

Submit this form to your CSR within **10 business days** of return from the travel or conference/seminar.

Business Travel ☒ **Office Travel** ☐ **Conference/Seminar** ☐

Travel Details

Name of Traveller: Mark Grimes		Vendor No.: 1007776 -	
<input checked="" type="checkbox"/> Member of Council <input type="checkbox"/> Staff			
Date: July 17, 2018		Reference No.: EXP/MYIS-M21/18	
Name of Event: Asia Mission 2018 (Tokyo/Sagamihara, Japan and Chengdu, China)		Dates from: Tuesday, May 15 th - Monday, May 21 st , 2018	
Purpose of Travel: Renewal of friendship city agreement with the City of Sagamihara; visit to Tokyo for possible signing of an MOU with the Tokyo Metropolitan government; visit to Chengdu China to attend the 2018 Innovation Forum of Mayors of International Sister Cities. All travel expenses, accommodation and ground transportation to China via Japan will be paid by the Municipality of Chengdu. This mission is aligned and supports the City Council adopted International Trade Funding Report designed to enhance Toronto's international engagements and economic trade.			
Exchange Rate applied to convert from local currency to Canadian dollars (US\$) 1.28 (Japanese Yen) 0.012		Cost Centre EDO154	Functional Area 1540400000 -
		Cheque Amount N/A 0	

Final Statement of Expenses

Cost Element	Description	Foreign Currency	Total incl. all taxes CAD \$	Total Before Taxes \$	HST
4256	Registration Fees:		N/A		
4215	Travel: <input checked="" type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> Personal Automobile _____ km @ \$0. _____ cents/km		N/A (paid by organizer)		
4210	Accommodation: 2 nights @ 28,712 Yen / night -Tokyo	57,424 Yen	\$ 696.80 /		
4220	Ground Transportation: (include all receipts)(to/from yyz-airport) (to/from airport - residence) International	38,270 yen	\$ 470.12 -		
4230	Sundry Expenses 7 days @ up to \$100/day <input type="checkbox"/> CAD or <input checked="" type="checkbox"/> US per diem allowance	\$700 USD	\$896.00 -		
4230	Travel Visa- China		\$145.00 .		
	Total Expenses		\$2,207.92		
	Less: Advances/Prepayments - Document No. Accommodation PD Svaz online Ground Transportation (Sch. A) Travel Visa Sundry Expenses		\$ 696.80 \$ 470.12 \$145.00 \$896.00 \$2,207.92		
	Total Advances				
TOTAL	Payable to <input type="checkbox"/> individual / <input type="checkbox"/> City		N/A		

Approval

Signature of Traveller: [Redacted]	Date
For Council Staff travel/Authorizing Signature of Member of Council: [Redacted]	Date July 26, 2018

Funds Authorization

For funds from the Council Budget: I have confirmed that approved funds are available for this purpose.	Signature of City Clerk/Designate:	Date
For funds from other budgets: I have confirmed that approved funds are available for this purpose.	Name: Mike Williams Title: General Manager, EDC/ / Signature: [Redacted]	Date July 19/18

Submit this form to your CSR at least 10 business days before the travel or conference/seminar.

Travel Details		
Name of Traveller: Mark Grimes <input checked="" type="checkbox"/> Member of Council <input type="checkbox"/> Staff	<input checked="" type="checkbox"/> business travel <input type="checkbox"/> office travel <input type="checkbox"/> conference/seminar* <small>*Out-of-Province Conference report is required for Conference attendance outside of Ontario</small>	
Name of Event: Asia Mission 2018 (Tokyo/Sagamihara, Japan and Chengdu, China)	Dates from: Tuesday, May 15th, 2018 to: Monday, May 21st, 2018	
Travel Destination: Tokyo/Sagamihara, Japan and Chengdu, China	<input type="checkbox"/> within GTA <input type="checkbox"/> outside GTA & within Ontario <input checked="" type="checkbox"/> outside Ontario or Canada	
Purpose of Travel: Renewal of our friendship city agreement with the city Sagamihara; visit to Tokyo for possible signing of an MOU with the Tokyo Metropolitan government; visit to Chengdu China to attend the 2018 Innovation Forum of Mayors of International Sister Cities. Accommodation and ground transportation to China via Japan will be paid by the Municipality of Chengdu. This mission is aligned and supports the City Council adopted International Trade Funding Report designed to enhance Toronto's international engagements and economic trade.		
Estimated Travel Costs (should include GST and all other applicable taxes)		
Cost Centre To Be Charged: ED0154 Functional Area Code: 1540400000	Exchange Rate 1 USD = 1.28 CAD	Canadian \$
Registration Fees:		N/A
Travel: <input checked="" type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> Personal Automobile _____ km @ \$0. _____ cents/km		\$1980.96
Accommodation: 3 \$ 350.00 USD per day including taxes	\$ 1050.00	\$1344.00
Ground Transportation: <input checked="" type="checkbox"/> taxi(s) <input type="checkbox"/> car rental <input checked="" type="checkbox"/> other - specify: <u>Visa and photo</u>	To/From airport YYZ	\$200.00 \$178.85
Sundry Expenses: 7 day(s) @ \$100.00 <input type="checkbox"/> CAD/ <input checked="" type="checkbox"/> US per day	\$700.00	\$896.00
Total Estimated Costs:		\$4,599.81
Prepayment/advances requested for the following costs: <input type="checkbox"/> Registration Fees <input type="checkbox"/> Travel <input type="checkbox"/> Accommodation <input type="checkbox"/> Ground Transportation <input checked="" type="checkbox"/> Sundry Expenses		

Approval		
I certify that all estimated costs relating to this travel have been included in this form. Signature of Traveller: [Redacted]		Date 4/6/18
For Council Staff travel, Approving Signature of Member of Council:		Date
Funds Authorization		
For funds from the Council Budget: I have confirmed that approved funds are available for this purpose.	Signature of City Clerk/Designate: [Redacted]	Date Apr 9/18
For funds from other budgets: I have confirmed that approved funds are available for this purpose.	Name: Mike Williams Title: General Manager, EDC/ [Redacted] Signature: [Redacted]	Date April 5/18

Thank you for your patronage of the Hotel Okura Tokyo. We are pleased to confirm the following reservation:

Name : HOTEL OKURA TOKYO

TO :

Ontario International – Tokyo Trade & Investment Office

Date : 2018/04/18

Ms. Makoto Hirose.

CLERK : ポール ラジェス

FAX :

TOTAL PAGE : 1

Group Confirmation No. : 100986659

Name :

Mr. Mark Grimes

Arrival : 2018/05/16

Departure : 2018/05/18

Rooms : 1

Room Type : STANDARD ROOM SINGLE USE

Persons : 1

Rooms Rate : JPY 28,712 per room per night

Payment : guest own

Remarks : The room charge include morning breakfast , service charge , consumption tax , accomodation tax , free wi fii .

There is a one-night cancellation charge should the hotel not be advised of the cancellation 48 hours prior to the guest's arrival.
We are looking forward to being of service to you.

Regular Check in time : 14.00 ; Regular Check out time : 12.00

There are additional charges for early check in and late check out .

HOTEL OKURA TOKYO

ポール ラジェス

2-10-4 TORANOMON, MINATO-KU TOKYO, JAPAN 105-0001
TEL81(3)3582-0111 Reservation TEL81(3)3224-6666
FAX81(3)3582-3707 Reservation FAX81(3)3582-3034

領 収 書 RECEIPT

No.03728

To Messrs.

City of Toronto 様

日付 2018 年 5 月 24 日
DATE YEAR MONTH DAY

金 額 Amount			¥	1	1	4	8	1	0
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但し Remarks

上記の金額正に領収いたしました。 We duly received above amount.



株式会社 日の丸エージェンシー
〒107-6001 東京都港区赤坂1-12-32
1-12-32 Akasaka, Minato-ku, Tokyo 107-6001, Japan
Telephone: (03) 5689-0428 Facsimile: (03) 3814-1052
www.hinomaru.co.jp



Ground Transportation for Councillor Thompson,
Councillor Gimes and Mike Williams

¥ 114,810 (Japanese Yen)

¥ 114,810 / 3 passengers

= ¥ 38,270