

Travel Arrangements 000222

Date		Department						
2022-11-14 Legal Name Sarah Jane Doe Date of Birth 1999-01-01		ADM - Administration Departure Thunder Bay Destination Toronto						
					Travel			
					Company		Departure Date	Return Date
					Porter Airlines		2022-11-21 10:30 AM	2022-11-24 05:55 PM
					Hotel			
Company	Check-In	Check-Out	Location					
Chelsea Hotel	2022-11-21	2022-11-24	Toronto Downtown					
Employee Signature								
Joanne Cheechoo								
Authorized Signature								