TORONTO
Accounting Services Division
Corporate Accounts Payable

Corporate Business Expense Claim

Attendance at Conference/ Seminars/ Training, and Business Travel

RECEIVED
JUL 19 2018

☐ 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 USD currency to CAD = 1.32 from Japanese Yen to CAD = 0.012134	**Invoice Number**** EX/MY12-MY21/18
Vendor Name** Michael H. Williams	**Vendor Number**** 1012778
Division** EDC **Work Address**** City Hall, 100 Queen Street West 8th floor East Tower **Postal Code**** M5H2N2	**Invoice Date**** (m/d/yyyy) July 18, 2018
Name and Location of Conference / Seminar / Training / Business Travel** Asia Mission 2018 (Tokyo/Sagamihara, Japan and Chengdu, China)	**Payment Amount**** $ 417.88 ~~$428.00~~
Start Date** (m/d/yyyy) Saturday, May 12, 2018 **End Date**** (m/d/yyyy) Monday, May 21, 2018	

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **
Registration Fees	4256					-
Travel ☑ Air ☐ Train ☐ Bus Baggage Fees / Insurance	4215	ED0170	1540200000	$ 2,840.71	$369.29	$ 3,210.00
Use of Personal Vehicle Kms X ☑ $0.52/km or ☐ $0.54/km						
Accommodation days @ $ /day	4210	ED0170	1540200000	$ 1,506.80		$ 1,506.80
Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO						
Ground Transportation (to and from Airport) ie: taxis and car rental DESTINATION *Foreign Transactions- NO TAX*	4220	ED0170	1540200000	$ 141.59	$18.41	$ 160.00
Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental *Foreign Transactions- NO TAX*	4230	ED0170 ED0154	1540200000 1540200000	3100 JYP 38270 JYP		37.62 $ 470.12
Per Diem (See Bus. Expense Policy) 10 days @ $ 65 US / day	4230	ED0170	1540200000	265.60 ~~273.90~~		265.60 $ ~~273.90~~
Other (Please specify) Dinner Meeting (Peard did not work)	4230	ED0170	1540200000	9600 JPY		$ 114.66 ~~116.49~~
Travel Visa for Chengdu	4230	ED0170	1540200000	145.00		145.00
				TOTAL EXPENSES		~~$6,019.92~~ 5,909.80

Less: Advances & Prepayments: *Mandatory if applicable*	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	SAP Document Number	Net Amount **	HST **	Total Including Taxes **
Registration Fees	4256				$0.00	-	-
Air Travel	4215	ED0170	1540200000		-$3,210.00	-	- 3,210.00
Accommodation	4210	ED0170	1540200000		-$1,506.80	-	- 1,506.80
Grnd Transportation (To & Fr Airport) ON	4220	ED0170	1540200000		$0.00	-	-
Grnd Transportation (To & Fr Airport) Destination	4230	ED0170	1540200000		-$160.00	-	- 160.00
Grnd Transportation (local-des. taxi, bus, train/ etc.)	4230	ED0170	1540200000		$470.12	-	- 470.12
Travel Visa for Chengdu	4230	ED0170	1540200000		-$145.00	-	- 145.00
TOTAL ADVANCES & PREPAYMENT AMOUNT**							-$5,491.92
TOTAL PAYABLE TO INDIVIDUAL / CITY							~~$428.00~~ $417.88

Employee Name:	Michael Williams	**Authorized by:**	Elaine Baxter-Trahair
Title:	General Manager	**Title:**	Deputy City Manager (A)
Date:	July 19, 2018	**Date:**	JUL 20 2018
Telephone:	[redacted]	**Telephone:**	[redacted]
Signature:	[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.

ASF.0030.02

Updated: June 2015

TORONTO

Accounting Services Division
Corporate Accounts Payable

RECEIVED
NOV 28 2018
EDC FINANCE

Revised

RECEIVED
MAR 28 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:	Mike Williams		
Division:	Economic Development and Culture		
Work Address	City Hall - 100 Queen Street West, 8th Floor East Tower		
Name of Conference/Seminar/Training:	Asia Mission 2018 (Tokyo/Sagamihara, Japan and Chengdu, China)		
Within GTA ☐	Outside GTA & within Ontario ☐	Outside Ontario/Canada ☑	
Destination:	Tokyo/Sagamihara, Japan and Chengdu, China		
Start Date:	Tuesday, May 15th, 2018	End Date:	Monday, May 21st, 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 provided for will be deducted accordingly.

Purpose: Use space provided below for full description

Mike Williams and Councillor Michael Thompson to represent the City of Toronto in Sagamihara for the renewal of our friendship city agreement with the City of Sagamihara, visit to Tokyo for signing of an MOU with the Tokyo Metropolitan Government. Invited by the Municipality of Chengdu China to attend the 2018 Innovation Forum of Mayors of International Sister Cities. All travel expenses, accommodation and ground transportation to China via Japan will be paid by the Municipality of Chengdu. Accommodation and ground transportation in Tokyo will be paid by City of Toronto. This mission is aligned and supports the City Council adopted International Trade Funding Report designed to enhance Toronto's international engagements and economic trade activity in priority markets.

ESTIMATED COSTS: *(The estimated costs should include HST and all other applicable taxes)*

				Foreign Currency*	Canadian$ (incl.tax)
*Use Exchange rate(s):	1 unit local currency =	$1 USD	CAD $1.26		
	1 unit local currency =	¥1 JPY	CAD $ 0.01		
	1 unit local currency =	¥$_____			
Registration Fees (Conference/Seminar/Training)				N/A	N/A
Accommodation: (Standard Single Room) Number of Days:	3	X $350.00	/day incl. taxes	$1,050	$1323.00 (for hotel in Tokyo)
Travel Method: Air ☑ Train ☐ Bus ☐ Personal Vehicle:	___ km	X $0 ___	CAD/km	N/A	~~N/A~~ ~~(paid by organizer)~~ $3210.00
Ground transportation: (including car rental, to/from airports) Specify estimates to/from home to airport & to/from aiport to hotel				N/A	$641.00
Sundry Expenses: (See Business Expense Policy; Meals provided are deducted) Number of Days:	7	X $65.00	CAD or USD	$455.00 (USD)	$573.30
			Sub-Total Estimated Costs:	$1505.00 USD	$2,537
- Other Business Meeting expenses outside of Conference costs, please specify: Chinese Visa & Photo					$178.85
			TOTAL ESTIMATED COST:	$1505.00 USD	~~$3,715.85~~ ~~2,716.15~~ $5,747.30

Cost Centre/ WBS Element to be charged:	ED0170
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: [redacted] (signature) 27-Mar-18 (date)

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

Approval for Proposed Expense

Division Head or	(print name)		(date)
Deputy City Manager:	Giuliana Carbone (print name)	[redacted]	Nov 30 2018 (date)
Interim City Manager/Mayor:	~~Giuliana Carbone~~ ~~Peter Wallace~~ (print name)	[redacted] (signature)	NOV 22 2018 (date)
Committee & Report No. *(if applicable)*			(date)

reauthorized for new amount

Updated: March 2016

[redacted]

Susana Vaz

From: Air Canada <confirmation@aircanada.ca>
Sent: April-16-18 5:21 PM
To: Sepideh Mohseni (Head Office - Tours)
Subject: Air Canada - MR MICHAELHUMPHREY WILLIAMS - 12-May/YYZ-PVG (booking ref MVUH7V) - Seat selection confirmation

******** PLEASE DO NOT REPLY TO THIS E-MAIL ********

AIR CANADA

Seat selection confirmation

Your Seat Selection is confirmed
Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes). Thank you for choosing Air Canada and we look forward to welcoming you on board.

Booking Date: **Apr 16, 2018** Passengers **MR MICHAEL[redacted]WILLIAMS**

Please note that Air Canada reserves the right to move any passenger from an emergency exit row seat at any time prior to boarding or during the flight. The Preferred seat charge will be refunded in this case.

- **If you decide to change your flight** through your original booking source, please make sure to advise Air Canada Reservations so that we can transfer your travel option(s) to your new flight (subject to availability).
- **If you decide to cancel your flight** please make sure to advise Air Canada Reservations first so that we can refund any Preferred seat or retain the value of your paid advance seat selection.
- **If you are reassigned to another seat,** we ask that you contact Customer Relations to request any seat selection refund. To request a refund prior to travel, please contact Air Canada Reservations

Booking Information

Booking Reference **MVUH7V**

AIR CHINA: MCD84H

These additional confirmation numbers have been provided for your convenience. You can use them when contacting other airlines for seat assignment or reservation assistance with this trip.

Electronic Ticketing confirmed. This is your official itinerary/receipt.
Main Contact
MICHAEL[redacted] WILLIAMS
sepideh.mohseni@toureast.com

Online Services

Select Seats
Manage My Booking (change, cancel, upgrade).
Alert me of flight status changes directly to my mobile phone or email.
Flight Arrivals & Departures check online if my flight is on time.

Customer Care

Air Canada
1-888-247-2262*

Flight Arrivals and Departures
1-888-422-7533

*For use from phones in Canada, the continental USA, Hawaii and Alaska.

Check-in online and print my boarding pass.

* Can my booking be changed online?

Advance Passenger Information

Your current flight itinerary includes travel to a country that requires additional passenger information.

Please note that if you are travelling to/from the U.S. and have already provided the required U.S. Transportation Security Administration (TSA)'s Security Flight Program passenger information on the Who is travelling page, you must also provide Advance Passenger Information (APIS) information prior to your departure.

We strongly encourage you to provide this information ahead of time from the comfort of your home or office with our secure online form.

ADVANCE PASSENGER INFORMATION

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meals
AC027	Toronto Pearson Intl. (YYZ), ON Sat 12-May 2018 12:55 - 1	Shanghai Pudong Intl. (PVG), CN Sun 13-May 2018 15:15 - 2	0	14hr20	77W	Standard T	BM
NH920	Shanghai Pudong Intl. (PVG), CN Wed 16-May 2018 13:05 - 2	Tokyo Narita (NRT), JP Wed 16-May 2018 16:55 - 1	0	2hr50	788	Q	M
	Flight NH920 is operated by All Nippon Airways. Please check in directly at the All Nippon Airways counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.						
NH947	Tokyo Narita (NRT), JP Fri 18-May 2018 17:25 - 1	Chengdu Chengdu Shuangliu Intl. (CTU), CN Fri 18-May 2018 22:20 - 1	0	5hr55	763	Standard Q	M
	Flight NH947 is operated by All Nippon Airways. Please check in directly at the All Nippon Airways counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.						
AC6617	Chengdu Chengdu Shuangliu Intl. (CTU), CN Mon 21-May 2018 12:00 - 2	Beijing Beijing Capital Intl. (PEK), CN Mon 21-May 2018 14:45 - 3	0	2hr45	789	Standard T	
AC032	Beijing Beijing Capital Intl. (PEK), CN Mon 21-May 2018 18:05 - 3	Toronto Pearson Intl. (YYZ), ON Mon 21-May 2018 18:50 - 1	0	12hr45	77W	Standard T	BM

B: Breakfast, M: Meal (Lunch or Dinner),

Operated by [1] All Nippon Airways, [3] Air China

Passenger Information

1: MR MICHAEL [redacted] WILLIAMS ; Adult (18+) ; Ticket Number: 0142057733160

Frequent Flyer Pgm :	None	Meal Preference :	None
Payment Card :	XXXXXXXXXXXX8837	Special Needs :	None
Seat Selection :	AC 027 (YYZ-PVG) - 51H (*Preferred*)		
	AC 032 (PEK-YYZ) - 31C (*Preferred*)		

Additional Charges

Purchase Summary

Passenger Type	Adult
Flight 1 - Standard	
★Preferred Seat - Aisle (Segment 1)	130.00
Flight 3 - Standard	
★Preferred Seat - Aisle (Segment 5)	130.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	0.00
Total additional charges and taxes (per passenger)	260.00
Number Of Passengers	1
Grand Total - Canadian Dollar (CAD)	**$260.00** - Punto Pore 12-21314

Payment Information

MasterCard Credit/Debit Card xxxx-xxxx-xxxx-8837 - Amount paid: **$260.00**
The following amount (tax inclusive) will appear on your credit card or debit card statement:

- Air Canada: $260.00 (Seat Selection)

*** This is an EXTERNAL email. Exercise caution. DO NOT open attachments or click links from unknown senders or in unexpected email.

Tour East Holidays (Canada) Inc.
15 Kern Road, Toronto, Ontario M3B 1S9
Tel: (416) 929-0888 Toll Free: 1-877-578-8888 Fax: (416) 929-8295 Email: tour@toureast.com
www.toureast.com GST# 866752454RT0001 Travel Registration# 1631281

Invoice

To: MICHAEL [redacted] WILLIAMS
Etobicoke Civic Centre, 399 The West Mall
ON, M9C 2Y2

No: 81166204
Confirmation No: 396293282
Date: 4/16/2018

Order Date: Mon, Apr 16, 2018
Ordered By: sepideh.mohseni DK #: B9999 (MN)
Handled By: sepideh.mohseni DK #: B9999 (MN)

Phone: (416)394-8237
Fax: no
Email: sepideh.mohseni@toureast.com

Passenger (1)
Mr. MICHAEL [redacted] WILLIAMS

Tour Series: 3 nights at Radisson Blu Hotel New World Shanghai - May 13 - 16 (ALCCHI)
CheckIn: Sun, May 13, 2018 **CheckOut:** Wed, May 16, 2018
Request: king size, Non-Smoking Room

Paid Dr. #12-21315

Description of Travel Services Summary

Description	Pkg Cost	#Pax	Total
3 nights at Radisson Blu Hotel New World Shanghai - May 13 - 16	$810.00	1	$810.00
Private Transfer from Radisson Blu to Shanghai (PVG) airport	$160.00	1	$160.00
International Economy Airfare as specified in the email	$2,950.00	1	$2,950.00
		Tour Package Total	**$3,920.00**
		Payment:	**$3,920.00**
		Tour Package Balance Owning:	**$0.00**

Thank you for booking with Tour East Holidays
If you have any questions, please call Toll Free: 1-877-578-8888 or 416-929-8017.

No Refund on unused Tour portion.

Please review your itinerary to ensure that all information is correct.

This contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7% (except for increases resulting from an increase in retail sales tax or federal Goods and Services Tax), the customer has the right to cancel the contract and obtain a full refund.

Documentation requirements: Passports must be valid for at least six months beyond the date of your entry into the country. Visa and passport validity requirements are subject to change at any time. **It is the traveller' s responsibility to check with the Embassies and its Consulate for up-to-date information.**

Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

Please check in 3 hours prior to departure for Int'l and transborder travel. 2 hours for domestic travel.

Please be aware that some airlines do not allow travellers to earn or accumulate frequent flyer points when they are booked in certain booking classes, fares, or group rates. Contact the frequent flyer program involved for complete rules regarding point accumulation.

Trip cancellation insurance and out-of-province health insurance were offered and **Declined**

Client's Acknowledgement _____

RESERVATION CONFIRMATION

Thank you for your patronage of the Hotel Okura Tokyo. We are pleased to confirm the following reservation:

Name : HOTEL OKURA TOKYO

TO :

Ontario International – Tokyo Trade & Investment Office

, Date : 2018/04/18
Ms. Makoto Hirose. CLERK : ポール　ラジェス
FAX : TOTAL PAGE : 1

Group Confirmation No. : 100986659

Name : Mr. Michael Williams

Arrival : 2018/05/16
Departure : 2018/05/18
Rooms : 1
Room Type : STANDARD ROOM SINGLE USE
Persons : 1
Rooms Rate : JPY 28,712 per room per night

Payment : guest own

Remarks : The room charge include morning breakfast , service charge , consumption tax , accomodation tax , free wi fii .

There is a one-night cancellation charge should the hotel not be advised of the cancellation 48 hours prior to the guest's arrival.
We are looking forward to being of service to you.

Regular Check in time : 14.00 ; Regular Check out time : 12.00

There are additional charges for early check in and late check out .

HOTEL OKURA TOKYO
ポール　ラジェス

領収書 Receipt 收据 領収書

様

★この領収書では乗車できません
★完全一致を不可能に

★Cannot board with this receipt
★이것은 승자권이 아닙니다

成田空港 Narita Airport 1 南 South → ホテルオークラ(赤坂) Hotel Okura(Akasaka)

2018年 5月 16日
17:45 発
大人 1名

支払金額 現金 3100円

¥ 3,100
Cash

東京空港交通株式会社

片道乗車券 Ticket Kind Single Journey Ticket
ご利用ありがとうございます
領収書は大切に保管してください。

2018/05/16 17:11 17614 成田T1南 225 発行

Wednesday, May 16th - Transfer to Hotel in Tokyo

3,100 Yen ✱ 0.012134

$37.62 CAD

[クレジットカードご利用票]

加盟店名: トンカツダイゴ

ご利用日時: 2018/05/16 21:26:04
伝票番号: 09502
合計金額: ¥9,600

カード会社: MUFG CARD
カード番号:
IC 450003XXXXXX0720
有効期限: XX/XX

取引内容: 売上
支払区分: 一括
商品区分: 0990
承認番号: 085859

Personal credit card

売場:
係員:
ATC: 0000000656
カードシーケンス番号: 03
AID:
A0000000031010
Application Label:
Visa Credit

Pcard would not work

お客様控え

Wednesday, May 16th - Dinner with Christian Hones

SMBC Nikko Securities, Tokyo

Discussed Financial Services market in Japan and possibility of company opening operation in Toronto

X 0.012134
: $116.49 CAD

- paid with personal credit card
Pcard didn't work.

領 収 書 RECEIPT

No. 03728

To Messrs.

City of Toronto 様

日付 DATE 2018年 YEAR 5月 MONTH 24日 DAY

金額 Amount			¥	1	1	4	8	1	0

但し Remarks

上記の金額正に領収いたしました。 We duly received above amount.

収入印紙 日本郵便 200円

株式会社 日の丸リムジン
〒107-6001 東京都港区赤坂1-12-32
1-12-32 Akasaka, Minato-ku, Tokyo 107-6001, Japan
Telephone: (03) 5689-0423 Facsimile: (03) 3814-1052
www.hinomaru.co.jp

扱者

Ground Transportation for Councillor Thompson, Councillor Grimes and Mike Williams

¥ 114,810 (Japanese Yen) = $1,410.37 CAD

¥ 114,810 / 3 passengers

= ¥ 38,270

$470.12 CAD

INVOICE

CANADA NATIONAL TALENT SERVICE

DATE
24th April 2018

INVOICE NO
18042101

National Talent Service
101-20 Valleywood Dr.
Markham ON L3R6G1
Phone:905-604-7389
Email:jeff.zhang@talentofcanada.com

INVOICE TO
Mr.George Spezza
Ms. Susana Vaz
100 Queen Street West East
Tower, 8th floor
Toronto ON M5H 2N2

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
INTERPRETATION COSTS	Chengdu May 20th event for Toronto Promoting *	$800.00	$800.00
3 VISA FEES	VISA FOR CHINA CHENGDU FORUM	$145.00	$435.00

Subtotal	$1,235.00
Sales Tax	$104.00
Total	$1,339.00

* HST only for Interpretation costs

HST: 718228729RT0001

BG-6649