



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 = _____ (if applicable)			Invoice Number** EXP/FE14-FE10/18	
Vendor Name** Alison Fowles			Vendor Number** 1014434	
Division** Legal Services	Work Address** Metro Hall, 55 John Street, 26th Floor, Toronto	Postal Code** MSV 3C6	Invoice Date** (m/d/yyyy) 03/08/2018	
Name of Conference / Seminar / Training / Business Travel** FIFA 2026 World Cup Legal Counsel meeting			Payment Amount** \$ 1,317.17	
Start Date** (m/d/yyyy) 14-Feb-18		End Date** (m/d/yyyy) 16-Feb-18		

Description	GL Account**	Cost Centre/ WBS Element/ Internal Order**	Functional Area**	Net Amount**	HST**	Total Including Taxes**
Registration Fees						0.00
Travel <input type="checkbox"/> Air <input checked="" type="checkbox"/> In Bus	4215	ED0171	1540200000	577.24	75.05	652.29
Use of Personal Vehicle _____ kms X \$0._____/km						0.00
Accommodation 2 days @ \$_____/day	4210	ED0171	1540200000	445.12	57.86	502.98 565.26
Ground Transportation ie: taxis and car rental	4220	ED0171	1540200000	28.23 31.90	3.67	31.90
Ground Transportation ie: taxis and car rental *Foreign Transactions- NO TAX*						0.00
Per Diem (See Bus. Expense Policy) 2 days @ \$105/day	4230	ED0171	1540200000			130.00
Other (Please specify)						0.00
Training	4310					0.00
TOTAL EXPENSES						91,271.74
Less: Advances & Prepayments: *Mandatory if applicable						1,317.17
SAP Document Number / Pcard transaction Number:						
Registration Fees						-
Air Travel						-
Advances (Conf/Sem)	4250					-
Advances (Bus. Travel)	4204					-
Total Advances & Prepayment Amount**						6.00
TOTAL PAYABLE TO INDIVIDUAL/CITY						44,271.74

Employee Name: Alison Fowles
 Title: Solicitor
 Date: February 20, 2018
 Telephone: [REDACTED]
 Signature: [REDACTED]

Authorized by: Mike Williams
 Title: General Manager, EDC
 Date: MAR - 6 2018
 Telephone: [REDACTED]
 Signature: [REDACTED]

****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.



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:	Allison Fowles		
Division:	Legal Services		
Work Address:	Metro Hall, 55 John Street, Toronto 26th floor		
Name of Conference/Seminar/Training:	FIFA 2026 World Cup Legal Counsel meeting		
	Within GTA <input type="checkbox"/>	Outside GTA & within Ontario <input checked="" type="checkbox"/>	Outside Ontario/Canada <input type="checkbox"/>
Destination:	Ottawa		
Start Date:	February 14th, 2018	End Date:	February 16th, 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)			
NO			
Purpose: (Use space provided below for full description)			
Attend meetings with legal counsel for FIFA, the provincial and federal governments and Canadian Soccer Association in connection with the City of Toronto's bid for the FIFA 2026 World Cup. Expenses will be reimbursed by Economic Development and Culture			
ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)			
Use Exchange rate(s):	1 unit local currency = \$ _____ CAD	Foreign Currency	Canadian\$ (incl. tax)
	1 unit local currency = \$ _____		
	1 unit local currency = \$ _____		
Registration Fees: (Conference/Seminar/Training)			N/A
Accommodation: (Standard Single Room)			
Number of Days: 2	X 251.5 /day incl. taxes		502.99
Travel Method:	Air <input checked="" type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/>		
Personal Vehicle: km X \$0. CAD/km			652.29
Ground transportation: (including car rental, to/from airports) Specify estimates:	30		50
Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)			
Number of Days: 2	X \$75.00 CAD or USD		150
Sub-Total Estimated Costs:			
Other Business Meeting expenses outside of Conference costs, please specify:			N/A
TOTAL ESTIMATED COST:			1355.28
Cost Centre/WBS Element to be charged:	ED017		
Functional Area to be charged:	1540200000		

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

Signature of Employee: Allison Fowles Feb 12, 2018
(signature) (date)

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

Approval for Proposed Expense
Division Head or Mike Williams Feb 13/18
(print name) (signature) (date)

Deputy City Manager: Gisliana Carter Feb 15/18
(print name) (signature) (date)

City Manager/Mayor: _____
(print name) (signature) (date)

Committee & Report No. (if applicable) _____
(date)



Booking Receipt

Thank you for booking with Porter.
Your payment has been received.

Booking date
Feb 9, 2018

Confirmation number
DBVYSK

Alison [REDACTED] Fowles

\$652.29 CAD

Flights \$652.29

PD 243 Toronto (YTZ) to Ottawa (YOW) Feb 14, 2018 at 5:45 PM \$274.00 - ?
Flexible fare

Taxes, Fees and Charges \$84.35

Air Traveller Security Charge \$7.12 -

NAV and Surcharges \$16.00 -

Airport Improvement Fee \$20.00 -

Harmonized Sales Tax (HST) \$41.23

PD 230 Ottawa (YOW) to Toronto (YTZ) Feb 16, 2018 at 3:35 PM \$218.00 -
Flexible fare

Taxes, Fees and Charges \$75.94

Air Traveller Security Charge \$7.12 -

NAV and Surcharges \$12.00 -

Airport Improvement Fee \$23.00 -

Harmonized Sales Tax (HST) \$33.82

Total cost \$652.29 CAD

Payment summary

Transaction Date	Method of Payment	Payment Status	Payment Amount
Feb 9, 2018	MasterCard xxxx-xxxx-xxxx-0163	Approved 07529Z	\$652.29
Total paid			\$652.29 CAD
Total owing			\$0.00 CAD

15:05 VN

21:50 NY

VN 15:05

NY 21:50

EXPIRATION
8134
FE 16 2018

EXPIRATION
6645
FE 14 2018

PROOF OF PAYMENT
PREUVE DE PAIEMENT

PROOF OF PAYMENT
PREUVE DE PAIEMENT



\$3.45



\$3.45

RECEIPT

CALL NO.

DATE

14/02/18

CAB NO.

3049

AMOUNT \$

25.00

DRIVER'S NAME

FROM

Bay St

TO

Billy Bishop Airport

NOTE: AMOUNT SHOWN ABOVE INCLUDES HST
Driver is an Independent Contractor, any HST Input Credit
may be claimed as "NOTIONAL" or applied to driver's
registration number, not Co-op Cabs.

DRIVER'S HST NO.
(if applicable)

INVOICE

Payee **Ms Allison Fowles**
[REDACTED]
Toronto ON [REDACTED]
Canada

Room N° / N° Chambre 1412
Arrival / Arrivée 14-Feb-18
Departure / Départ 16-Feb-18
Page N° 1 of 1
Folio Window / Fenêtre 1
Folio
Folio N° 58735

Confirmation N° 6289789501

Group Name / Nom du Groupe

Date	Description	Reference	Debit / Frais	Credits
14-Feb-18	Accommodation		214.00	
14-Feb-18	MAT		8.56	
14-Feb-18	Occupancy HST		28.93	
15-Feb-18	- Feast & Revel Breakfast Food	Room# 1412 : CHECK# 3772	5.80	
15-Feb-18	- In Room Dining Dinner Food	Room# 1412 : CHECK# 11284	50.68	
15-Feb-18	Accommodation		214.00	
15-Feb-18	MAT		8.56	
15-Feb-18	Occupancy HST		28.93	
16-Feb-18	- Feast & Revel Breakfast Food	Room# 1412 : CHECK# 3820	5.80	
16-Feb-18	Mastercard	XXXXXXXXXXXX0163 XXXX		565.26
Total			565.26	565.26

Guest Signature / Signature Client

Balance / Soide de compte

0.00

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

Par la présente, je me déclare responsable pour le paiement de cette note dans le cas où, la personne ou la société indiquée ci-dessus manquerait d'en effectuer le règlement total ou partiel.

WE HOPE YOU ENJOYED YOUR STAY WITH US!
NOUS ESPÉRONS QUE VOUS AVEZ PASSÉ UN SÉJOUR DES PLUS AGRÉABLES!

Thank you for choosing Andaz Ottawa ByWard Market. Our goal is to provide every guest with an exceptional stay, and we are interested in any comments regarding your visit.

Merci d'avoir choisi l'Andaz Ottawa ByWard Market. Notre but est de procurer à chaque invité un séjour exceptionnel, et nous serions ravis de recevoir vos commentaires.

World of Hyatt Summary

Membership: 537650204V
Bonus Codes:
Qualifying Nights: 2
Eligible Spend: 467.50
Redemption Eligible: 62.28

Please remit payment to / S'il vous plaît remettre le paiement à:
Andaz Ottawa ByWard Market
C/O T10421C
PO Box 4687, STN A
Toronto, ON
M5W 6B5

HST No. 842012932 RT003

Summary Invoice, please see front desk for eligible details.

Accommodation
\$ 445.12
** HST (57.84)*

8502.98



Thank you for choosing to stay with Hyatt Hotels & Resorts

Confirmation: # 62897895

Andaz Ottawa Byward Market

325 Dalhousie Street Ottawa, Ontario, K1N 7G1 Canada

Tel: +1 613 321 1234

Reservation Summary

Check-in Wed, Feb 14, 2018
3:00 p.m.

Checkout Fri, Feb 16, 2018
12:00 p.m.

Room 1 1 King Bed with View

Guest 1 Adult

Guest Details Alison Fowles
[Redacted]
Toronto, ON [Redacted]

Payment Details MasterCard
xxxxxxxxxxxx0163
10/2019

Rate Standard Rate

Summary of Charges	
Wed, Feb 14	CA\$214.00 CAD
Thu, Feb 15	CA\$214.00 CAD
Subtotal:	CA\$428.00 CAD
Municipal Accom	CA\$19.35 CAD
Sales Tax	CA\$34.24 CAD
State Tax	CA\$21.40 CAD
Total Taxes & Fees	CA\$74.99 CAD
Total Per Room*	CA\$502.99 CAD

*Changes in taxes or fees will affect the total price.

Special Requests

Need help with your reservation? Contact Hyatt Customer Service 1 800 233 1234

metro

Store #100250 (613) 241-9331
S0E HST# R105216170

GENERAL MERC		1.99
PLASTIC BAG	H	0.05
DEL. CHEESE		
UN ASSORTED CHEESE MINI PACK		5.79
CUP FRUIT		
MINI GREEK SALAD	RF	3.00
SUBTOTAL		10.88
0.05 HST (13.000)R		0.01
0.00 RED (5.000)R		0.15
TOTAL		10.99
ROUNDED		0.01
ROUNDED TOTAL		11.00
CASH		21.00
CHANGE DUE		10.00
total number of items sold = 2		

RETAIN RECEIPT FOR PRODUCT RETURN
WITHIN 14 DAYS. SEE STORE FOR DETAILS.

CUSTOMER CARE NUMBER 1-877-763-7174

*** metro.ca ***

How did we do? Tell us at
METROSURVEY.CA for a chance to win
\$1000 IN FREE GROCERIES. Monthly winners
Your code

51218 10025011E9

CASHIER 109

04:11 PM
250 04 5352

1369141 Christine Sampson 1

CHK 3772 TBL 1/20
GST 1
2/15/2018 6:34 AM

1 Latte	4.25
Subtotal	\$4.25
Service Charge	\$1.00
HST Add-On	\$0.55
Total Paid	\$5.80
Change Due	\$0.00
\$ Charge Tip	\$1.00
*Room Charge	\$5.80
1412/Fowles	

----- Check Closed -----

CHK 11284 TBL 1412/1
GST 1
2/15/2018 6:50 PM

1 IRD Fish and Chips	19.00
1 IRD Funding Choumer	12.00
Delivery Fee	5.00
Subtotal	\$31.00
Service Charge	\$15.00
HST Add-On	\$4.68
Total Paid	\$50.68
Change Due	\$0.00
\$ Charge Tip	\$10.00
*Room Charge	\$50.68
1412/Fowles	

----- Check Closed -----

CHK 3820 TBL 1/4
GST 1
2/16/2018 7:44 AM

1 Latte 4.25
Subtotal \$4.25
Service Charge \$1.00
HST Add-On \$0.55
Total Paid \$5.80
Change Due \$0.00
\$ Charge Tip \$1.00
*Room Charge \$5.80
1412/Fowles

----- Check Closed -----
2/16/2018 7:47 AM



PZA
OTTAWA INTL AIRPORT

301014 Johnson

CHK 7905
FEB16 '18 2:39PM

DINE IN

SLD ANTIPASTA 9.99

SUBTOTAL 9.99

9.99 HST 5% 217101 0.50

9.99 HST 8% 217101 0.80

AMOUNT PAID 11.29

CASH 20.00

CHANGE 8.71

--301014 Closed FEB16 02:39PM---

WE WANT TO HEAR YOUR FEEDBACK!
PLEASE CONTACT 1-877-672-7467
OR CUSTOMERSERVICE@HMISHOST.COM
TO SHARE YOUR EXPERIENCE.

STOREID: YOWPZA01

GST 137512901

Your order number is 7905