BORÉAL FENESTRATION INC. — TRAVEL DESK

Travel itinerary and e-ticket receipt

Traveller: **LACASSE / MARIE-EVE MS** Booking reference: **ZRTAGF** E-ticket: 014-2193743697
Booked: 2025-10-30 by the travel desk (travel@boreal-fenestration.ca) Purpose: FenestraCan Expo, Toronto (keynote panel) and Rheinglas North America supplier dinner

Flight	Date	From	To	Departs	Arrives	Cabin	Seat
LA 452	Thu 2025-11-20	Ottawa (YOW)	Toronto Pearson (YYZ)	07:45	09:00	Economy Flex	17C
LA 467	Fri 2025-11-21	Toronto Pearson (YYZ)	Ottawa (YOW)	18:30	19:40	Economy Flex	15D

All times are local. Air Laurentia (fictional carrier) operated flights; check-in closes 45 minutes before departure. Economy Flex fares may be changed before departure for a change fee of $75 plus any fare difference.

Hotel

Hôtel Le Germain Toronto (fictionalised booking) — 1 night, check-in Thu 2025-11-20, check-out Fri 2025-11-21. Rate $328.00 + taxes, confirmation H995945. Cancellable until 2025-11-19 16:00.

Ground transportation

Head office → YOW: company car (departure 06:30). YYZ → downtown: UP Express. Toronto → YYZ: taxi, allow 60 minutes.

Fare summary

Base fare	$705.00
Taxes and fees	$131.84
Total charged to corporate card	$836.84

Travel policy reminder: itineraries are booked by the travel desk; changes are requested through the executive assistant. Please verify the itinerary against the executive calendar before departure.