



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** <b>EXP/FE12FE16/13</b>
Vendor Name** Laurie Belzak			Vendor Number** <b>1003140</b>
Division** Economic Development and Culture	Work Address** 9E, City Hall, 100 Queen St. W., Toronto	Postal Code** M5H 2N2	Invoice Date** (m/d/yyyy) March 22, 2018
Name and Location of Conference / Seminar / Training / Business Travel** TFI UK Mission, Canada House, London, UK			Payment Amount** \$ <b>287.50</b>
Start Date** (m/d/yyyy) Monday, February 12, 2018		End Date** (m/d/yyyy) Friday, February 16, 2018	

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **
Registration Fees	4256					N/A
Travel <input checked="" type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus	4215	EDO154	1540400000	912.56 \$909.31	5.60 \$8.85	\$918.16
Baggage Fees / Insurance						
Use of Personal Vehicle Kms X <input checked="" type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.54/km						N/A
Accommodation 3 days @ \$282.88 /day	4210	EDO154	1540400000	848.64		\$848.64
Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO	4220	EDO154	1540400000	82.43	10.11	\$93.15
Ground Transportation (to and from Airport) ie: taxis and car rental DESTINATION *Foreign Transactions- NO TAX*	4220	EDO154	1540400000			\$85.80(\$Cdn1.81) \$155.09
Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental *Foreign Transactions- NO TAX*						N/A
Per Diem (See Bus. Expense Policy) 1@\$65 & 3@\$55 days @ USD (1.25 Feb'18) / day	4230	EDO154	1540400000			\$287.50
Other (Please specify)						
Training	4310					
<b>TOTAL EXPENSES</b>						<b>\$2,302.54</b>

<b>Less: Advances &amp; Prepayments:</b> *Mandatory, if applicable	12-4250, 12-4249, 12-4483, 12-4417, 12-7541, 12-7096						
	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	SAP Document Number	Net Amount **	HST **	
Registration Fees	4256				(912.56)	(5.60)	N/A
Air Travel	4215	EDO154	1540400000		\$909.31	\$8.85	918.16
Accommodation	4210	EDO154	1540400000		(848.64)		(848.64)
Grds Transportation (To & Fr. Airport) ON.	4220	EDO154	1540400000		(93.15)		(93.15)
Grds Transportation (To & Fr. Airport) Destination	4220	EDO154	1540400000		(155.09)		(155.09)
Grds Transportation (local-des. taxi, bus, train, etc.)							
Other (Please specify)							
<b>TOTAL ADVANCES &amp; PREPAYMENT AMOUNT**</b>							<b>\$2,015.04</b>
<b>TOTAL PAYABLE TO INDIVIDUAL</b>							<b>\$287.50</b>

Employee Name: Laurie Belzak  
 Title: Sector Development Officer, Fashion & Design  
 Date: March 22, 2018  
 Telephone: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Authorized by: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**\*\*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.**

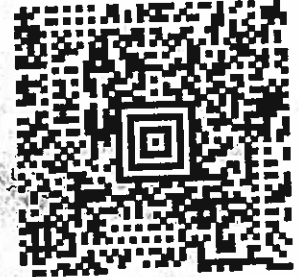
**Important note:** Employees seeking reimbursement and program administration staff are responsible for blacking out or severing the full credit card numbers and/or non-business phone numbers that may appear on original receipts before sending to Accounts Payable for processing.

Laurie Belzak

**From:** Air Canada <confirmation@aircanada.ca>  
**Sent:** January 18, 2018 3:46 PM  
**To:** Laurie Belzak  
**Subject:** Air Canada - 12 Feb: Toronto - London (Booking Reference: P4ETWM)  
**Attachments:** Air\_Canada\_Booking\_Confirmation\_P4ETWM.pdf



## Booking Confirmation



Booking Reference: **P4ETWM**

Date of Issue: 18 Jan 2018

Select Seats

eUpgrade

Check in

Provide Passport Info

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 XXXXXXXXXX Belzak

Ticket Number:  
0142188898023

### Travel Options

Vegetarian meal (non-dairy)

### Seats

AC848 34C  
AC859 24C

## Depart

Economy Tango

Monday  
12 Feb, 2018

20:40

**Toronto**  
Pearson Intl. (YYZ),  
Terminal 1



08:30  
+1 day  
**London**  
Heathrow (LHR),  
Terminal 2



AC848

**6hr50**  
Economy K  
Operated by: Air Canada | 777-300ER  
Meal

**Return**

**Economy Tango**

Friday  
16 Feb, 2018

18:00

**London**  
Heathrow (LHR),  
Terminal 2



20:45  
**Toronto**  
Pearson Intl. (YYZ),  
Terminal 1



AC859

**7hr45**  
Economy L  
Operated by: Air Canada | 787-9  
Meal

**Purchase summary**

**MasterCard**  
XXXX-XXXX-XXXX-1816  
Amount paid: \$918.16  
Full details can be found in  
your attached itinerary/Receipt  
**Tax Information**  
GST/HST no. 10009-2287  
RT0001 \$3.25

Promotion Code : Z7G8K2W1 - Air Canada Meetings and Conventions

1 adult

- Air Transportation Charges - discount applied 523.00
- Seat selection 60.00
- Travel Insurance (Cancellation and Interruption - Q3286485X) 75.60
- Taxes, fees and charges 259.56

**GRAND TOTAL (Canadian dollars) \$918.16**

**Baggage allowance**

Carry-on Baggage

Laurie Belzak

**From:** RBC Insurance Company of Canada <RBC.Travel@rbc.com>  
**Sent:** January 18, 2018 3:45 PM  
**To:** 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 Summary			
<b>Recommended by</b>  <b>AIR CANADA</b> 		<b>Insurance Representative</b> RBC Insurance Company of Canada	<b>Telephone</b> 1-866-530-6021
		<b>Email</b> Not Available	<b>Application Date</b> JAN 18, 2018
<b>Payment Type</b> Credit card	<b>Premium</b> \$70.00	<b>Tax</b> \$5.60 PST	<b>Total Paid</b> \$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.

### Coverage Summary

**Laurie Belzak** (██████████)

#### Cancellation and Interruption

Coverage Period and Length	Sum Insured		Premium (before tax)
	Before Departure	After Departure	
FEB 12, 2018 to FEB 16, 2018 ( 5 days)	\$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 Bank of Canada. Used under license.

259.56  
- 3.25  
-----  
256.31  
+ 523  
-----  
779.31

Laurie Belzak

---

[REDACTED]

[REDACTED]

**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](mailto: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 n°: 41836619

### 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)

<b>Price per night</b>	<b>289 CA\$</b>
Total without taxes	722.50 CAD
Taxes and fees	144.50 CAD
Credit card fees	
<b>Total price</b>	<b>848.64 CA\$</b>
Amba Hotel Charing Cross x 1 room(s) x 3 night(s)	

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

Ms Laurie Belzak

Toronto  
Canada  
Canada  
2

Client

Guest Name Ms Laurie Belzak

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

Folio No. :

Invoice No. :

INFORMATION INVOICE

Invoice Date : 16/02/18

## GUEST BILL

Date	Charge Description	Reference	Charges £	Payments £
------	--------------------	-----------	-----------	------------

**A hotel experience designed by you**

Your feedback is really important to us please take our online survey at <https://goo.gl/4cDXTk>

VAT Number 243284176

The Charing Cross Hotel Limited. Registered in England No. 4346400, VAT No. 243284176  
Registered Office Address: Stephenson House, 75 Hampstead Road, London, NW1 2PL  
Postal Address: Stephenson House, 2nd Floor, 75 Hampstead Road, London, NW1 2PL



AIRFLIGHT SERVICES  
3300 STEELES W  
4164451999  
CONCORD ON

Taxi from Pearson airport home  
for Executive Director, Toronto  
Fashion Incubator ( [REDACTED]  
[REDACTED] [REDACTED] [REDACTED] [REDACTED]  
[REDACTED]

CARD \*\*\*\*\*1816  
CARD TYPE MASTERCARD  
DATE 2018/02/16  
TIME 0180 22:35:17  
CLERK ID 604  
RECEIPT NUMBER  
C85031435-001-979-011-0

-----  
PURCHASE  
AMOUNT \$81.00  
TIP \$12.15  
TOTAL  
  
\$93.15  
-----

MasterCard  
A0000000041010  
EC4AE0B9856A52E0  
0000008000-E800  
94465A7F89196D77

APPROVED  
AUTH# 223517 01-027  
THANK YOU

CARDHOLDER COPY  
IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

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

Amba Hotel, Charing Cross, London

£85.80 @ 1.81 = \$155.09

CNT UK LTD  
LICENSED LONDON TAXI  
WWW.RIDEARRO.COM  
57779-269620  
N\*\*\*\*\*30039  
TID\*\*\*\*7779  
AID : A0000000041018  
MasterCard  
MASTERCARD  
\*\*\*\* \* 1816  
ICC PAN. SEQ 00

SALE  
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

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

<b>Name:</b>	Laurie Belzak		
<b>Division:</b>	Economic Development & Culture		
<b>Work Address:</b>	100 Queen St W, 9th floor		
<b>Name of Conference/Seminar/Training:</b>	City co-sponsored TFI Press & Buyers Trade Show		
	Within GTA <input type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input checked="" type="checkbox"/>

<b>Destination:</b>	London, UK		
<b>Start Date:</b>	Mon. Feb 12, 2018	<b>End Date:</b>	Fri. Feb. 16, 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)**  
Meals will be deducted accordingly.

**Purpose: Use space provided below for full description**  
The TFI Press & Buyers Trade Show at Canada House in London is being co-sponsored by the City of Toronto and the High Commission of Canada to the United Kingdom. Up to 20 fashion designer will participate in the mission, many from the City of Toronto. Applications are being accepted until Jan 3. The trade show will take place on Feb. 15, from 10am to 3pm in tandem with London Fashion Week. TFI has 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 trip will also allow staff the opportunity to promote Toronto's fashion and design sectors to a key international trade audience, and help to identify other potential international collaborations for firms in Toronto's cluster.

ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)			
*Use Exchange rate(s):	1 unit local currency =	Foreign Currency*	Canadian\$ (incl. tax)
	\$ 1.69	CAD	
	1.127	Euro	
	1.28	USD	
<b>Registration Fees: (Conference/Seminar/Training)</b>			N/A
<b>Accommodation: (Standard Single Room)</b>			
Number of Days: 3	X 446.66	/day incl. taxes	\$1,340.00
<b>Travel Method:</b>			
Air <input checked="" type="checkbox"/>	Train <input type="checkbox"/>	Bus <input type="checkbox"/>	
Personal Vehicle: km	X \$0.	CAD/km	\$880.41
<b>Ground transportation: (including car rental, to/from airports) Specify estimates:</b>			
Train to/from Airport to Hotel		£50	\$235
<b>Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)</b>			
Number of Days: 4	X \$65.00	USD	\$260.00
<b>Sub-Total Estimated Costs:</b>			\$2,788.21
<b>- Other Business Meeting expenses outside of Conference costs, please specify:</b>			
B2B Meetings in London (ground transportation)			\$200
<b>TOTAL ESTIMATED COST:</b>			2,988.21

<b>Cost Centre/ WBS Element to be charged:</b>	ED0128
<b>Functional Area to be charged:</b>	1540100000

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

**Signature of Employee:** (signature) 08-Dec-17 (date)

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

**Approval for Proposed Expense**

<b>Division Head or</b>			Dec 18/17 (date)
<b>Deputy City Manager:</b>			Dec 20/17 (date)
<b>City Manager/Mayor:</b>			DEC 22 '17 (date)

<b>Committee &amp; Report No. (if applicable)</b>		(date)
---------------------------------------------------	--	--------