## [Insert name of Classified Agency] Expenses for the Month(s) of [enter month or months]

Name	Position	Purpose	Start Date	End Date	Destination	Attendees	Other Attendees	Air Fare	Other Transportation	Accommodation	Meals	Incidentals	SUBTOTAL	Hospitality	Other Expenses	TOTAL (paid by OSTC)	TOTAL (paid by MTO under contract)
Caulfeild-Browne, Bill	Board Member	Board Governance Training	2015-10-14	2015-10-14	Toronto, ON				\$238.40	\$210.17	\$38.91		\$487.48		\$30.00	\$517.48	
Ostrander, Joe	VP Engineering	Training	2015-10-02	2015-10-07	Plantation, FL, USA			\$592.90	\$73.46	\$1,052.24	\$172.79		\$1,891.39			\$1,891.39	
Ostrander, Joe	VP Engineering	Ship mgmt site visit	2015-10-14	2015-10-14	Tobermory, ON						\$11.83		\$11.83			\$11.83	
Ostrander, Joe	VP Engineering	Ship mgmt site visit	2015-10-18	2015-10-18	Tobermory, ON						\$11.06		\$11.06			\$11.06	
Ostrander, Joe	VP Engineering	Pelee Island Ferry Service Ship mgmt site visit	2015-10-21	2015-10-23	Leamington, ON					\$237.30	\$56.45		\$293.75				\$293.75
Ostrander, Joe	VP Engineering	Pelee Island Ferry Service meeting w/owner	2015-10-27	2015-10-29	Toronto, ON	MTO			\$15.00	\$505.11	\$159.83		\$679.94		\$45.00		\$724.94
Ostrander, Joe	VP Engineering	Ship mgmt site visit	2015-11-08	2015-11-11	Moosonee, ON	TC & Lloyds		\$1,722.24	\$24.15	\$199.81	\$111.77		\$2,057.97			\$2,057.97	
Ostrander, Joe	VP Engineering	Equipment transfer	2015-11-12	2015-11-12							\$10.71		\$10.71			\$10.71	
Shaw, Steve	VP Operations	Ship mgmt site visit	2015-10-01	2015-10-02	Kingsville, ON	00701				\$124.30	\$120.19		\$244.49				\$244.49
Shaw, Steve	VP Operations	Ship mgmt site visit	2015-10-07	2015-10-07	Tobermory, ON	OSTC internal SMS auditor					\$51.61		\$51.61			\$51.61	
Shaw, Steve	VP Operations	Ship mgmt site visit	2015-10-19	2015-10-19	Owen Sound, ON						\$22.08		\$22.08			\$22.08	
Shaw, Steve	VP Operations	Ship mgmt site visit	2015-11-08		Moosonee, ON			\$1,224.22	\$12.00	\$461.97	\$96.20		\$1,794.39		\$45.00	\$1,839.39	
Shaw, Steve	VP Operations	Ship mgmt site visit	2015-11-16		Kingsville, ON					\$474.60	\$120.54		\$595.14				\$595.14
Schrempf, Susan	President & CEO	Mediation hearing	2015-10-01	2015-10-01	Windsor, ON Owen Sound.				\$344.80				\$344.80		\$5.00	\$349.80	
Schrempf, Susan	President & CEO	Design meeting	2015-10-20	2015-10-20	ON Sound,	Designers					\$87.64		\$87.64			\$87.64	
Schrempf, Susan	President & CEO	Pelee Island Ferry Service meeting w/owner	2015-10-27	2015-10-30	Toronto, ON	MTO			\$148.20	\$505.11			\$653.31		\$45.00		\$698.31