1 TORONTO		Corporate Business Expense Claim Attendance at Conference/ Seminars/ Training, and						
Accounting Services Division		Business				٠,٠٠٠		
Corporate Accounts Payable		Dusiness	IIAYCI					
✓ Conference This form sh	Seminar ould be submitted with original approved "Re	in 10 business day	raining s of return fro stion Form" a	om the conferen	usiness Travel ice/seminar. receipts.			
Attach o Foreign Currency Exchange Rate**	originai approved "Re	quest for Authoritz	I UIIII A		Invoice	Number**		
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Vendor Name**						1018619		
PREECE, JOHN Division**	Work Address**			Postal Code**		Date** (m/d/	уууу)	
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Name and Location of Conference / Seminar / 1	Fraining / Business Tra	RVC ** D. THE ENVIRONN	/ENT		s NIL	t Amount	_	
ENGINEERING BIOLOGY FOR SOLUTIONS IN Start Date** (m/d/yyyy)	HEALTH, FOOD AN	D THE ENVIRONM	End Date**	(m/d/yyyy)	13 (10			
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Baggage Fees / Insurance								
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TOTAL ADVANCES & PREPAYMENT AMOUNT							\$43.45	
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Title: SECTOR DEVE	LUTIMENT OFFICER	Title: DIRECTOR, BUSINESS GROW						
Date	£ - 0	ーー ロク Dat	te:		_			
Date:	5 cc 2	1.8						
Telephone:			ephone:					
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Signature:		Sig	nature:					

**This form may not be altered in any manner. All mandatory fields must be completed and filled in electronically. Incomplete forms will be returned to the originator for corrections prior to being processed for payment. Hand written forms will not be accepted and will be returned to the division.

Important note: Employees seeking reimbursement and program administration staff are responsible for blacking out or severing the full credit card numbers and/or non-business phone numbers that may appear on original receipts before sending to Accounts Payable for processing.

Signature:

ASF.0030.02

Updated: June 2015

Order Summary

30 January 2018

Order #: 723668483

Name	Туре	Quantity	Price
John Preece	General Admission		\$43.45

TOTAL \$43.45

Charged to: MasterCard - XXXX-XXXXXX-7748

This charge will appear on your card statement as EB *Engineering Biolog

Refund Policy: Refunds up to 30 days before event

This order is subject to Eventbrite Terms of Service, Privacy Policy, and Cookie Policy

About this event

Tuesday, 6 March 2018 from 8:00 AM to 6:30 PM

(EST)

MaRS Discovery District
101 College Street

Lower Concourse Auditorium

Toronto, ON M5G 1L7

Canada

Add to my calendar:

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Your Account

Log in to access tickets and manage your orders.



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JAN 2 9 2018

Request for Authorization

Attendance at Conferences/Seminars, Training and Business Travel

This form should be completed and the necessary approvals obtained at least 10 business days in advance of undertaking any training, business travel, and/or attending any conference/seminar. The \$3,500 limit does not apply to training. Please refer to the completion guidelines of this form and all related policies. П Training **Business Travel** Seminar Conference 🔽 John Preece Name: **Economic Development and Culture** Division: 100 Queen Street West (City Hall), East Tower, 9th Floor, Toronto, Ontario M5H 2N2 Work Address: Engineering Biology for Solutions in Health, Food and the Environment Name of Conference/Seminar/Training: Outside Ontario/Canada Outside GTA & within Ontario Within GTA 🗹 101 College Street (MaRS), Toronto, Ontario M5G 1L7 Destination: Tuesday 06 March 2018 End Date: Tuesday 06 March 2018 Start Date: Are breakfast, lunch and/or dinner meals provided by the Sponsor? Please specify: (Meals will be deducted from per Diem as stated in Business Exp Policy) Lunch is provided; no per diem requried. Purpose: Use space provided below for full description The Engineering Biology for Solutions in Health, Food and the Environment conference is a new event from Genome Canada and its Provincial partners, focusing on the potential of synthetic biology. It aims to cover new opportunities and developments, and to act as a networking platform for this relatively new field. Synthetic biology is a key underpinning technology that enables us to create new genetic code and hence fight disease or create new traits in organisms with much greater precision. Like artificial intelligence, synthetic biology is a relatively new sub-sector with applications in several industries. The major business growth opportunities arising from this conference are: Knowledge of start-ups and spin-outs active in the sector (to offer assistance with business growth); Engagement with larger companies looking to incorporate synthetic biology into their processes (to offer assistance with business growth and export development); Knowledge of gaps in the Toronto ecosystem (to orient FDI efforts towards companies that could fill those gaps). ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes) *Use Exchange rate(s): 1 unit local currency = 1 unit local currency = Foreign Currency* Canadian\$ (incl.tax) \$ 1 unit local currency = Registration Fees: (Conference/Seminar/Training) 43.45 Accommodation: (Standard Single Room) /day incl. taxes N/A Number of Days: Travel Method: П Train CAD/km N/A \$0 Personal Vehicle: km Ground transportation: (including car rental, to/from airports) Specify estimates: N/A Sundry Expenses: See Business Expense Policy; Meals provided are deducted) CAD or USD N/A Number of Days: X .00 43.45 **Sub-Total Estimated Costs:** Other Business Meeting expenses outside of Conference costs, please specify: N/A TOTAL ESTIMATED COST: 43.45 ED0124 Cost Centre/ WBS Element to be charged: 1540200000 Functional Area to be charged: I certify that all estimated costs relating to this travel have been included in this form. Signature of Employee: (signature) I have confirmed that approved funds are available for this purpose: **Approval for Proposed Expense** Division Head or (signature) Deputy City Manager: (date) (signature) (print name) City Manager/Mayor: (xignature) (print name

Updated: March 2016

Committee & Report No. (if applicable)

(date)