

FORM 2 (reminder to submit both Forms 1 and 2)

TRAVEL EXPENSES FOR COUNCILLOR / MAYOR'S STAFF PAID BY THE BOARD IN 2021


Did your Board pay any Councillor/Mayor's staff travel expenses? If Yes, please complete this form. If No, please indicate "Nil" and certify.

NOTES FOR COMPLETING FORM:

- *AUTHORITY: Provide details that authorizes the Travel e.g. board meeting date, minute # etc.; Indicate the word "Personal" in this column where personal funds used.
- Where costs are shared, please provide name of organization(s) and type of expense(s), and amount(s) paid for by the other organization(s). If actual is not available, please provide estimate.
- Acronyms to be supported by full and official name. No abbreviations.
- Additional rows may be inserted and adjusted as required.
- The City may contact your board for additional information as deemed necessary.
- Inquiries and certified reports may be forwarded by email to Duri.Lee@toronto.ca

COUNCILLOR'S STAFF		COUNCILLOR'S NAME THAT STAFF SUPPORT	DESCRIPTION OF EVENT	PURPOSE OF ATTENDANCE	*AUTHORITY (Reference Notes above)	DATE		LOCATION City / Prov / State / Country	TRANSPORTATION		ACCOMMODATION	REGISTRATION	OTHER COSTS / TRAVEL PER DIEM	TOTAL
NAME OF STAFF	STAFF POSITION (Job Title)					TO: MM/ DD/ YY	FROM: MM/ DD/ YY		AIR	GROUND				
← All Costs Net of HST →														
										\$	\$	\$	\$	\$
N/A														

ADDITIONAL COMMENTS:

CERTIFIED CORRECT:	NAME: Conrad Sheppard	SIGNATURE: 
	TITLE: Corporate Secretary	TEL. #: 416-542-2796
	AGENCY / CORPORATION / OTHER BODY: Toronto Hydro Corporation	DATE: 24/01/2022