



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/MA09/2018
Vendor Name** Alex Avdichuk		Work Address** 98 Atlantic Avenue	Vendor Number** 1003894
Division** EDC	Postal Code** M6K 1X9	Invoice Date** (m/d/yyyy) 05/09/2018	
Name of Conference / Seminar / Training / Business Travel** inspection of artifact in rented storage, Stayner, ON			Payment Amount** \$ 0.00
Start Date** (m/d/yyyy) 05/09/2018		End Date** (m/d/yyyy) 05/09/2018	

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 type="checkbox"/> Train <input type="checkbox"/> Bus						0.00
Use of Personal Vehicle						0.00
Accommodation _____ days @ \$ _____ /day						0.00
Ground Transportation ie: taxis and car rental	4510	CRO19066672/DOL \$105707656 AH0059- Paid by CRO	1570100000	60.30	7.84	68.14
Ground Transportation ie: taxis and car rental *Foreign Transactions- NO TAX*						0.00
Per Diem (See Bus. Expense Policy) _____ days @ \$ _____ /day						0.00
Other (Please specify)						0.00
Training	4310					0.00
<b>TOTAL EXPENSES</b>						<b>\$68.14</b>

Less: Advances & Prepayments: *Mandatory if applicable	SAP Document Number / Pcard transaction Number:	5105707656
Registration Fees		-
Air Travel		-
Advances (Conf/Sem)	4250	-
Advances (Bus. Travel)	4204	-
Ground Transportation, car rental	4510 AH0059	(-60.30) (-7.84)
<b>Total Advances &amp; Prepayment Amount**</b>		<b>(-68.14)</b>
<b>TOTAL PAYABLE TO INDIVIDUAL/CITY</b>		<b>\$0.00</b>

Employee Name: Alex Avdichuk  
Title: Supervisor, Collections and Conservation  
Date: 05/10/2018  
Telephone: [Redacted]  
Signature: [Redacted]

Authorized by: David O'Hara  
Title: Acting Director, Museums & Heritage Services  
Date: May 14, 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:	Alex Avdichuk		
Division:	EDC - Museums and Heritage Services		
Work Address:	98 Atlantic Avenue		
Name of Conference/Seminar/Training:	Within GTA <input type="checkbox"/>	Outside GTA & within Ontario <input checked="" type="checkbox"/>	Outside Ontario/Canada <input type="checkbox"/>
Destination:	Edenvale Aerodrome, 5195 Hwy 26 East, Stayner ON L0M 1S0		
Start Date:	May 9, 2018 (1 day) - estimated date	End Date:	May 9, 2018 (same day)
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)			
Request is for business travel only. No per diem is requested.			

**Purpose:** Use space provided below for full description  
 The Lancaster Bomber, a City-owned artifact, is being stored in a storage hangar in Stayner, Ontario. As part of the deaccessioning process, one of the interested parties, the Facebook Group "Save the Lancaster FM104" has made a request to inspect the aircraft in storage. It is necessary for staff to be in attendance to supervise the inspection in the hangar. The date for the inspection is estimated to be May 9, 2018, but could change depending on the outcome of communications with the group and with the staff at the hangar.  
 Business travel will be via Zipcar day rate rental of \$39/day charged to the EDC Blanket Contract. Under this contract, 200 km is included in the rental with additional kms charged at \$0.30 per km. Total distance travelled will be 260 km, resulting in an extra kilometrage charge of 60 km x \$0.30/km = \$18.00 + HST

ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)			
*Use Exchange rate(s):	1 unit local currency =	\$ _____ CAD	
	1 unit local currency =	\$ _____	Foreign Currency*
	1 unit local currency =	\$ _____	Canadian\$ (incl. tax)
Registration Fees: (Conference/Seminar/Training)			N/A
Accommodation: (Standard Single Room)			N/A
Number of Days: _____ X \$ _____ /day incl. taxes			N/A
Travel Method:	Air <input type="checkbox"/>	Train <input type="checkbox"/>	Bus <input type="checkbox"/>
Personal Vehicle: X CAD/km			N/A
Ground transportation: (including car rental, to/from airports) Specify estimates: Zipcar rental = \$39/day +extra km charge @ 0.30/km x 60 km = \$18			N/A
Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)			N/A
Number of Days: _____ X \$ _____.00 CAD or USD			N/A
<b>Sub-Total Estimated Costs:</b>			N/A
- Other Business Meeting expenses outside of Conference costs, please specify:			N/A
<b>TOTAL ESTIMATED COST:</b>			N/A

Cost Centre/ WBS Element to be charged:	AH0059
Functional Area to be charged:	1570100000

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

Signature of Employee: \_\_\_\_\_ (signature) \_\_\_\_\_ (date)

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

Approval for Proposed Expense \_\_\_\_\_ (signature) \_\_\_\_\_ (date)

Division Head or \_\_\_\_\_ (print name) \_\_\_\_\_ (date)

Deputy City Manager: Elaine Baxter-Trahair \_\_\_\_\_ (print name) \_\_\_\_\_ (signature) \_\_\_\_\_ (date)

City Manager/Mayor: \_\_\_\_\_ (print name) \_\_\_\_\_ (signature) \_\_\_\_\_ (date)

Committee & Report No. (if applicable) \_\_\_\_\_ (date)

April 23, 2018

APR 20 2018

APR 27 2018

APR 30 2018

Here's the summary for your recent trip, Alexandra.

Zipcar <info@zipcar.com>

Wed 2018-05-09 10:09 PM

To: [REDACTED]



[reserve now](#)

[my reservations](#)

[help center](#)

## thanks for zipping, alexandra

Here are a few details about your last Ziptrip:

### RESERVATION

Jetta Dome

370 Queens Quay

May 9, 7:00 AM - 7:00 PM

(CRO 9066672) — *no Jetta.*



**PICK UP:** 7:37 AM  
**DROP OFF:** 4:55 PM

**HOW FAR YOU DROVE:**  
271 kilometers

● You returned on time. Sweet.

### reservation cost

Please note that the final cost may change.

5/9/18

Business Rate

1.0 day @ \$39.00

\$39.00

Kilometers Included

200.0 kilometers @ \$0.00

\$0.00

Extra Kilometers

71.0 kilometers @ \$0.30	\$21.30
CN Ontario HST: 13%	\$7.84
<b>Total cost</b>	<b>\$68.14</b>
<b>Payment info</b>	
Pending	\$68.14

**Notes:**

1. Pick up, drop off and mileage data is pending.
2. Additional charges that impact the total cost may apply after this email is sent. These include tolls, violations and, in some cases, late return or mileage costs once the final reservation data is confirmed. [View most recent activity online.](#)
3. Driving credit does not cover tickets, violations, fees, and other non-usage charges.
4. For details on specific charges, check out [your online statement.](#)

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Zipcar, 35 Thomson Pl.  
Boston, MA 02210  
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City of Toronto-Economic  
 Development  
 City of Toronto Accounting  
 Services Division-Corporate  
 Accounts Payable  
 55 John Street 14th Floor, Metro  
 Hall  
 Toronto, Ontario M5V 3C6  
 Canada  
 Statement #: 2545771879  
 Billing Period: 1 May, 2018 - 31  
 May, 2018

Payment due upon  
 receipt, please mail your  
 check to:  
 Zipcar  
 626 Dixon Rd  
 Etobicoke ONT.,  
 M9W 1J1

**Outstanding Invoices**

Feb 01, 2018 - Feb 28, 2018:	<b>\$79.82</b>
Apr 01, 2018 - Apr 30, 2018:	<b>\$42.38</b>
<b>Total:</b>	<b>\$122.20</b>

Please pay any outstanding totals

Close Date: 31 May, 2018

	total activity	credits used	paid	balance due
Summary of Account	\$135.61	\$0.00	\$0.00	\$135.61

**Reservation and Other Activity**

date	description	amount	balance
2018-5-9	Reservation: Jetta Dome - 370 Queens Quay (CRO 9066672) 2018-5-9, 7:00 AM - 7:00 PM(driven by Alexandra Avdichuk (OPS))	\$68.14	\$68.14

	usage	rate	amount
Business daily rate	1 day	\$39.00	\$39.00
Extra Kilometers	71 kilometres	\$0.30	\$21.30
Max Daily Included Kilometers	200 kilometres	\$0.00	\$0.00
CN Ontario HST: 13.00%			\$7.84

*Doc# S105707656*

**Total Charges \$68.14**

2018-5-10	Reservation: Altima Destruction - 25 Liberty Street (CRO 9066672) 2018-5-10, 9:30 AM - 2:00 PM(driven by Gabrielle Major)	\$38.14	\$106.28
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	usage	rate	amount
Hours: 9:30 AM - 2:00 PM	4.5 hours	\$7.50	\$33.75
Kilometers Included With Reservation	21 kilometres	\$0.00	\$0.00

05/29/2018, 8:19 a.m.

date	description		amount	balance
	CN Ontario HST: 13.00%		\$4.39	
	<b>Total Charges</b>		<b>\$38.14</b>	
<hr/>				
2018-5-16	<b>Reservation: Altima Destruction - 25 Liberty Street (CRO #9066672)</b> 2018-5-15, 10:30 AM - 1:00 PM(driven by Tara Bowyer (OPS))		\$1.19	\$107.47
		<b>usage rate amount</b>		
	Hours: 10:30 AM - 1:00 PM	2.5 hours \$7.50	\$18.75	
	Kilometers Included With Reservation	26 kilometres \$0.00	\$0.00	
	CN Ontario HST: 13.00%		\$2.44	
	<b>Total Charges</b>		<b>\$21.19</b>	
	Fuel Purchase Credit		\$-20.00	
	<b>Total Credits</b>		<b>\$-20.00</b>	
<hr/>				
2018-5-20	<b>Reservation: Altima Destruction - 25 Liberty Street (CRO #9066672)</b> 2018-5-18, 9:30 AM - 2:00 PM(driven by Tara Bowyer (OPS))		\$28.14	\$135.61
		<b>usage rate amount</b>		
	Hours: 9:30 AM - 2:00 PM	4.5 hours \$7.50	\$33.75	
	Kilometers Included With Reservation	25 kilometres \$0.00	\$0.00	
	CN Ontario HST: 13.00%		\$4.39	
	<b>Total Charges</b>		<b>\$38.14</b>	
	Fuel purchase credit		\$-10.00	
	<b>Total Credits</b>		<b>\$-10.00</b>	

Notes:

1. Driving credit does not cover tickets, violations, fees, and other non-usage charges.
2. GST/HST number: 804277549

**total billed: \$135.61**

**Payment Activity**

date	description	amount charged
<i>No payments.</i>		