



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 = _____ <small>(if applicable)</small>		Invoice Number** EXP/FE 6-FE7/18
Vendor Name** John Alderdice		Vendor Number** 1004579
Division** Economic Development & Culture	Work Address** 5100 Yonge St. NYCC	Postal Code** M2N 5V7
Name and Location of Conference / Seminar / Training / Business Travel** EDCO ANNUAL CONFERENCE TORONTO		Invoice Date** (m/d/yyyy) March 8/18
Start Date** (m/d/yyyy) February 6, 2018		End Date** (m/d/yyyy) February 7, 2018
		Payment Amount** \$0.00

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **
Registration Fees PLANET # 12-5615	4256	ED0117	1540100000		\$87.75	\$762.75
Travel <input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus						n/a
Baggage Fees / Insurance						n/a
Use of Personal Vehicle 158 Kms <input checked="" type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.54/km						n/a
Accommodation days @ \$ _____ /day						n/a
Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO						n/a
Ground Transportation (to and from Airport) ie: taxis and car rental DESTINATION						n/a
Foreign Transactions- NO TAX						
Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental						n/a
Foreign Transactions- NO TAX						
Per Diem (See Bus. Expense Policy) days @ \$ _____ / day						n/a
Other (Please specify)						n/a
Training	4310					n/a
TOTAL EXPENSES						\$762.75

Less: Advances & Prepayments:		PLANET # 12-5615						
*Mandatory if applicable		GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	SAP Document Number	Net Amount **	HST **	Total Including Taxes **
Registration Fees		4256	ED0117	1540100000	12-5615	(675.00)	(\$87.75)	(\$762.75)
Air Travel								
Accommodation								
Grds Transportation (To & Fr. Airport) ON.								
Grds Transportation (To & Fr. Airport) Destination								
Grds Transportation (local-des. taxi, bus, train, etc.)								
Other (Please specify)								
TOTAL ADVANCES & PREPAYMENT AMOUNT**								(\$762.75)
TOTAL PAYABLE TO INDIVIDUAL / CITY								\$0.00

Employee Name: <u>John Alderdice</u>	Authorized by: <u>George Spezza</u>
Title: <u>Manager, Business Retention & Expansion</u>	Title: <u>Director, BGS</u>
Date: <u>March-08-18</u>	Date: <u>March 8/18</u>
Telephone: <u>[REDACTED]</u>	Telephone: <u>[REDACTED]</u>
Signature: <u>[REDACTED]</u>	Signature: <u>[REDACTED]</u>

****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.
ASF.0030.02

Request for Authorization

Attendance at Conferences/Seminars, Training and Business Travel

RECEIVED
JAN 24 2018

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: John Alderdice, Manager Business Retention & Expansion
Division: ED&C-Business Growth Services (BR&E)
Work Address: North York Civic Centre
Name of Conference/Seminar/Training: EDCO Annual Conference & Showcase (Economic Developers Council)
 Within GTA Outside GTA & within Ontario Outside Ontario/Canada

Destination: Toronto, Sheraton Centre Hotel
Start Date: Feb. 6, 2018 **End Date:** Feb. 7, 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)
 Yes. Breakfast and lunch on Day 1 and all 3 meals on Day 2.

Purpose: Use space provided below for full description
 The annual EDCO Conference brings members together to exchange information & learn from leading edge presentations. The event includes a showcase of new services to assist operations/funding for companies & ecdev projects. EDCO is an independent, non profit association of those engaged in the economic development of Ontario and its municipalities, embracing a broad spectrum of economic development practitioners across professions & all levels of public & private sectors, each adding specialized knowledge to the expanding resources of EDCO. This event provides an excellent opportunity to meet with key ON contacts in a concentrated format, as well as hearing informative keynotes, participating in breakout sessions, and other learning opportunities providing the latest industry knowledge, trends, ways to improve productivity and competitiveness. I will provide in my report a summary of key themes, concerns, ideas, and practices discussed; session highlights, networking event contacts, intelligence, follow up plans; information about new products/services gathered from the Showcase; ideas or recommendations arising from sessions/networking.

ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)			
Use Exchange rate(s):	1 unit local currency =	\$ _____ CAD	
	1 unit local currency =	\$ _____	Foreign Currency*
	1 unit local currency =	\$ _____	Canadian\$ (incl. tax)
Registration Fees: (Conference/Seminar/Training)			\$ 762.75 W
Member Rate (Early Bird)			\$675.00
Accommodation: (Standard Single Room)			n/a
Number of Days: _____ X \$ _____ /day incl. taxes			n/a
Travel Method:			n/a
Air <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/>			n/a
Personal Vehicle: _____ km X \$0. _____ CAD/km			n/a
Ground transportation: (including car rental, to/from airports) Specify estimates:			n/a
Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)			n/a
Number of Days: _____ X \$ _____ CAD or USD			n/a
Sub-Total Estimated Costs:			\$675.00
- Other Business Meeting expenses outside of Conference costs, please specify: Parking only, which will be across the road at City Hall. Note the distance from home is less than my normal commute to work, therefore no mileage will be			
TOTAL ESTIMATED COST:			\$675.00 W

\$ 762.75 W

Cost Centre/ WBS Element to be charged: EDO117
Functional Area to be charged: 1540100000

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

Signature of Employee: _____ (signature) Jan. 17, 2018 (date)

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

Approval for Proposed Expense
Division Head or Mike Williams (print name) _____ (signature) _____ (date)

Deputy City Manager: _____ (print name) _____ (signature) _____ (date)

City Manager/Mayor: _____ (signature) _____ (date)

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

Economic Developers Council of Ontario
6506 Marlene Avenue
Cornwall, Ontario K6H 7H9
Canada
Phone: 1-819-230-5565
Fax: 1.613.798.9864

Invoice

John Alderdice
City of Toronto
5100 Yonge St.
Main Floor
Toronto, ON M2N 5V7
CA

Reference Number 18204606

Date February 6, 2018

Confirmed Transaction History

Date	Description	Amount	Transaction Subtotals
February 6th, 2018	John Alderdice - Payment For EDCO Member Registration - Full Conference Transaction Dated 2018 Jan 19 Paid by: John Alderdice MC (**** * 1170) SALE Auth: 082528 HST: \$87.75	\$762.75 CAD	MC SALE \$762.75
	Net Total:	\$ 762.75 CAD	

Total HST (EDCO HST# 124748120): \$87.75