TORONTO	Corporate Business Expense Claim Attendance at Conference/ Seminars/ Training, and								
Accounting Services Division		Business							
Corporate Accounts Payable	Seminar	Tr	aining			siness T	ravel	<u> </u>	
Conference This form shoul	d be submitted within	10 business davs	of return	fron	n the conference	e/semin	ar.		
Attach ori	ginal approved "Reque	st for Authoriza	CIUIL FUI III	, am	d all Oliginal IV		nvoice N	umber**	1,0
Exchange Rate applied to convert from local curre	ency to CAD =	<u></u>	if applicabl	e)	<u> 127 </u>		exp/1	E12FE	16/10
Vendor Name**	iii			¥3.			vendor N	umber**	
Laurie Belzak		1.04		I P	ostal Code**			ate** (m/d/)	
Economic Development and Culture	Work Address** DE, City Hall, 100 Queen S	t. W., Toronto			5H 2N2			March 22	
Name and Location of Conference / Seminar / Tra	ining / Business Travel	**				ľ	rayment S	Amount**	287.50
TFI UK Mission, Canada House, London, UK Start Date** (m/d/yyyy)			End Dat	te**	(m/d/yyyy)		16	2019	
Monday, February	12, 2018	Page order of the City of	CONTRACTOR OF THE	(CSA)	LEADING SELVE	iday, rei	оплату 16,	2016	SALMEN SHEET STATE
Description	GL Account	Cost Centre WBS Eleme Internal Ord	nt/	F	unctional Area **	Ne Amo	unt	HST **	Total Including Taxes **
这种种种的人的现在分词关系对对对对对对对对对对对对对对对对对对对对对对对对对对对对对对对对对对对对	经外的基本的 在1000年底。	222世界高級企 企	and the same of	2900	S. SAMILLE SELLY	nes rich	HOMEN H	信息用点を含む	SACONESSOR SERVER AND THE
Registration Fees	4256		(4)			11	<u> </u>	<u> </u>	N/A
Travel Air Train Bus	4215	EDO154		15	40400000	\$9 09	56 :3 1	5.60 \$8.85	\$918.16
Baggage Fees / Insurance Use of Personal Vehicle	NACK.	10.	-						N/A
Kms X 🔽 \$0.52/km or 🗌 \$0.54/km	=					-			N/A
Accommodation 3 days @ \$282.88 /day	4210	EDO154		15	540400000	848.4	d	_	\$848.64
Ground Transportation (to and from Airport) ON	4220	EDO154	.	14	540400000	82.4	3	10.72	\$93.15
le: taxis and car rental TORONTO Ground Transportation (to and from Airport)		EDOIS			71010000	. 00			£85,80(\$Cdn1.81)
ie: taxis and car rental DESTINATION	4220	 EDO154	.	1:	540400000				\$155.09
Foreign Transactions- NO TAX Ground Transportation (DESTINATION-LOCAL)		<u> </u>	-						
ie: taxis, bus, subway & car rental					28				N/A
Foreign Transactions- NO TAX Per Diem (See Bus. Expense Policy)					127				
1@\$65 & 3@\$55 days @ \$USD (1.25 Feb'18) / day	4230	EDO15	4	1:	540400000		e/la		\$287.50
Other (Please specify)	2								181
Training	4310				TO	TAL EX	PENSES	<u> </u>	\$2,302.54
		(4 . 0 . 1102		7					03,302.0
Less: Advances & Prepayments:	12-4350, 12-424	Cost Centre/							Total
*Mandatory, if applicable	GL Account **	WBS Element/ Internal Order	Function Area **	ıal	SAP Document Number	Am	et ount *	#ST **	Including Taxes **
Registration Fees	4256					f.	412, 3	(5.60	1
Air Travel	4215	EDO154	15404000			 	\$909.31 \$848.64	\$6.83	918.16
Accommodation	4210	EDO154	15404000	 -	<u> </u>	 	\$93.15	<u></u>	(93.15
Grds Transportation (To & Fr. Airport) ON.	4220	EDO154 EDO154	15404000	_	100	-	\$155.09		(155.09
Grds Transportation (To & Fr. Airport) Destination Grds Transportation (local-des. taxi, bus, train, etc.)	4220	EDUIST	23.0.00	-					
Other (Please specify)			(#)				-		-
71.07-27-57-57-57-57-57-57-57-57-57-57-57-57-57		 							
TOTAL ADVANCES & PREPAYMENT AMOUNT	**							10-	\$2,015.04
0	TOTAL PAYABL	E TO INDIVI	DUAL					10	\$287.50
Laurie	: Belzak	Au	thorized b	y:					
Sector Development O	fficer, Fashion & Design	 Tit	ile:	1					
Title:	22, 2018	Da							
Date:				:					
Telephone:		Te	lephone:	50					
Signature:			gnature:	65-9				1/1	
**This form may not be altered in an	y manner. <u>All</u> ma	ndatory field	ds must	be c	completed a	nd fill	edi	W. 1	/
in electronically. Incomplete forms w	ill be returned to	the originato	or for co	rre	cnons prior	fo per	ng pro	cessed	
for payment. Hand written forms wi	ll not be accepted	and will be r	eturned	l 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

Updated: June 2015

aurie Belzak

From:

Air Canada <confirmation@aircanada.ca>

January 18, 2018 3:46 PM

Sent: To:

Laurie Belzak

Subject:

Air Canada - 12 Feb: Toronto - London (Booking Reference: P4ETWM)

Attachments:

Air_Canada_Booking_Confirmation_P4ETWM.pdf



Booking Confirmation



Booking Reference:

eUpgrade



Select Seats



Provide Passport Info



Check in





Manage my booking



Sign up for flight notifications

Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

IMPORTANT: Your official Itinerary/Receipt is attached to this email. 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 tariffs 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.

Passengers



Laurie



Travel Options

Seats

Vegetarian meal (non-

AC848 34C

Ticket Number: 0142188898023 dairy)

AC859 24C

Depart

Economy Tango

Monday 12 Feb, 2018

20:40

Toronto

Pearson Intl. (YYZ),

Terminal 1

08:30 +1 day

London

Heathrow (LHR), 9 open 1 pen 1 pen 1 Terminal 2

AC848

6hr50 lendon jako califu

Economy K

Operated by:Alr Canada | 777-300ER

Return

Economy Tango

Friday 16 Feb, 2018

18:00

London

Heathrow (LHR),

Terminal 2

20:45

Toronto

Pearson Intl. (YYZ),



7hr45 Economy L

Operated by: Air Canada | 787-9

Purchase summary

XXXX-XXXX-XXXX-1816 Amount paid: \$918/16

Full details can be found in your attached funerary/Receipt

Tax Information

GST/HST no. 10009-2287 RT0001 \$3.25

Promotion Code: Z7G8K2W1 - Air Canada Meetings and Conventions

Air Transportation Charges - discount applied 523.00

Seat selection

Travel Insurance (Cancellation and Interruption - Q3286485X)

75.60

Taxes fees and charges

259.56

GRAND TOTAL (Canadian dollars)

Baggage allowance

Carry-on Baggage

aurie Belzak

From:

RBC Insurance Company of Canada <RBC.Travel@rbc.com>

Sent:

January 18, 2018 3:45 PM

Sent

Laurie Belzak

Subject:

Your Travel Insurance Policy

Attachments:

Privacy Statement.pdf; Cancellation and Interruption.pdf



RBC Insurance®

Confirmation of Coverage

Policy/Certificate Number: Q3286485X

Date: January 18, 2018

Laurie Belzak,

Thank you for choosing RBC Insurance [®]. Please bring this Confirmation of Coverage along on your trip. Your Confirmation of Coverage and travel insurance policy/Certificate of Insurance are a contract of insurance. Your policy/Certificate of Insurance includes a complete description of the benefits and the terms. The exclusions are explained under the "What is not covered?" section and under the "General Exclusions" section. This policy/Certificate of Insurance contains a provision removing or restricting the right of the insured to designate persons to whom or for whose benefit insurance money is to be payable. Be sure to read your policy/Certificate of Insurance carefully.

If you decide to extend your stay, and have not had a medical condition under your existing coverage, please contact your insurance representative directly for an extension of coverage. If you have had a medical condition under your existing coverage, please contact Assured Assistance Inc. [®] before your original return date. Here is your coverage information:

Payment Summa	ार्थ का समिति । । गाउँ न	Insurance	des these with a second section	
AIR CANADA		Representative RBC Insurance Company of Canada	Telephone 1-866-530-6021	
		Email Not Available		
Payment Type Credit card	Premium \$70.00	Tax \$5.60 PST	Total Paid \$75.60	

Emergency Assistance Contact Information

Wherever you go, we're just a phone call away - 24 hours a day, 7 days a week.

1-800-387-2487 (toll-free call from USA or Canada) 905-816-2561 (collect call from anywhere) 1-888-298-6340 (toll-free fax from USA or Canada) 905-813-4719 (fax)

Rest assured that should anything go wrong on your trip, you'll be in good hands.

Provincial amendments

The attached Policy/Certificate of Insurance is amended by removing the Limitation Period in the General Conditions and replacing it/them with the following paragraph:

Every action or proceeding against an insurer for the recovery of insurance money payable under the contract is absolutely barred unless commenced within the time set out in the Insurance Act (for actions or proceedings governed by the laws of Alberta and British Columbia), The Insurance Act (for actions or proceedings governed by the laws of Manitoba), the Limitations Act, 2002 (for actions or proceedings governed by the laws of Ontario), or in other applicable legislation in your province of residence. For those actions or proceedings governed by the laws of Quebec, the prescriptive period is set out in the Quebec Civil Code.

100 12

3 12 300 47 149 41 j (j. 14. opsisye) Shishi wasilee sa incomes a distrib

Coverage Summary

Laurie Belzak (
Cancellation and Interruption	and the second of the second o
Coverage Period and Length	Sum Insured Premium (before
FEB 12, 2018 to FEB 16, 2018 (5 days)	Before Departure After Departure \$800 \$1,500 \$70.00

24/7 Help Wherever You Roam. Get the PATH App. Download the free PATH app for quick, easy access to emergency medical assistance anywhere you travel.

Underwritten by RBC Insurance Company of Canada

Registered trademarks of Royal P of Canada. Used under license.

259.56 779.31

Laurie Belzak

From: AMOMA.com [mailto:noreply@amoma.com]

Sent: February 26, 2018 3:54 PM

To: Laurie Belzak <Laurie.Belzak@toronto.ca>
Subject: Invoice for your hotel booking n° 41836619



Invoice details:

AMOMA SARL Quai Wilson 45, 1201 Geneva, Switzerland

Email: payment@amoma.com

Invoice n°: 2498153 Date: 26 February 2018

Contact details

Name: Laurie Belzak Address: - - Toronto Country: Canada

Company name: City of Toronto

CVR-nummer: Comments:

Description

Booking details

Hotel: Amba Hotel Charing Cross, London 1x Double Room - Breakfast included 1 adult - 0 children

From Tuesday, February 13, 2018 to Friday, February 16, 2018 - 3 night(s)

Price per night 289 CA\$

Total without taxes 722.50 CAD

Taxes and fees 144.50 CAD

Credit card fees

Total price
Amba Hotel Charing Cross x 1 room(s) x 3 night(s)

848.64 CA\$

AMOMA SARL is registered in Switzerland. Registration number CH-660-2978013-6 Not registered for VAT



Amba Hotel Charing Cross, The Strand, London, WC2N 5HX

Tel. 0800 330 8397, Fax. 0207 523 5072, Email. bookcc@amba-hotel.com www.amba-hotel.com

Room No. : 431

Arrival Date: 13/02/18 Departure Date: 16/02/18

Res No. : 130058124

Cashier : 100349

Voucher / P.O. Number :010/24544406

Ext Ref: 369087615

Invoice No.:

Folio No. :

Client

Toronto

Canada

Guest Name

<u>Ms Laurie Belz</u>ak

Ms Laurie Belzak

INFORMATION INVOICE

Invoice Date: 16/02/18

GUEST BILL

Payments £ Charges £ Reference Charge Description Date

A hotel experience designed by you

Your reciback is really important to be please take our online survey at https://goe.gl/McDXTk VAT Number, 243284176

The Channg Cross Holel Limited. Registered in England No. 4346400, VAT No. 243264176 Registered Office Address. Stephenson House, 75 Hampstead Road, London, NV1 2PL Postal Address: Stephenson House, 2nd Floor, 75 Hampstead Road, London, NV1 2PL Page 1

Taxi from Pearson airpost home for Executive Director, Toronto Fashion Incubator

AIRFLIGHT SERVICES 3300 STEELES W 4164451999 CONCORD ON

CARD TYPE MASTERCARD
DATE 2018/02/16
TIME 0180 22:35:17
CLERK ID 604
RECEIPT NUMBER
C85031435-001-979-011-0

PURCHASE AMOUNT TIP

\$81.00 \$12.15

TOTAL

\$93.15

MasterCard A0000000041010 EC4AE0B9856A52E0 0000008000~E800

94465A7F89196D77

APPROVED

AUTH# 223517 THANK YOU

01-027

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

Taxi from hotel to Heathrow fil self and Executive Director Toronto Fashion Incubator

Amba Hotel, Charing Cross, London £85.80 @ 1.81 = \$ 155.09 CMT UK LTD
LICENSED LONDON TAXI
MMW. RIDEARRO. COM
57779-269620
M***********30039
TID****7779
AID : A0080080841818
MasterCard
WASTERCARD
**** **** **** 1816
ICC PAN. SEQ 66

CARDHOLDER COPY
PLEASE KEEP THIS RECEIPT
FOR YOUR RECORDS
Questions/Concerns Call:
+44 (0) 207 183 2156

FARE £73, 80
GRATUITY £12, 00
TOTAL £85, 80

Verified by PIN
THANK YOU
15:22 16/02/18
AUTH CODE: 102213



Request for Authorization

Attendance at Conferences/Seminars, Training and Business Travel

Name: Conference Sensina Intimuty Conference Sensina Intimuty Conference Sensina Intimuty Conference Sensina Intimuty Intimuty Sensina Intimuty		_	ning. Please refer to the c			Business Travel	v
Division: Economic Development & Culture	Conference			Training		Dusiness 110101	
Work Address 100 Queen St W, 9th floor ConferenceOSembare/Training: City co-sponsored TFI Press & Bayers Trade Show Ouncide Ontario/Canada Dunide Ontario/Canada	Name:	A. C.					
Name of Conference/Sensinar/Training: City co-sponsored TFI Press & Buyers Trade Show	Division:	700		ıre			
Within GTA Ounside GTA & within Onuro Destination: London, UK Mon. Feb 12, 2018 re breakfart, lanch and/or diamer meals provided by the Sponsor? Please specify: (Meals will be deducted from per Diam as attack in Business Kap Policy) leals will be deducted accordingly. urpose: Use space provided below for full description he TFI Fress & Buyers Trade Show at Canada frouse in London is being co-sponsored by the City of Toronto and the High Commiss he TFI Fress & Buyers Trade Show at Canada frouse in London is being co-sponsored by the City of Toronto and the High Commiss he TFI Fress & Buyers Trade Show at Canada frouse in London is being co-sponsored by the City of Toronto and the High Commiss he TFI Fress & Buyers Trade Show at Canada frouse in London is being co-sponsored by the City of Toronto and the High Commiss he TFI Fress & Buyers Trade Show at Canada frouse in London is being co-sponsored by the City of Toronto and the High Commiss he TFI Fress & Buyers Trade Show will take place on Feb. 15, from 10am to 3pm in tandem with London Fashion where the being accepted until Iran 3. The trade show will take place on Feb. 15, from 10am to 3pm in tandem with London Fashion where the being accepted until Iran 3. The trade show will take place on Feb. 15, from 10am to 3pm in tandem with London Fashion where the being accepted until Iran 3. The trade show will take place on Feb. 15, from 10am to 3pm in tandem with London Fashion Week. Trade Iran 10am to 3pm in tandem to 10am to 3pm in tandem with London Fashion Mean. ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes) Due Exchange made): 1 mult lood correcty 1,127 Eno. Foreign Currency* Canadians (Iran 10am 10am 10am 10am 10am 10am 10am 10am		(9)				TEI Duces & Busines Tr	ade Show
Destination: Doudon, UK Mon. Feb 12, 2018 End Date: Fri. Feb. 16, 2018	Name of Conference	ce/Seminar/1	raining:			Outside On	tario/Canada
STATE Date: Mon. Péb 12, 2018				- WIGHIN CHILARIC			
Start Numb. To be a start, lunch and/or dinner meals provided by the Sponsor? Please specify: (Meals will be deducted from per Diam as tend in histiness Exp Policy) tends in histiness Exp Policy) tends will be deducted accordingly. urpose: Use space provided below for full description to TFI Press & Buyers Trade Show at Canada House in London is being co-sponsored by the City of Toronto and the High Commiss for Canada to the United Kingdom. Up to 20 fashion designer will participate in the mission, many from the City of Toronto. Applicate to be being accepted until Jan 3. The trade show will take place on Fcb. 15, from 10am to 3pm in tandem with London Fashion Week. The being accepted until Jan 3. The trade show will take place on Fcb. 15, from 10am to 3pm in tandem with London Fashion Week. The being accepted from City staff to assist with the preparation for, set up on Fcb. 14 and delivery of the trade show in London. This is as requested help from City staff to assist with the preparation for, set up on Fcb. 14 and delivery of the trade show in London. This is a requested help from City staff to assist with the preparation for, set up on Fcb. 14 and delivery of the trade show in London. This is a requested help from City staff to assist with the preparation for, set up on Fcb. 14 and delivery of the trade show in London. This is a requested help from City staff to assist with the preparation for, set up on Fcb. 14 and delivery of the trade show in London. This is a requested by a set of the London of the City	The state of the s	740.			End Date:	Fri. Feb	. 16, 2018
tated in Nationess Exp Policy) teals will be deducted accordingly. urpose: Use space provided below for full description he TFI Press & Buyers Trade Show at Canada House in London is being co-sponsored by the City of Toronto and the High Commiss he TFI Press & Buyers Trade Show at Canada House in London is being co-sponsored by the City of Toronto Applicat Canada to the United Kingdom. Up to 20 fashion designer will participate in the mission, many from the City of Toronto. Applicat to being accepted until Isan 3. The trade show will take place on Feb. 1, from 10 mot op pain in tandem with London Tashion Week. It is required to the post of the same of the post of the same in London. This is as requested help from City staff to assist with the preparation for, set up on Feb. 14 and delivery of the trade show in London. This is as requested help from City staff to assist with the preparation for, set up on Feb. 14 and delivery of the trade show in London. This is as requested help from City staff to assist with the preparation for, set up on Feb. 14 and delivery of the trade show in London. This is as requested help from City staff to assist with the preparation for, set up on Feb. 14 and delivery of the trade show in London. This is ESTIMATED COSTS: (The estimated costs should include HST and all other applicable traces) ESTIMATED COSTS: (The estimated costs should include HST and all other applicable traces) ESTIMATED COSTS: (The estimated costs should include HST and all other applicable traces) ESTIMATED COSTS: [Foreign Currency*] Lead to the present of	Start Date:	Mon. Feb	12, 2018	the Sponsor'	Please specify:	995 and	
Les Buyers Trade Show at Canada House in London is being co-sponsored by the City of Toronto and the High Commiss the TFI Fress & Buyers Trade Show at Canada House in London is being co-sponsored by the City of Toronto and the High Commiss Canada to the United Kingdom. Up to 20 fishion designer will participate in the mission, many from the City of Toronto. Applicate re being accepted until Jan 3. The trade show will take place on Feb. 15, from 10am to 3pm in tandem with London Fasion Week. It is a sequented thelp from City saff to seasist with the preparation for, set up on Feb. 14 and delivery of the trade show in London. This is till also allow staff the opportunity to promote Toronto's fishion and design sectors to a key international trade audience, and help to leastify other potential international collaborations for firms in Toronto's cluster. ESTIMATED COSTS: (The estimated costs should include HST and all other applicable traces)	re breaklast, lunc atad in Rusiness Ex	n and/or um m Policy)	ter mears broader of	the Brozzo			
Travel Medical Conference/Seminar/Training) Registration (Sandard Single Room) Number of Days: 3 X 446.66 /day incl. taxes 13.340.00 Travel Medical Conference/Seminar/Training) Accommodation: (Sandard Single Room) Number of Days: 3 X 446.66 /day incl. taxes 51.340.00 Travel Medical: Train to Hotel Conference/Seminar/Training) Personal Vehicle: Km X SO. CAD/km Specify estimates: Train to/from Airport to Hotel Sundry Ross Bayenses Other Business Meeting expenses outside of Conference costs, please specify: Bayenses Meeting expenses outside of Conference costs, please specify: Bayenses (See Business Expense Policy, Meals provided are deflucted) I certify that all estimated costs relating to this purpose: Approval for Proposed Expense Division Head or Depart No. (If applicable) Committee & Report No. (If applicable)	The second contract of the second contract of		y.				
Travel Method: Travel Method: Travel Show at Canada House in London is being co-sponsored by the City of Tortonia and the Hight Control of Canada to the United Kingdom. Up to 20 fashion designe will participate in the mission, many from the City of Tortonia. Applicative the being accepted until Jan 3. The trade show will take place on Feb. 15, from 10am to 3pm in tandem with London Tashion Week re being accepted until Jan 3. The trade show will take place on Feb. 15, from 10am to 3pm in tandem with London. This is not requested help from City staff to assist with the preparation for, set up on Feb. 14 and delivery of the trade show in London. This is not requested help from City staff to assist with the preparation for, set up on Feb. 14 and delivery of the trade show in London. This is not requested help from City of the trade show in London. This is not requested help from City staff to assist with the preparation and design sectors to a key international trade audience, and help to dentify other potential international collaborations for firms in Toronto's cluster. ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)					THE RESERVE OF THE PERSON OF	actions and a social state of	produce a decidad por a security and
Canada to the United Kingdom. Up to 20 fashion designer will participate in the mission, many form the reade show will take place on Feb. 15, from 10 man to 3pm in tandem with London Fashion Week. The being accepted until Jan 3. The trade show will take place on Feb. 15, from 10 man to 3pm in tandem with London Tashion Week. The being accepted the prome tity to promote 7 comotive fashion and design sectors to a key international trade audience, and help to relatify other potential international collaborations for firms in Toronto's cluster. ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)	urpose: Use spac	e provided b	elow for full descripti	ion	A 31.0 (1) (1)	- the City of Toronto and	the High Commission
See Exchange rate(s): 1 unit local currency = 1.127 Euro 1 unit local currency = 1.28 USD	as requested help fr fill also allow staff t	om City staff the opportunit	to assist with the prepary to promote Toronto's	ration for, set fashion and d	up on Feb. 14 and esign sectors to a	METIACIA OF MIC HARD PHO	W Tondon I
See Exchange rate(s): 1 unit local currency = 1.127 Euro 1 unit local currency = 1.28 USD							* ************************************
Tunit local currency		STIMATE	D COSTS: (The estim	ated costs sho	uld include HST	nd all other applicable to	ixes)
Tunit local currency 1.28	Use Exchange rate(s):	STATE OF THE PARTY OF THE PARTY.	CAN HALL COCKERS WHEN A TATAL CHILD.			— Foreign Currency	* Canadian\$ (incl.tax
Registration Fees: (Conference/Seminar/Training) Accommodation: (Standard Single Roem) Number of Days: 3		THE A STREET POST AND ADDRESS.	THE PROPERTY OF A PARTY OF THE			Total Sara	
Accommodation: (Standard Single Room) Number of Days: 3	Designation Fee	THE PARTY OF THE P	directive)		经营业的	F. J.	
Travel Method: Air Z Train Bus Sersonal Vehicle: km X \$0. CAD/km \$880.41 Ground transportation: (including car rental, to/from airports) Specify estimates: Train to/from Airport to Hotel \$50\$ Sundry Expenses: (See Business Expense Policy; Meals provided are deducted) Number of Days: 4 X \$65.00 USD \$260.00 \$332.80 Sub-Total Estimated Costs: \$2,788.21 Other Business Meeting expenses outside of Conference costs, please specify: 32B Meetings in London (ground transportation) TOTAL ESTIMATED COST: \$2,988.21 Cost Centre/ WBS Element to be charged: 1540100000 I certify that all estimated costs relating to this travel have been included in this form. Signature of Employee: 1540100000 I have confirmed that approved funds are available for this purpose: 1540100000 Approval for Proposed Expense 1540100000 Deputy City Manager: 1540100000 Deputy City Manager: 1540100000 (date) (date) (date) (date) (date) (date) (date)		DOLLAR PROPERTY OF THE PARTY OF	A STATE OF THE PARTY OF THE PAR	/day	incl. taxes		
Ground transportation: (including car rental, to/from airports) Specify estimates: Train to/from Airport to Hotel Sundry Expenses: (See Business Expense Policy; Meals provided are deducted) Number of Days: 4 X \$65.00 USD \$260.00 \$332.80 Sub-Total Estimated Costs: \$2,788.21 Other Business Meeting expenses outside of Conference costs, please specify: B2B Meetings in London (ground transportation) TOTAL ESTIMATED COST: 2,988.21 Cost Centre/ WBS Element to be charged: ED0128 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: (date) I have confirmed that approved funds are available for this purpose: Approval for Proposed Expense Division Head or (print name) (signature) City Manager/Mayor: (signature) (date) Committee & Report No. (if applicable)	Travel Method:	ir 🗹					\$880.41
Sundry Expenses: (See Business Expense Policy; Meals provided are deducted) Number of Days: 4	Ground transpor	rtation: (incl	uding car rental, to/fr	om airports)	Specify estimates	I	
Number of Days: 4 X \$65.00 USD \$260.00 \$332.80 Sub-Total Estimated Costs: \$2,788.21 Other Business Meeting expenses outside of Conference costs, please specify: B2B Meetings in London (ground transportation) TOTAL ESTIMATED COST: 2,988.21 Cost Centre/ WBS Element to be charged: ED0128 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: Dignature Dignature					195-W27-11-110-11-1-1-12-1	£50	\$235
Sub-Total Estimated Costs: Other Business Meeting expenses outside of Conference costs, please specify: B2B Meetings in London (ground transportation) S200 TOTAL ESTIMATED COST: Cost Centre/ WBS Element to be charged: Functional Area to be charged: I certify that all estimated costs relating to this travel have been included in this form. Signature of Employee: I have confirmed that approved funds are available for this purpose: Approval for Proposed Expense Division Head or Deputy City Manager: City Manager/Mayor: (print name) Committee & Report No. (if applicable) S2,788.21 S2,788.21 S2,788.21 S200 S2				Meals provide	d are deducted)	\$260.00	\$332.80 =
Other Business Meeting expenses outside of Conference costs, please specify: B2B Meetings in London (ground transportation) **TOTAL ESTIMATED COST:** Cost Centre/ WBS Element to be charged: ED0128 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: 08-Dec-17 (date) I have confirmed that approved funds are available for this purpose: Approval for Proposed Expense Division Head or	Number of Day	s: 4	X \$65.00	Sub-Tota			
Cost Centre/ WBS Element to be charged: ED0128 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: (date) I have confirmed that approved funds are available for this purpose: Approval for Proposed Expense Division Head or (date) Deputy City Manager: (print name) (signature) (date) Committee & Report No. (if applicable) (date)	Other Business M B2B Meetings in I	feeting expe	nses outside of Confe and transportation)			200	
Cost Centre/ WBS Element to be charged: Functional Area to be charged: I certify that all estimated costs relating to this travel have been included in this form. Signature of Employee: I have confirmed that approved funds are available for this purpose: Approval for Proposed Expense Division Head or Deputy City Manager: (print name) (print name) (signature) (signature) (date) Committee & Report No. (if applicable)	TVINZ	Vicustilitacet	A GADIS BER ED STATES A LISA	TOTAL ES	TIMATED COS	ST:	
Functional Area to be charged: I certify that all estimated costs relating to this travel have been included in this form. Signature of Employee: I have confirmed that approved funds are available for this purpose: Approval for Proposed Expense Division Head or Deputy City Manager: (print name) (print name) (committee & Report No. (if applicable) 1540100000 Mignature) Mignature (date) Dec 20/1 (date) (date)				HER ARMS			12
I certify that all estimated costs relating to this travel have been included in this form. Signature of Employee: I have confirmed that approved funds are available for this purpose: Approval for Proposed Expense Division Head or Deputy City Manager: City Manager/Mayor: (print name) (print name) (signature) (date) Committee & Report No. (if applicable)	Cost Cer					<u> </u>	00.
Signature of Employee: I have confirmed that approved funds are available for this purpose: Approval for Proposed Expense Division Head or Deputy City Manager: City Manager/Mayor: (print name) (print name) (signature) (date) (date) (date)	不然的 人物 经营			<u> </u>		l ed in this form	
I have confirmed that approved funds are available for this purpose: Approval for Proposed Expense Division Head or Deputy City Manager: (date) Deputy City Manager: (print name) (print name) (signature) (date) (date) (date)	10	certify that all	estimated costs relating	g to uns navei	125	,6 JI 2012	1
I have confirmed that approved funds are available for this purpose: Approval for Proposed Expense Division Head or Deputy City Manager: (date) DEC 20/1 (date) City Manager/Mayor: (print name) (signature) (signature) (date) (date)	Signature of E	nployee:		- 5	The state of the s		
Approval for Proposed Expense Division Head or Deputy City Manager: City Manager/Mayor: (print name) (print name) (date) (date) (date) (date)	., .	AL-4	d finds one evollable fo	r this numase	, ,		4.1
Division Head or Deputy City Manager: City Manager/Mayor: (print name) (print name) (date) (date) (date) (date)				or mis purpose			4
Deputy City Manager: Dec 20 1	40.00	posed Expe	nse		1		1 Dec 18/17
City Manager/Mayor: (print name) (signature) (date) Committee & Report No. (if applicable) (date)	=	er:					Dec 20/17.
Committee & Report No. (if applicable) (date)				1	/J		DEC 2 2 7
(date)			•	-10	\ (signatu	<i>re)</i> 	(adte)
·	Committee & Repor	t No. (if applic	able)	18			(date)
Opadium marin area	Updated: March 2016	,					