



Corporate Business Expense Claim

Attendance at Conference/ Seminars/ Training, and Business Travel

Accounting Services Division
Corporate Accounts Payable

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>\$0.00</u> (if applicable)			Invoice Number** EXP/MY4/18
Vendor Name** Patrick Tobin			Vendor Number** FBD-1018805
Division** Economic Development and Culture	Work Address** Toronto City Hall, 9th Floor East Tower	Postal Code** M5H 2N2	Invoice Date** (m/d/yyyy) 05/11/2018
Name of Conference / Seminar / Training / Business Travel** Canadian members of the United Nations Educational, Scientific and Cultural Organisation (UNESCO)			Payment Amount** \$673.41
Start Date** (m/d/yyyy) Friday, May 4, 2018		End Date** (m/d/yyyy) Friday, May 4, 2018	

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **
Registration Fees	N/A	N/A	N/A	N/A	N/A	N/A
Travel <input checked="" type="checkbox"/> Air <input type="checkbox"/> Tra <input type="checkbox"/> Bus	4215	AH0036	1560200000/1560300000	2.77 433.77	51.73 56.39	490.16
Use of Personal Vehicle X \$0.52	N/A	N/A	N/A	N/A	N/A	N/A
Accommodation	4252	N/A	N/A	N/A	N/A	N/A
Ground Transportation ie: taxis and car rental	4220 (Toronto)	AH0036	1560200000/1560300000	14.38 + 15.04	1.87 + 1.96	33.25
Ground Transportation ie: taxis and car rental *Foreign Transactions- NO TAX*	4230 (Montreal Quebec)	AH0036	1560200000/1560300000	40.00 + 45.00	N/A (Quebec)	85.00
Per Diem (See Bus. Expense Policy)	4255 20	AH0036	1560200000/1560300000	65.00	N/A (Quebec)	65.00
Other (Please specify)	N/A	N/A	N/A	N/A	N/A	N/A
Training	4310	N/A	N/A	N/A	N/A	N/A
TOTAL EXPENSES						\$673.41
Less: Advances & Prepayments: *Mandatory if applicable		SAP Document Number / Peard transaction Number:				
Registration Fees						
Air Travel						
Advances (Conf/Sem)	4250					
Advances (Bus. Travel)	4204					
Total Advances & Prepayment Amount**						
TOTAL PAYABLE TO INDIVIDUAL/CITY						\$673.41

Employee Name: Patrick Tobin
Director, Arts & Culture Services

Title: [Redacted]
Date: [Redacted]

Telephone: [Redacted]

Signature: [Redacted]

Authorized by: Mike Williams

Title: General Manager, EDC

Date: 14-May-18

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.



Accounting Services Division
Corporate Accounts Payable

RECEIVED
APR 12 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:	Patrick Tobin		
Division:	Economic Development & Culture		
Work Address:	100 Queen St. W. - City Hall - 9E		
Name of Conference/Seminar/Training:	Schulich School of Business "Facilitative Leadership"		
	Within GTA <input checked="" type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input checked="" type="checkbox"/>
Destination:	MONTREAL, QC Hôtel de ville, 275, rue Notre-Dame Est, 3e étage, salle 3.103		
Start Date:	Friday, May 4, 2018	End Date:	Friday May 4, 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 meals are provided			

Purpose: Use space provided below for full description

It is imperative that Pat attend a business meeting in Montreal. This meeting has been set up for all Canadian members of the United Nations Educational, Scientific and Cultural Organisation (UNESCO) Creative Cities Network. In October 2017, The City of Toronto was inducted into membership within this UNESCO network under the designation of Creative City of Media Arts. Pat's attendance at the meeting will allow him to meet representatives from other Canadian Cities and exchange updated information on activities carried out by cities intended to implement the objectives of the Creative Cities Network both at the local and international level and formulate new inter-city partnership initiatives.

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	N/A
Accommodation: (Standard Single Room)					
Number of Days:	N/A	X	\$ _____ /day incl. taxes	N/A	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	\$234.78
Ground transportation: (including car rental, to/from airports) Specify estimates:					
	\$90 X 2		Both Ways	Taxi to Airports	\$180.00
Sundry Expenses: (See Business Expense Policy, Meals provided are deducted)					
Number of Days:	1	X	\$75.00 CAD	N/A	\$75.00
Sub-Total Estimated Costs:				N/A	\$489.78
- Other Business Meeting expenses outside of Conference costs, please specify:					
				N/A	N/A
TOTAL ESTIMATED COST:				N/A	\$489.78

Cost Centre/ WBS Element to be charged:	AH0036
Functional Area to be charged:	156020000/1560300000

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

Signature of Employee: _____

12-Apr-18
(date)

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

Approval for Proposed Expense

Division Head or	MIKE WILLIAMS <small>(print name)</small>	_____	Apr 16/18 <small>(date)</small>
Interim Deputy City Manager:	ELAINE BAXTER-TRAHAIR <small>(print name)</small>	_____	_____
Interim City Manager/Mayor:	Giuliana Carbone <small>(print name)</small>	_____	APR 23 2018 <small>(date)</small>
Committee & Report No. (if applicable)	_____		_____



Booking Receipt

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

Booking date
Apr 24, 2018

Confirmation number
EB5I5K

Patrick Tobin \$490.16 CAD

Flights **\$490.16**

PD 457 Toronto (YTZ) to Montréal (YUL) \$181.00
Firm fare May 4, 2018 at 7:30 AM

Taxes, Fees and Charges \$55.31

Air Traveller Security Charge \$7.12

NAV and Surcharges \$6.00

Airport Improvement Fee \$15.00

Harmonized Sales Tax (HST) \$27.19

PD 482 Montréal (YUL) to Toronto (YTZ) \$181.00
Firm fare May 4, 2018 at 6:30 PM

Taxes, Fees and Charges \$72.85

Air Traveller Security Charge \$7.12

NAV and Surcharges \$6.00

Airport Improvement Fee \$30.00

Goods and Services Tax (GST) \$1.50

Quebec Sales Tax (QST) \$2.99

Harmonized Sales Tax (HST) \$25.24

Total cost **\$490.16 CAD**

Payment summary

Transaction Date	Method of Payment	Payment Status	Payment Amount
Apr 24, 2018	Visa xxxx-xxxx-xxxx-3960	Declined	--
Apr 24, 2018	Visa	Approved	\$490.16

xxxx-xxxx-xxxx-3960

073741

Total paid \$490.16 CAD

Total owing \$0.00 CAD

GST/HST Number

841583271

QST Number

1212573775

BECK TAXI
1 CREDIT UNION DR
Toronto ON, M4A 2S6
www.becktaxi.com
(416)751-5555

SALE

MID: 5906518
TID: A5906518
Batch #: 308
05/04/18
REF#: 00000002
SEQ: 308001001002
06 24:05
CVC: Y

APPR CODE 02158
VISA
*****3960C

AMOUNT \$17.00 ✓
TIP \$1.70
TOTAL \$18.70

00 - APPROVED - 001

VISA CREDIT
AID: A0000000031010
TVR: 80 80 00 80 00
TSI: 78 00

Thank You for Choosing
Beck Taxi
3 Ways to Order
PHONE-WEB-APP

F-P
CAB 1527

SERVICES DE
TRANSPORTATION TRUST
11475 CH COTE DE LESSE
DORVAL QC H9P 1B2
(514) 636-4636
V-3602
P-36583

SALE

Server #: 036583
Batch #: 190
05/04/18
APPR CODE: 042121
VISA
*****3960P
REF#: 00000017
SEQ: 190001001017
17:18:07

AMOUNT \$40.00
TIP \$6.00
TOTAL \$46.00

00 - APPROVED - 001

VISA CREDIT
AID: A0000000031010
TVR: 00 00 00 00 00

CUSTOMER COPY

TAXI INDEPENDENT
V. 8240
MONTREAL QC

CARD *****3960
CARD TYPE VISA
DATE 2018/05/04
TIME 0692 09:07:13
RECEIPT NUMBER
H85066210-001-001-578-0

PURCHASE
TOTAL

\$45.00 ✓

VISA CREDIT
A0000000031010
C80D9BAB76C49450
0000000000-

APPROVED

AUTH# 014251 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - R
COPY FOR YC

XXXXXX
KEEP THIS REC
514,244,8566

AKREM TAXI
234 PARLIAMENT ST UNIT 2
TORONTO ON M5A3A4
TEL: 416-792-1655

TERM # 78027408
RECORD # 000644
HOST INVOICE # 0000656
HOST SFQ # 1001635

CARD *****3960
CREDIT/VISA D
2018 05/04 21:41:17

PURCHASE
AMOUNT \$16.25 ✓
TIP \$2.43
TOTAL \$18.68

AUTH#: 036761 B: 0330
HTS#: 20180504214123
00 TRANSACTION
APPROVED 000
THANK YOU

VISA CREDIT
AID: A0000000031010
TC: 69F9F1270B531371
TVR: 8080008000
TSI: 7800

CUSTOMER COPY