PG

SUBTOTAL \$9.99  
HST08 \$0.80  
GST \$0.50  
TOTAL \$11.29  
VISA \$11.29  
\*\*\*\*\* PURCHASE \*\*\*\*\*  
APPROVED

Total: \$11.29

Card Type: VISA  
Card Entry: Contactless  
Acct #: \*\*\*\*\*s.17(1)  
Approval Code: 033356

\*\*\*\*\* EMV PURCHASE \*\*\*\*\*  
App Label: SCOTIABANK VISA  
Mode: Issuer  
AID: A0000000031010  
TVR: 0000000000  
IAD: 06011203A02000  
TSI:  
ARC: 00  
AC: 5DB6C7610975BA32  
CVM:

MERCI DE MAGAZINER CHEZ  
PARADIES LAGARDERE  
AEROPORT INTERNATIONAL DE OTTAWA  
OTTAWA, ON  
TPS #821177177RT0001  
VISITEZ-NOUS SUR LE WEB!  
WWW.PARADIESLAGARDERE.COM

CUSTOMER COPY

ITEMS 1 CATHERINE  
10/26/2023 04:46AM  
003794 01 409245 4244

THANK YOU FOR SHOPPING  
PARADIES LAGARDERE  
OTTAWA, ON CANADA  
GST # 821177177RT0001  
www.paradieslagardere.com

ASSOCIATED CAB  
/ALLIED LIMOUSINE  
307-41 AVENUE N E  
CALGARY, AB T2E2N4  
(403) 299-1199

SALE

REF#: 00000002  
Batch #: 097 SEQ: 097001001002  
10/26/23 10:16:56  
APPR CODE: 020126  
VISA  
\*\*\*\*\*s.17(1) \*\*/\*\*

AMOUNT \$54.90  
TIP \$5.49  
TOTAL \$60.39

00 - APPROVED - 001

SCOTIABANK VISA  
AID: A0000000031010  
TTQ B2 A0 40 00

Thank You  
Please Come Again!  
1537

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ASSOCIATED CAB  
/ALLIED LIMOUSINE  
307-41 AVENUE N E  
CALGARY, AB T2E2N4  
(403) 299-1112

**BlueLine Taxi Ottawa**  
455 COVENTRY RD  
OTTAWA, ON K1K 2C5  
8665658294  
HTTP://WWW.BLUELINETAXI.COM  
/

Cashier: 52111  
Transaction 18500658

<b>Total</b>	<b>CA\$47.34</b>
Tip	CA\$7.10
CREDIT CARD SALE	CA\$54.44
VISA 8135	

Retain this copy for statement validation

24-Oct.-2023 4:34:12p.m.  
CA\$54.44 | Method:  
CONTACTLESS  
SCOTIABANK VISA  
XXXXXXXXXX)s.17(1)  
Reference ID: 329700597603  
Auth ID: 093654  
MID: \*\*\*\*\*5092  
AID: A0000000031010  
AthNtwkNm: VISA  
NO CARDHOLDER VERIFICATION

Online: <https://clover.com/p/02VKQTHG21V14>



02VKQTHG21V14

**Capital Taxi**  
269 HANNAH STREET  
OTTAWA, ON K1L 7N1  
8665658294  
HTTP://CAPITALTAXI.COM  
/CONTACT-PAG

Cashier: 56002  
Transaction 20200172

<b>Total</b>	<b>CA\$9.56</b>
Tip	CA\$1.43
CREDIT CARD SALE	CA\$10.99
VISA 8135	

Retain this copy for statement validation

24-Oct.-2023 6:12:08p.m.  
CA\$10.99 | Method:  
CONTACTLESS  
SCOTIABANK VISA  
XXXXXXXXXX)s.17(1)  
Reference ID: 329700657195  
Auth ID: 034975  
MID: \*\*\*\*\*5093  
AID: A0000000031010  
AthNtwkNm: VISA  
NO CARDHOLDER VERIFICATION

Online: <https://clover.com/p/HYCX9D4PCGKF6>



HYCX9D4PCGKF6

**SALE**

REF#: 00000001  
Batch #: 095 SEQ: 095001001001  
10/24/23 07:04:39  
APPR CODE: 015032  
VISA

\*\*\*\*\*s.17(1) \*\*/\*\*  
**AMOUNT** \$50.30  
**TIP** \$7.55  
**TOTAL** \$57.85

00 - APPROVED - 001

SCOTIABANK VISA  
AID: A0000000031010  
TTQ B2 A0 40 00

Thank You  
Please Come Again!  
CAR#509

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 135 Thad Johnson Private, Ottawa, ON K1V-1A2 P 613.691.2161  
 Fairfield.Marriott.com

Ron Kim

s.17(1)

Room: 620  
 Room Type: KSOF  
 Number of Guests: 1  
 Rate: \$229.00 Clerk: AAG

Arrive: 25Oct23 Time: 06:20PM Depart: 26Oct23 Time: 04:22AM Folio Number: 94326

DATE	DESCRIPTION	CHARGES	CREDITS
25Oct23	Room Charge	229.00	
25Oct23	HST-Harmonized Sales Tax	29.77	
25Oct23	MAT-Municipal Accomodation Tax	9.16	
25Oct23	HST-MAT-Harmonized Tax	1.19	
26Oct23	Visa		269.12

Card #: VXXXXXXXXXX s.17(1)  
 Card Type: VISA Card Entry: CHIP Approval Code: 072318 PIN  
 Verified App Label: SCOTIABANK VISA AID: A0000000031010

**BALANCE: 0.00**

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# Invoice

**Le Germain Hotel Ottawa**  
 30 Daly Avenue, Ottawa ON K1N 6E2  
 reservations.legermainottawa@germainhotels.com  
 613 691-3230 | germainhotels.com

Page 1 of 2

**Ron Kim  
Canada**

**Room** 0710  
**Arrival (MMDDYY)** 10-24-23  
**Departure (MMDDYY)** 10-25-23  
**Confirmation No.** 5581328

**Folio No.** 8220  
**Company** University of ottawa  
**Group** U15Ottawa2023  
**Guest**

Date	Description	Charges	Payments
10-24-23	Room Charge	275.00	
10-24-23	Municipal Accommodation Tax	11.00	
10-24-23	HST	37.18	
10-25-23	Visa XXXXXXXXXX s.17(1)		323.18

**Total** **323.18** **323.18**

**Balance** **0.00**

**Summary of taxes**

HST	37.18
Municipal Accommodation Tax	11.00

**Le Germain Ottawa**  
**Tax Number**  
 GST# 824812994RT0001

**Payment Details**

**Merchant ID**  
**Transaction ID** 322928  
**Approval Code** 056222  
**Approval Amount** 323.18

# Invoice

**Le Germain Hotel Ottawa**  
30 Daly Avenue, Ottawa ON K1N 6E2  
reservations.legermainottawa@germainhotels.com  
613 691-3230 | germainhotels.com

Page 2 of 2

**Ron Kim**  
**Canada**

<b>Room</b>	0710
<b>Arrival (MMDDYY)</b>	10-24-23
<b>Departure (MMDDYY)</b>	10-25-23
<b>Confirmation No.</b>	5581328

<b>Folio No.</b>	8220
<b>Company</b>	University of ottawa
<b>Group</b>	U15Ottawa2023
<b>Guest</b>	

<b>Credit Card #</b>	XXXXXXXXXX <b>s.17(1)</b>
<b>Credit Card Expiry</b>	XX/XX
<b>Capture Method</b>	Manual
<b>Transaction Amount</b>	323.18