



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>1.28</u> (if applicable)		Invoice Number** EXP/AP6-AP8/18					
Vendor Name** Richard Gerrard		Vendor Number** 1618536					
Division** EDC	Work Address** 98 Atlantic Avenue	Postal Code** M6K 1X9	Invoice Date** (mm/yyyy) April 27, 2018				
Name and Location of Conference / Seminar / Training / Business Travel** Royal Standard Ceremony, US Naval Academy, Annapolis, MD			Payment Amount** \$ 2,509.30				
Start Date** (mm/yyyy) Friday, April 06, 2018	End Date** (mm/yyyy) Sunday, April 08, 2018						
Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **	
Registration Fees	4256						
Travel <input checked="" type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus Baggage Fees / Insurance Use of Personal Vehicle Kms X <input checked="" type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.54/km	4215	AH0047	1570100000	1,114.00 111.65	5178.26 \$	1,403.91	
Accommodation 2 days @ \$ 311.96 /day	4210	AH0047	1570100000	623.92	5110.72	734.64	
Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO	4220	AH0047	1570100000	12.35		12.35	
Ground Transportation (to and from Airport) ie: taxis and car rental DESTINATION *Foreign Transactions-NO TAX*	4220	AH0047	1570100000	75 USD + 28 rate 75 USD		192.00	
Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental *Foreign Transactions-NO TAX*							
Per Diem (See Bus. Expense Policy) 2 days @ \$ 69.00 / day		AH0047	1570100000	130 USD X 28 rate		166.40	
Other (Please specify)							
Training	4310						
TOTAL EXPENSES						\$2,509.30	
Less: Advances & Prepayments:							
*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						
Air Travel							
Accommodation							
Grds Transportation (To & Fr. Airport) ON							
Grds Transportation (To & Fr. Airport) Destination							
Grds Transportation (local-dns. taxi, bus, train, etc.)							
Other (Please specify)							
TOTAL ADVANCES & PREPAYMENT AMOUNT**							\$0.00
TOTAL PAYABLE TO INDIVIDUAL / CITY							\$2,509.30

Employee Name: Richard Gerrard
Title: Historian
Date: [Redacted]
Telephone: [Redacted]
Signature: [Redacted]

Authorized by: [Redacted]
Title: Acting Director, Museums & Heritage Services
Date: May 9, 2018
Telephone: [Redacted]
Signature: [Redacted]

****This form may not be altered in any manner. All mandatory fields must be completed and filed 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.0036.01



Accounting Services Division
Corporate Accounts Payable

MAR 28 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.

Conference Seminar Training Business Travel

Name:	Richard Gerrard		
Division:	ECD, Museums and Heritage Services		
Work Address:	98 Atlantic Avenue		
Name of Conference/Seminar/Training:			
	Within GTA <input type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input checked="" type="checkbox"/>
Destination:	Annapolis, Maryland, USA		
Start Date:	Friday April 6, 2018	End Date:	Saturday April 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)			
Purpose: Use space provided below for full description			
Attend as an invited guest an event at the United States Naval Academy Museum initiating the conservation of their War Trophy flag collection, including the Royal Standard captured by the US forces during the Battle of York in 1813 and other War of 1812 trophies. As the city's historian offers the opportunity to document a unique historical object related to the City's history, and to begin the dialogue for obtaining a loan of this object by the Museum of Toronto or Fort York National Historic Site. It is a rare and usual opportunity to raise the public profile of Toronto History Museums.			
ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)			
*Use Exchange rate(s):	1 unit local currency =	\$1.31 CAD	
	1 unit local currency =	\$ _____	Foreign Currency*
	1 unit local currency =	\$ _____	Canadian\$ (incl. tax)
• Registration Fees: (Conference/Seminar/Training)	none		N/A
• Accommodation: (Standard Single Room)	Number of Days: 2 X \$161 /day incl. taxes		N/A
• Travel Method:	Air <input checked="" type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/>		
Personal Vehicle:	___ km X \$0. ___ CAD/km		N/A
• Ground transportation: (including car rental, to/from airports) Specify estimates:	Taxi (return)		US\$120 \$157.15
• Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)	Number of Days: 2 X \$65.00 CAD or USD		US\$130 \$170.30
Sub-Total Estimated Costs:			
- Other Business Meeting expenses outside of Conference costs, please specify:			
TOTAL ESTIMATED COST:			\$1,270.45

Cost Centre/ WBS Element to be charged:	AH0047
Functional Area to be charged:	1570100000

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

Signature of Employee: _____

L.O. March 20/18
122 MAR 2018
(date)

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

Approval for Proposal: _____

Division Head or _____

Mar 29/18
(date)

Deputy City Manager: _____

(date)

Interim _____

City Manager/Mayor: _____

Apr 3, 2018
(date)

Committee & Report No. _____

(date)

Richard Gerrard

From: United Airlines, Inc. <unitedairlines@united.com>
Sent: April-03-18 3:48 PM
To: Richard Gerrard
Subject: Your United reservation for Baltimore, MD, US (BWI) is processing

Add UnitedAirlines@news.united.com to your address book. [See instructions.](#)

UNITED 

Tuesday, 03 April, 2018

Thank you for choosing United



We're processing your reservation and will send you an eTicket Itinerary and Receipt email once completed. This process usually takes less than an hour, but in rare cases it could take longer. If you don't receive an eTicket Itinerary and Receipt email within 24 hours, please call the United Customer Contact Center

Confirmation number:

Toronto, ON, CA (YYZ - Pearson)
to Baltimore, MD, US (BWI)

M08NL1

[Manage reservation](#)

Purchase summary

1 adult (18-64)	CA \$1,114.00
Taxes and fees	CA \$178.26
Additional services	
Trip insurance (<i>Billed separately by Travel Guard Group Canada, Inc.</i>)	CA \$111.65
Total	CA \$1,403.91

Credit card payment: CA \$1,292.26 (Visa-**4077) Billed by United

Credit card payment: CA \$111.65 (Visa-**4077) Billed by Travel Guard Group Canada, Inc.

Trip summary

Fri, 06 Apr, 2018

Richard Gerrard

From: Expedia.ca <Expedia@ca.expediamail.com>
Sent: April-03-18 4:28 PM
To: Richard Gerrard
Subject: Expedia travel confirmation - 6 Apr - (Itinerary # 7342461567175)



Thanks!

Your reservation is confirmed. No need to call to reconfirm.

Historic Inns of Annapolis, Annapolis

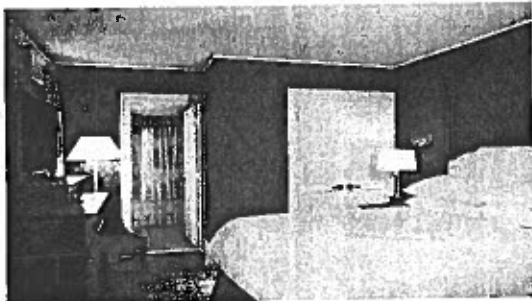
6 Apr 2018 - 8 Apr 2018

See live updates to your itinerary, anywhere and anytime.

[See your itinerary](#)

[Download to your Phone](#)

Hotel overview



Historic Inns of Annapolis

58 State Circle, Annapolis, MD, 21401 United States of America

[View hotel](#)

[Message hotel](#)

[Map and directions](#)

Reservation dates

6 Apr 2018 - 8 Apr 2018

Itinerary #

Check-in and Check-out

Check-in time
4 PM

Check-out time
11 AM

Check-in policies

Check-in time starts at 4 PM
Check-in time ends at 2 AM
Minimum check-in age is 21
Your room/unit will be guaranteed for late arrival.

Special instructions

The check-in location differs from the property location. To check in, go to 58 State Circle

Room

Guests

Reserved for Richard Gerrard
1 adult

Room

Room, 2 Double Beds (Governor Calvert)

Room requests

2 Double Beds
Non-smoking room

Message hotel

Price summary

Price breakdown

Room price: C\$734.64
2 nights: C\$311.96 /night
Taxes & fees: C\$110.72

Total: C\$734.64 ✓

Collected by Expedia

**CUSTOMER RECEIPT
REÇU DU CLIENT**

Trx Location: UP Union
 Device ID: 52D4F
 Device TSN: 3741
 Sales Period ID: 97
 3844363 31
 Trx Date: 04/06/2018
 Trx Time: 08:27:00

Ticket Sale / Vente de billet

UP ADULT / 12.35
 UP ADULTE

**Total Amount 12.35
 Montant Total**

Payment By Cash 12.35
 Paiement comptant
 Currency ID CAN\$
 ID de devise



terms and conditions available at:
 En utilisant ce service, le titulaire accepte les
 conditions telles qu'énoncées sur:
www.upexpress.com

Trx Location: UP Union
 Device ID: 52D4F
 Device TSN: 3740
 Sales Period ID: 97
 3844363 31

Official Receipt | Reçu Officiel



BWI TAXI MANAGEMENT, INC.
 BALTIMORE/WASHINGTON
 INTERNATIONAL AIRPORT
 MARYLAND...21240

410-859-1100
 410-859-1102
 Operator of



RECEIVED FROM:

NAME _____

TRANSPORTATION TO Historic Inn

DATE 4/6 2018

CAB NO. 785

METER FARE	<u>6</u>	<u>15</u>
BAGGAGE		
TOLLS		
OTHER		
TIP	<u>11</u>	<u>85</u>
TOTAL	<u>75</u>	

Chauffeur _____

Please refer to rate schedules in each taxicab. Should you have any questions regarding lost articles or service, please call BWI Taxi Management, Inc. (410-859-1102) or the Maryland Aviation Administration (410-859-7033). Thank you

Car No. 38 Date 04/08/18

From Air Road

To 50 Kingstons Rd

Fare Amount \$ 64.00

HST No. _____ Tip 11.00

Total 75.00

Received with Thanks

[Signature]
 Signature