

Canadian Museum of Immigration at Pier 21

Travel and Hospitality expenses report

since April 1, 2023

Name Jennifer Sutherland
Title Vice-President, Communications and Partnerships
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 |
|------------------|-----------------------------|--------------------------|------------------------------|---|--------------------|----------------------|--------------------|-----------------------|--------------------|-------------------------|---------------------|
| ETH0676 | 2023-11-15 | 2023-11-16 | Toronto | Donor relations | 534.34 | 114.60 | 394.08 | 204.50 | 0.00 | 1,247.52 | |
| ETH0658 | 2023-11-27 | 2023-12-01 | Washington, Atlanta & Dallas | Professional Development - tour various american museums | 1,246.77 | 123.10 | 996.54 | 867.00 | 122.33 | 3,355.74 | |
| ETH0675 | 2024-01-24 | 2024-01-28 | New York | IMM (International Media Marketplace) NYC 2024 Conference | 1,014.99 | 359.83 | 486.55 | 409.66 | 4099.98 | 6,371.01 | |
| N/A | 2024-03-01 | 2024-03-01 | Halifax | Local travel expenses | 0.00 | 13.80 | 0.00 | 0.00 | 0.00 | 13.80 | |
| Total | | | | | \$ 2,796.10 | \$ 611.33 | \$ 1,877.17 | \$ 1,481.16 | \$ 4,222.31 | \$ 10,988.07 | |

Hospitality

| Reference number | Date (YYYY-MM-DD) | Vendor | Location | Description | Number of employees | Number of guests | Total (including taxes) | Additional Comments |
|------------------|-------------------|---------------------------|----------|--|---------------------|------------------|-------------------------|---------------------|
| ETH0649 | 2023-06-14 | Per Diem | Halifax | Board of Trustees meeting | 1 | 0 | 58.60 | |
| ETH0667 | 2023-08-01 | RCR Hospitality Group | Halifax | Catering during new Trustees orientation meetings (included in the CEO's Hospitality expenses) | N/A | N/A | N/A | |
| ETH0677 | 2023-10-04 | Per Diem | Halifax | Board of Trustees meeting | 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 | |
| ETH0718 | 2024-03-08 | Halifax Convention Centre | Halifax | Breakfast - Outreach activities (included in the CEO's Hospitality expenses) | N/A | N/A | N/A | |
| Total | | | | | | | \$ 119.05 | |