



Accounting Services Division
Corporate Accounts Payable

Corporate Business Expense Claim

Attendance at Conference/ Seminars/ Training, and
Business Travel

Conference Seminar Training Business Travel

This form should be submitted within 10 business days of return from the conference/seminar.

Attach original approved "Request for Authorization Form" and all original receipts.

Foreign Currency Exchange Rate** Exchange Rate applied to convert from local currency to CAD = <u>1.23 USD</u> (if applicable)			Invoice Number** EXPJA10-JA10/18
Vendor Name** George Spezza			Vendor Number** 100252
Division** Economic Development & Culture	Work Address** 100 Queen Street West, 8th Floor, East Tower	Postal Code** M5H 2N2	Invoice Date** (m/d/yyyy) 05-Apr-18
Name of Conference / Seminar / Training / Business Travel** 2018 Advocacy Agenda Rollout & Public Officials Reception Buffalo, New York			Payment Amount** <u>202.71</u> <u>\$191.75</u>
Start Date** (m/d/yyyy) Wednesday, January 10, 2018		End Date** (m/d/yyyy) Wednesday, January 10, 2018	

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **
Registration Fees	4256 30	ED0131 Virzi Pcard (12-834)	1540100000	75.00 USD @1.28		96.29
Travel <input type="checkbox"/> Air <input type="checkbox"/> Tra <input type="checkbox"/> Bus	4215					N/A
Use of Personal Vehicle 274 kms x \$.54 / km	4255	ED0131	1540100000			96 147.06
Accommodation days @ \$ / day	4210					N/A
Ground Transportation ie: taxis and car rental	4220 4770	(Parking) ED0131 -GSpezza PCard (12-3809)	1540100000	5.00 USD		6.39
Ground Transportation ie: taxis and car rental *Foreign Transactions- NO TAX*	4220 4230					N/A
Per Diem (See Bus. Expense Policy) 1 days @ \$ 65 USD / day	4230	ED0131	1540100000	USD x 1.25 40.00		50.00 48.00
Other- Business Mtgs	4230	ED0131 -	1540100000	4.75		4.75
Training	4310					305.39

TOTAL EXPENSES

\$294.4

Less: Advances & Prepayments: *Mandatory if applicable	SAP Document Number / Pcard transaction Number: 12-834, 12-3809		* Reimbursed by Invest Toronto	
Registration Fees	4210	4256 RVirzi Pcard		-96.29
Air Travel	4254	4220 Gspezza Pcard		-6.39
Advances (Conf/Sem)	4250			-
Advances (Bus. Travel)	4204			-
Other (Please specify) Visa + Medical	4230			-
Total Advances & Prepayment Amount**				-102.68
TOTAL PAYABLE TO INDIVIDUAL/CITY				\$191.75

202.71

Employee Name: George Spezza (Print Name) Authorized by: Mike Williams (Print Name)

Date: 04/05/2018 Telephone: [Redacted] Telephone: [Redacted]

Signature: [Redacted] Signature: [Redacted]

****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.

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.

Conference Seminar Training Business Travel

Name:	George Spezza		
Division:	Economic Development & Culture - Business Growth Services		
Work Address:	City Hall, 8th Floor, East Tower		
Name of Conference/Seminar/Training:	2018 Advocacy Agenda Rollout & Public Officials Reception		
	Within GTA <input type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input checked="" type="checkbox"/>

Destination:	Buffalo, New York, USA		
Start Date:	Wednesday January 10, 2018	End Date:	Wednesday, January 10, 2018

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)

Meals will be deducted accordingly as provided.

Purpose: Use space provided below for full description

Participate at the 2018 Advocacy Agenda Rollout & Public Officials Reception in Buffalo, New York. I was invited to participate in the annual Government Affairs meeting of the Buffalo Niagara Partnership to learn about the regions strategic priorities and to meet with government officials to discuss opportunities to improve linkages between Toronto and the Buffalo/Niagara region. The Buffalo Niagara Partnership is the areas regional chamber of commerce and economic development organization and is responsible for the areas economic strategy. City of Toronto attendance has been highly encouraged by the Vice Chair of Invest Toronto, the City of Buffalo and the Buffalo Niagara Partnership.

ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)

Use Exchange rate(s):	1 unit local currency =	Foreign Currency	Canadian\$ (incl. tax)
	\$1.28 USD	CAD	
		CAD	
Registration Fees: (Conference/Seminar/Training)		75	\$96.00 CAD
Accommodation: (Standard Single Room)			
Number of Days:	X	/day incl. taxes	N/A
Travel Method:			
Air <input checked="" type="checkbox"/>	Train <input type="checkbox"/>	Bus <input type="checkbox"/>	
Personal Vehicle:	274 km	X \$0. CAD/km	\$147.00 CAD
Ground transportation: (including car rental, to/from airports) Specify estimates:			
Taxi to/from home, airport, hotel, other bus. meetings			N/A
Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)			
Number of Days:	1 X	\$65.00 USD deducted as provided	65 83.2
Sub-Total Estimated Costs:			\$326.20
- Other Business Meeting expenses outside of Conference costs, please specify:			
Ground Transportation for Business to Business meetings outside the conference			
TOTAL ESTIMATED COST:			\$326.20

Cost Centre/ WBS Element to be charged:	ED0131
Functional Area to be charged:	1530100000

I certify that all estimated costs relating to this travel have been included in this form.

Signature of Employee: _____ (signature) JAN 02/18 (date)

I have confirmed that approved funds are available for this purpose:

Approval for Proposed Expense: _____

Division Head or: Mike Williams (print name) _____ (signature) Jan 2/18 (date)

Deputy City Manager: Giuliana Carbone (print name) _____ (signature) Jan 3/18 (date)

City Manager/Mayor: Peter Wallace (signature) _____ (date) JAN 09 2017 (date)

Committee & Report No. (if applicable) _____ (date)

Parking in Buffalo

George Spezza re: 2018 Advocacy Agenda Rollout
Buffalo, New York

Allpro Parking
RECEIPT
 Welcome to Lot #111
 Tickets Non-Transferable
 Place Face Up On Dash
 No In and Out Parking

License Plate Number
Z325
 Expiration Date/Time
04:14 PM
JAN 10, 2018

Purchase Date/Time: 02:44pm Jan 10, 2018
 Total Due: \$5.00 Rate: 0-90 Minutes
 Total Paid: \$5.00 Payment Type: Card
 Ticket #: 00007545
 SN #: 30001010014
 Setting: 111, Main and Swan
 Mach Name: Main and Swan
 #3982 MasterCard Auth #: 144520

PARKING RECEIPT
PARKING RECEIPT
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PARKING RECEIPT

Thank you for registering for the 2018 Advocacy Agenda Rollout and Public Officials Reception! Please print your tickets or have available on your mobile device for check in at the event entrance.

Cancellation Policy: Cancellations will be accepted up to 48 hours prior to the event.

Have a question? Contact the organizer

Order Summary

January 2, 2018

Order #: 712390170

Name	Type	Quantity	Price
George Spezza	Canadian Associate Member 2018 Advocacy Agenda Rollout Ticket	1	\$75.00

TOTAL \$75.00

Charged to: MasterCard - XXXX-XXXXXX-8894

This order is subject to [Eventbrite Terms of Service](#), [Privacy Policy](#), and [Cookie Policy](#)

About this event



Wednesday, January 10, 2018 from 4:00 PM to 7:00 PM (EST)



Consumer's Pub at the Park (Formerly Pettibones)
275 Washington Street
Buffalo, NY 14203



Add to my calendar:

Google · Outlook · iCal · Yahoo

PEACE BRIDGE
AUTHORITY
Lane: W04 Collector: 281
Wed Jan 10, 2018 18:54:19
CLASS 1
Toll Paid: CAD \$ 4.75

Toll for Buffalo
trip -