TORONTO

Members of Council
Travel Expense Claim

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: VIC GUPTA ☐ Member of Council ☒ Staff	**Vendor No.:** 1017197
Date: MAY 16, 2018	**Reference No.:** ~~VGLA042018~~ EXP|AP18-AP20|18
Name of Event: MAYOR'S LA FILM MISSION	**Dates** from: April 18 to: April 20, 2018

Purpose of Travel:
The focus of Mayor Tory's 2018 Mission to Los Angeles will be to strengthen relationships with Toronto's key investment partners in film, television and digital media, and to expand the City of Toronto's Film, Television and Digital Media Sector knowledge base by promoting Toronto as a key creative jurisdiction. Mayor Tory will lead a high-profile business delegation comprising 20+ industry stakeholders from the Toronto screen community to renew Toronto's commitment of film sector support and to explore new investment opportunities for co-venture production in Toronto.

Exchange Rate applied to convert from local currency to Canadian dollars (CAD)	Cost Centre	Functional Area	Cheque Amount
1US= 1.28CAD	ED0088	1540200000	$ 82.26

Final Statement of Expenses

Cost Element	Description	Foreign Currency	Total incl. all taxes CAD $	Total Before Taxes $	HST
4256	**Registration Fees:**				
4215	**Travel:** ☒ Air ☐ Train ☐ Bus ☐ Personal Automobile _____ km @ $0.____ cents/km		692.14 105.00 93.45	25.00 555.10 81.03 100.00 89.00	3.25 HST 27.76 GST - 5.00 GST 4.45 GST
4210	**Accommodation:** 2 days @ $383.93 US /day	767.86 USD	1007.83	1007.83	-
4220	**Ground Transportation:** (Include all receipts)	31.00 USD -	39.68 42.58	39.68 42.11 -5.00 (lyft credit)	- 5.47 HST
4230	**Sundry Expenses** 3 days @ up to $100/day ☐CAD or ☒US per diem allowance	300.00 USD	384.00	384.00	-
	Total Expenses		2,364.68	2,318.75	45.93
	Less: Advances & Prepayments Document No. Registration fees Travel (KC Pcard) 1200017968/18040/18041 Accommodation (EDCT) Ground Transportation Sundry Expenses (EDCT) Total Advances		 692.14 105.00 93.45 1007.83 384.00	25.00 555.10 81.03 100.00 89.00 1007.83 384.00	3.25 HST 27.76 GST - 5.00 GST 4.45 GST
TOTAL	**Payable to ☒ individual / ☐ City**		**82.26**	**76.79**	**5.47**

Approval

Signature of Traveller: [redacted]	Date
For Council Staff travel-Authorizing Signature of Member of Council: [redacted]	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:	Date
For funds from other budgets: I have confirmed that approved funds are available for this purpose.	Name: **Michael H. Williams** Title: **General Manager** Signature: [redacted]	Date 06/06/18

TORONTO

Members of Council
Notification of Travel

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

Travel Details

Name of Traveller: Vic Gupta ☐ Member of Council ☒ Staff	☒ business travel ☐ office travel ☐ conference/seminar* *Out-of-Province Conference report is required for Conference attendance outside of Ontario
Name of Event: Mayor Tory's L.A. Film Business Mission	**Dates:** from: April 18, 2018 to: April 20, 2018
Travel Destination: Los Angeles, California, U.S.A.	☐ within GTA ☐ outside GTA & within Ontario ☒ outside Ontario or Canada

Purpose of Travel:
The focus of Mayor Tory's 2018 Mission to Los Angeles will be to strengthen relationships with Toronto's key investment partners in film, television and digital media, and to expand the City of Toronto's Film, Television and Digital Media Sector knowledge base by promoting Toronto as a key creative jurisdiction. Mayor Tory will lead a high-profile business delegation comprising 20+ industry stakeholders from the Toronto screen community to renew Toronto's commitment of film sector support and to explore new investment opportunities for co-venture production in Toronto.

Estimated Travel Costs (should include GST and all other applicable taxes)

Cost Centre To Be Charged: ED0088 Functional Area Code: 1540200000	**Exchange Rate** 1 USD= 1.28 CAD	**Canadian $**
Registration Fees:		N/A
Travel: ☒ Air ☐ Train ☐ Bus ☐ Personal Automobile _____ km @ $0._____ cents/km	N/A	$692.14
Accommodation: 2 day $ 383.93 USD per day including taxes	$767.86 USD	$982.86
Ground Transportation: ☒ taxi(s) ☐ car rental ☐ other - specify: _____	Fr hotel to airport LAX $65.00 USD	To/From airport YYZ $150.00 + Fr hotel to airport LAX $83.20
Sundry Expenses: 3 day(s) @ $300.00 ☐CAD/☒US per day	$300.00 USD	$384.00
Total Estimated Costs:	$1132.86 USD	**$2292.20**
Prepayment/advances requested for the following costs: ☐ Registration Fees ☒ Travel KC Pcard ☒ Accommodation EDCT Pcard ☐ Ground Transportation ☒ Sundry Expenses EDCT	N/A N/A $767.86 N/A $300.00 USD	N/A $692.14 $982.86 N/A $384.00

Approval

I certify that all estimated costs relating to this travel have been included in this form. Signature of Traveller: [redacted]	Date April 6, 2018
For Council Staff travel, Approving Signature of Member of Council: [redacted]	Date April 6, 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 [redacted] Title: General Manager, EDC Signature: [redacted]	Date Apr 9/18

Legal #.

AIR CANADA

YOUR BOOKING IS CONFIRMED

Booking Reference : **LRCBU5**

Travel booked/ticket issued on 06 April 2018

Passengers

Salil Vic Gupta

Ticket Number	Seats
[redacted]	AC793 -
	AC792 -

Depart

Economy Standard

Wednesday
18 Apr, 2018

18 35
Toronto
Pearson Int (YYZ), Canada
Terminal 1

20 42
Los Angeles
[redacted]

AC793 — 5 hr 07
Economy (S)
Operated by Air Canada 787-8
| Air Canada Bistro

Return

Economy Standard

Friday
20 Apr, 2018

11:50
Los Angeles

Terminal 6

19:18
Toronto

4 hr 28
Economy (1)
Operated by Air Canada

Purchase summary

MasterCard
xxxx-xxxx xxxx-6211
Amount paid: $692.14

Full details can be found in your attached itinerary/Receipt

Tax information
Goods and Services Tax - Canada no. 100092287 RT0001: $27.76
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001): $3.25

	1 Adult
	543.60
	149.54
GRAND TOTAL	692.14

AIR CANADA

AIR CANADA

Booking Confirmation

Booking Reference **LRCBU5**

Date of issue 06 Apr, 2018

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffsOpens in a new window that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

Data Protection Notice Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre websiteOpens in a new window or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy PolicyOpens in a new window directly.

Depart

Economy Standard

Wednesday
18 Apr 2018

18 35
Toronto
Pearson Intl (YYZ) ON
Terminal 1

20 42
Los Angeles
Los Angeles Intl (LAX) CA
Terminal 6

AC793

5hr07
Economy S
Operated by Air Canada | 787-8

Return

Economy Standard

Sunday
22 Apr 2018

11 50
Los Angeles
Los Angeles Intl (LAX) CA
Terminal 6

19 18
Toronto
Pearson Intl (YYZ) ON
Terminal 1

AC792

4hr28
Economy G
Operated by Air Canada | 787-9

Passengers

Salil Gupta

Ticket Number
0142193486822

Seats
AC793 32B
AC792 -

Purchase summary

Tax information
GST/HST no. 100092287 RT0001
$9.45

Additional Charges

adult

Base Fare	89.00
Goods and Services Tax - Canada no. 100092287 RT0001	4.45
Total Additional Fare - per passenger	93.45
Extras (Change Fee)	
Change Fee	100.00
Goods and Services Tax - Canada no. 100092287 RT0001	5.00
Total Extras (Change Fee) - per passenger	105.00
Total (per passenger)	198.45
GRAND TOTAL (Canadian dollars)	**$198.45**

Check-in and boarding gate deadlines

Within Canada	To/From the U.S.	
90 minutes	**120** minutes	**Recommended check-in time** You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.
45 minutes	**60** minutes	**Check-in and baggage drop-off deadline** You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.
15 minutes	**15** minutes	**Boarding gate deadline** You must be present at the boarding gate before it closes.

1 **From Toronto City Airport (YTZ)** Check-in and baggage drop-off deadline: 20 minutes

Baggage allowance

Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm (9 x 15.5 x 21.5 in.)) and 1 personal item (max. size: 15 x 33 x 43 cm (6 x 13 x 17 in.)). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy Opens in New Window

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter

Toronto (YYZ) > Los Angeles (LAX)

1st bag	2nd bag	
$ 26.25 CAD Including taxes	$ 36.75 CAD Including taxes	Max. weight per bag 23.0 kg (50.0 lb) Max. dimensions per bag 158.0 cm (62.0 in)

Los Angeles (LAX) > Toronto (YYZ)

1st bag	2nd bag	
$ 26.25 CAD Including taxes	$ 36.75 CAD Including taxes	Max. weight per bag 23.0 kg (50.0 lb) Max. dimensions per bag 158.0 cm (62.0 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of $3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of $4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of $21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Currency

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country/region you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Stopovers

Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours.

Note: If you **exceed your baggage allowance** (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy
- View the additional checked baggage policy of Air Canada's codeshare and interline partners

Fare Rules

Economy Standard

THE JEREMY

WEST HOLLYWOOD

Hotel.

Payment Receipt

Voucher Number

To
Gupta, Vic

The Jeremy West Hollywood
8490 Sunset Blvd.
West Hollywood CA 90069 US
310-424-1600

Printed On	04/04/2018	**Room Number**	
		Reference ID	23038286-1

Account Name	Transaction Date	Payment Transaction	Amount
Gupta, Vic	04/04/2018	Mastercard **********6781	767.86

Cashier GCORTEZ

Gmail [redacted]

Fwd: Your ride with Alexis on April 22

1 message

[redacted] Tue, May 1, 2018 at 2:57 PM

this is from the hotel in LA to the airport.
---------- Forwarded message ----------
From: **Lyft Ride Receipt** <no-reply@lyftmail.com>
Date: Mon, Apr 23, 2018 at 1:58 PM
Subject: Your ride with Alexis on April 22
To: [redacted]

lyft

Thanks for riding with Alexis!

April 22, 2018 at 10:15 AM

Ride Details

Lyft fare (15.17mi, 42m 23s)	US$31.00
VISA Visa *9780	**US$31.00**

- Pickup 10:15 AM
  8492 Sunset Blvd, West Hollywood, CA
- Dropoff 10:58 AM
  669 World Way, Los Angeles, CA

Make expensing business rides easy

Enable business profile on Lyft to make expensing rides quick and easy.

☆ Add driver as favorite

⊕ Tip driver

Find lost item

Request review

To protect against unauthorized behavior, you may see an authorization hold up to $25.
This is to verify your payment method and will not be charged.

Pricing FAQ · Help Center

Receipt #1125766165353101742

To learn more about our Zero Tolerance Policies, go to lyft.com/safety

Map data © OpenStreetMap contributors

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185 Berry Street, Suite 5000
San Francisco, CA 94107

Work at Lyft
Become a Driver

Gmail [redacted]

Your ride with Olumide on April 18

1 message

Lyft Ride Receipt <no-reply@lyftmail.com>
To: [redacted]

Thu, Apr 19, 2018 at 4:42 PM

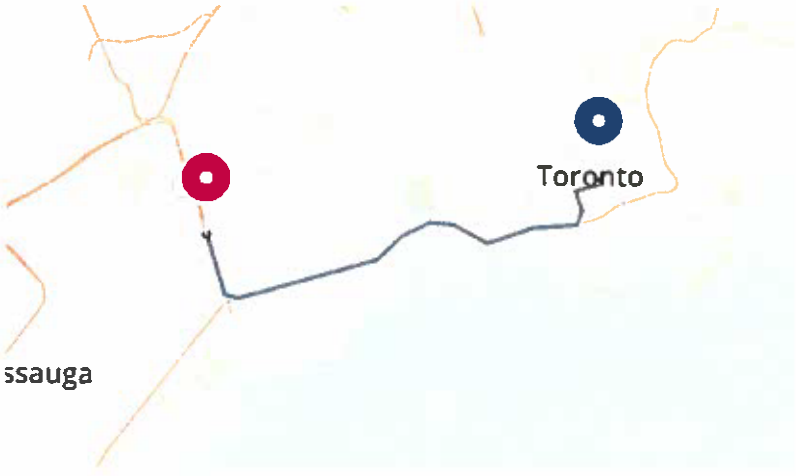
City Hall to Pearson.

Thanks for riding with Olumide!

April 18, 2018 at 3:54 PM

Ride Details

Lyft fare (25.14km, 47m 9s)	$42.11
HST	$5.47
Lyft Credits	-$5.00
Visa *3421	**$42.58**



Pickup 3:54 PM
Toronto City Hall, 100 Queen St W, Toronto, ON M5G 1P5, Canada

Dropoff 4:41 PM
Terminal 1, 6301 Silver Dart Dr, Mississauga, ON L4V 1W1, Canada

Make expensing business rides easy

Enable business profile on Lyft to make expensing rides quick and easy.

Tip driver

Find lost item

Request review

To protect against unauthorized behavior, you may see an authorization hold up to $25. This is to verify your payment method and will not be charged.

Driver's License Plate: CAXS684. PTC License: D29-4820364.

Pricing FAQ · Help Center
Receipt #1124323283270023718
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185 Berry Street, Suite 5000
San Francisco, CA 94107

Work at Lyft