Canadian Museum *of* Immigration at Pier 21
Musée canadien *de* l'immigration du Quai 21

Travel and Hospitality expenses report

April 1, 2022 to March 31, 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
ETH0542	2022-06-22	2022-06-26	Yarmouth, NS	Travel Media Association of Canada Conference	-	368.61	647.84	108.65	-	1,125.10	
ETH0570	2022-10-02	2022-10-05	Winnipeg	Board of Trustees meetings	167.78	149.58	629.64	433.15	-	1,380.15	Total airfare $1,050.92 minus $883.14 credit from 2020 cancelled flight.
ETH0567	2022-10-15	2022-10-23	Paris, France	Professional development	1,505.02	247.87	1,086.59	1,091.83	-	3,931.31	
ETH0587	2022-11-06	2022-11-07	Toronto	Donor Relations	601.14	180.19	339.63	193.65	-	1,314.61	
ETH0607	2020-11-18	2022-11-20	Digby, NS	Travel Media Association of Canada Conference	-	274.89	-	137.30	-	412.19	
ETH0579	2023-01-25	2023-01-29	New York	Outreach activities	525.90	295.16	357.21	374.18	-	1,552.45	
Total					**$ 2,799.84**	**1,516.30**	**3,060.91**	**2,338.76**	**-**	**$ 9,715.81**	

Hospitality

Reference number	Date (YYYY-MM-DD)	Vendor	Location	Description	Number of attendees: Employees	Number of attendees: Guests	Total (including taxes)	Additional Comments
ETH0564	2022-06-20	RCR Hospitality Group	Halifax	Catering during Board of Trustees meetings, included in the Hospitality expenses of the Chair, Board of Trustees				
ETH0564	2022-06-21	RCR Hospitality Group	Halifax	Catering during Board of Trustees meetings, included in the Hospitality expenses of the Chair, Board of Trustees				
ETH0570	2022-10-04	Wow Catering	Winnipeg	Catering during Board of Trustees meetings, included in the Hospitality expenses of the Chair, Board of Trustees				
ETH0621	2023-03-08	Halifax Convention Center	Halifax	Breakfast - Outreach activities, included in CEO's Hospitality expenses				
Total							**-**	