TORONTO
Accounting Services Division
Corporate Accounts Payable

# Corporate Business Expense Claim

## Attendance at Conference/ Seminars/ Training, and Business Travel

L

☐ 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 = £1($Cdn1.70) _____ (if applicable) | Invoice Number** EXP/SE09- SE15/18 |
| Vendor Name** Laurie Belzak | Vendor Number** 1003140 |
| Division** Economic Development and Culture / Work Address** 9E, City Hall, 100 Queen St. W. / Postal Code** M5H 2N2 | Invoice Date** (m/d/yyyy) November 28, 2018 |
| Name and Location of Conference / Seminar / Training / Business Travel** TFI UK Trade Mission, Canada House, London | Payment Amount** $ $516.75 ~~$545.03~~ |
| Start Date** (m/d/yyyy) Sunday Sept. 9, 2018 | End Date** (m/d/yyyy) Saturday Sept. 15, 2018 |

| Description | GL Account ** | Cost Centre/ WBS Element/ Internal Order ** | Functional Area ** | Net Amount ** | HST ** | Total Including Taxes ** |
|---|---|---|---|---|---|---|
| Registration Fees | 4256 | | | | | N/A - |
| Travel ☑ Air ☐ Train ☐ Bus Baggage Fees / Insurance | 4215 | EDO154 | 1540400000 | 1254.89 ~~$1,251.64~~ | $3.25 | $ 1258.14 ~~1,254.89~~ |
| Use of Personal Vehicle Kms X ☑ $0.52/km or ☐ $0.54/km | | | | | | N/A |
| Accommodation 5 days @ $ 455.09 /day | 4210 | EDO154 | 1540400000 | 2,275.46US | | ~~2,275.46~~ 3,055.97 |
| Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO | 4220 | EDO154 | 1540400000 | | | $54.00 - |
| Ground Transportation (to and from Airport) ie: taxis and car rental DESTINATION *Foreign Transactions– NO TAX* | | | | | | N/A - |
| Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental *Foreign Transactions– NO TAX* | ~~4230~~ 4225 | EDO154 | 1540400000 | $25 GBP | | ~~£25($Cdn1.70)~~ ~~$42.50~~ 44.00 - |
| Per Diem (See Bus. Expense Policy) 5 ~~6~~@$65 & 1@$32.5 @ $USD (1.29 Dec'18) / day 1@140 | 4230 | EDO154 | 1540400000 | | | 516.75 ~~$545.03~~ |
| Other (Please specify) | | | | | | - |
| Training | 4310 | | | | | - |
| | | | | TOTAL EXPENSES | | ~~$4,171.88~~ 4,928.86 |

**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 | | | 12-42724 12-42962 | 1,254.89 | - | - |
| Air Travel | 4215 | EDO154 | 1540400000 | 12-4275 12-45461, 12-464118 | ~~$1,251.64~~ | -$3.25 | -1,258.14 ~~1,254.89~~ |
| Accommodation | 4210 | EDO154 | 1540400000 | 12-43378 | - | - | -3,055.97 ~~2,275.46~~ |
| Grds Transportation (To & Fr. Airport) ON. | 4220 | EDO154 | 1540400000 | 12-46417 | - | - | - 54.00 |
| Grds Transportation (To & Fr. Airport) Destination | | | | | - | - | - |
| Grds Transportation (local-des. taxi, bus, train, etc.) | 4230 | EDO154 | 1540400000 | 12-45462 | - | - | -44.00 ~~-$42.50~~ |
| Other (Please specify) | | | | | - | - | - |
| | | | | | | | -4,412.11 |
| TOTAL ADVANCES & PREPAYMENT AMOUNT** | | | | | | | ~~-$3,626.85~~ |
| TOTAL PAYABLE TO INDIVIDUAL / CITY | | | | | | | ~~$545.03~~ $516.75 |

| | | | |
|---|---|---|---|
| Employee Name: | Laurie Belzak | Authorized by: | George Spezza |
| Title: | Sector Development Office, Fashion & Design | Title: | Director |
| Date: | December 7, 2018 | Date: | December 7, 2018 |
| Telephone: | 416 392 1296 | Telephone: | 416 392 6904 |
| Signature: | [redacted] | Signature: | [redacted] |

**This form may not be altered in any manner. All mandatory fields must be c[redacted] in electronically. Incomplete forms will be returned to the originator for correc[redacted] 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

# 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:** | **Laurie Belzak** |
| **Division:** | **Economic Development & Culture** |
| **Work Address:** | **100 Queen St W, 9th floor** |
| **Name of Conference/Seminar/Training:** | **City co-sponsored TFI UK Export Development Trade Show** |

Within GTA ☐ Outside GTA & within Ontario ☐ Outside Ontario/Canada ☑

| | | | |
|---|---|---|---|
| **Destination:** | **London, UK** | | |
| **Start Date:** | **Sat. Sept 8, 2018** | **End Date:** | **Sat. Sept 15, 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)*

Breakfast will be provided.

**Purpose: Use space provided below for full description**

The TFI export development 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 15 fashion design entrepreneurs will participate in the mission, many from the City of Toronto. The trade show will take place on Sept. 13th & 14th, in tandem with London Fashion Week. TFI has requested help from City staff to assist with the preparation for, set up first thing on Sept 12th, delivery of the trade show and follow-up in London. On Sept. 11th The High Commission will host a leadership session on Women in Fashion at Canada House, with the trade mission participants and Canadian and British leaders in this sector for a wider audience. 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)*

| | | | | **Foreign Currency*** | **Canadian$ (incl.tax)** |
|---|---|---|---|---|---|
| *Use Exchange rate(s): | 1 unit local currency = | £ 1.74 | CAD | | |
| | 1 unit local currency = | | Euro | | |
| | 1 unit local currency = | $1.32 | USD | | |
| · Registration Fees: (Conference/Seminar/Training) | | | | | N/A |
| · Accommodation: (Standard Single Room) Number of Days: 6 | X | 269.7 | /day incl. taxes | 6 x £155 | $1,618.20 |
| · Travel Method: Air ☑ Train ☐ Bus ☐ Personal Vehicle: ___ km | X | $0.___ | CAD/km | | $860.81 |
| · Ground transportation: (including car rental, to/from airports) Specify estimates: Taxi to/from home to airport & to/from airport to hotel | | | | | $249 |
| · Sundry Expenses: (See Business Expense Policy; **Meals provided are deducted**) Number of Days: 7.5 | X | $65.00 | USD | $417.50 | $551.10 |
| | | | **Sub-Total Estimated Costs:** | | $3,279.11 |
| - Other Business Meeting expenses outside of Conference costs, please specify: B2B Meetings in London (ground transportation) | | | | | $200 |
| | | | **TOTAL ESTIMATED COST:** | | 3,479.11 |

| | |
|---|---|
| **Cost Centre/ WBS Element to be charged:** | **ED0154** |
| **Functional Area to be charged:** | **1540400000** |

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

**Signature of Employee:** [redacted] 04-Jul-17 (date) [redacted]

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

**Approval for Proposed Expense**

| | | | |
|---|---|---|---|
| **Division Head or** | **Mike Williams** (print name) | [redacted] | July 5/18 (date) |
| **Deputy City Manager:** | Elaine Baxter-Trahair (print name) | [redacted] (signature) | July 27, 2018 (date) |
| **City Manager/Mayor:** | **Giuliana Carbone** (print name) | [redacted] (signature) | (date) |
| **Committee & Report No.** *(if applicable)* | | | (date) |

Updated: March 2016

T2018-194

AIR CANADA

# Booking Confirmation

Booking Reference: **LFYPN5**

Date of issue: 20 Aug. 2018

This is your Itinerary Receipt. 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 ticket(s), bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

**Data Protection Notice**. Your personal data will be processed in accordance with the applicable carrier's privacy policy and if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to read Air Canada's Privacy Policy directly.

## Depart

**Economy - Standard**

| | | | | |
|---|---|---|---|---|
| Sunday<br>09 Sep 2018 | 20:40<br>**Toronto**<br>Toronto-Pearson Int. (YYZ)<br>ON<br>Terminal 1 | 08:35 + 1 day<br>**London**<br>Heathrow (LHR), GB<br>Terminal 2 | AC848 | **6hr55**<br>Economy L<br>Operated by Air Canada \| 777-300ER<br>\| Wi-Fi<br>Meal |

## Return

**Economy - Standard**

| | | | | |
|---|---|---|---|---|
| Saturday<br>15 Sep 2018 | 18:30<br>**London**<br>Heathrow(LHR), GB<br>Terminal 2 | 20:40<br>**Toronto**<br>Toronto-Pearson Int. (YYZ),<br>ON<br>Terminal 1 | AC859 | **7hr40**<br>Economy K<br>Operated by Air Canada \| 787-9<br>Meal |

## Passengers

**Laurie [redacted] Belzak**

**Ticket Number**
0142199331011

**Travel Options**
Vegetarian meal (non-dairy)

**Seats**
**AC848** 39K
**AC859** 40K

## Purchase summary

**MasterCard**
**********1816
Amount paid: $1136.31

**Tax information**
GST/HST no. 10009-2287 RT0001
$3.25

Promotion Code
**ZD9H2AVI - Air Canada Meetings and Conventions**

| | 1 adult |
|---|---|
| Base Fare - discount applied | 215.00 |
| Carrier Surcharge | 400.00 |
| Air Passenger Duty - United Kingdom | 130.34 |
| Passenger Service Charge - U.K. | 75.05 |
| Harmonized Sales Tax - Canada (GST/HST #10009-2287 RT0001) | 3.25 |
| Air Travellers Security Charge - Canada | 25.91 |
| Airport Improvement Fee - Canada | 25.00 |
| Total airfare and taxes before options | $874.55 |
| Laune [redacted] Belzak | |
| AC848 38K - Standard Seat (Window) | 65.00 |
| AC859 40K - Standard Seat (Window) | 65.00 |
| Total with options and seat selection fee | $1004.55 |
| RBC Travel Insurance (Deluxe Package - O3403137X) | $131.76 |
| GRAND TOTAL (Canadian dollars) | $1136.31 |

## Check-in and boarding gate deadlines

| Within Canada | To/From the U.S. | International[1] (including Mexico and the Caribbean) | |
|---|---|---|---|
| 90 minutes | 120 minutes | 120 minutes | **Recommended check-in time** You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security. |
| 45 minutes[2] | 60 minutes | 60 minutes | **Check-in and baggage drop-off deadline** You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight. |
| 15 minutes | 15 minutes | 15 minutes | **Boarding gate deadline** You must be present at the boarding gate before it closes. |

1. From **Algiers (Algeria), Casablanca (Morocco) and Tel Aviv (Israel)** - Recommended check-in time: 180 minutes. Check-in and baggage drop-off deadline: 60 minutes. Boarding gate deadline: 30 minutes.
2. From **Toronto City Airport (YTZ)** - Check-in and baggage drop-off deadline: 20 minutes.

# Baggage allowance

### Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.

### Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

### Toronto (YYZ) > London (LHR)

| 1st bag | 2nd bag | |
|---|---|---|
| $ 60.00 CAD<br>Including taxes | $ 100.00 CAD<br>Including taxes | Max. weight per bag:<br>23.0 kg (50.0 lb)<br><br>Max. dimensions per bag:<br>158.0 cm (62.0 in) |

### London (LHR) > Toronto (YYZ)

| 1st bag | 2nd bag | |
|---|---|---|
| $ 60.00 CAD<br>Including taxes | $ 100.00 CAD<br>Including taxes | Max. weight per bag:<br>23.0 kg (50.0 lb)<br><br>Max. dimensions per bag:<br>158.0 cm (62.0 in) |

* For travel within Canada or between Canada and the United States, a Canadian tax of $3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of $4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of $21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

**Currency**
Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country/region you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

**Stopovers**
Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours.

### Baggage Allowance for Air Canada Altitude and Star Alliance Members

The baggage allowance displayed below applies when you check your bags with Air Canada, Air Canada Express flights operated by Jazz, Sky Regional, Air Georgian, Exploits Valley Air or Air Canada Rouge. Please make sure your Air Canada Altitude status level is valid at check-in.

**Star Alliance Silver Members**: Your baggage allowance is equivalent to that of the fare option you purchased.

| | Economy Class | Premium Economy | Business Class |
|---|---|---|---|
| Altitude Super Elite 100K, Elite 75K, Elite 50K and Elite 35K | **3 bags**<br>32 kg (70 lb) | **3 bags**<br>32kg (70lb) | **3 bags**<br>32kg (70lb) |
| Altitude Prestige 25k | **2 bags**<br>23 kg (50 lb) | **2 bags**<br>23 kg (50 lb) | **2 bags**<br>32 kg (70 lb) |
| Star Alliance Gold | **1 extra bag**<br>23 kg (50 lb) | **1 extra bag**<br>23 kg (50 lb) | **1 extra bag**<br>32 kg (70 lb) |

Note: If you **exceed your baggage allowance** (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

**Thanks Laurie, your reservation is confirmed!**

We've emailed your confirmation to laurie.belzak@toronto.ca. There's no need to call us to reconfirm. Enjoy your stay!

Confirmation number: 151317759802

**Amba Hotel Charing Cross**

Print your booking

Manage your booking

| | |
|---|---|
| Check in | Monday, September 10, 2018 (3 PM-2:00 AM local time) |
| Check out | Saturday, September 15, 2018 (Before noon local time) |
| Your stay | 5 nights, 1 room |
| Total amount paid | $2,275.46 |

Send to your calendar

Email to another address

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- Save up to 50% with Secret Prices on our app!

**Send a link to download the app on your mobile.**

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Cell phone number

Send

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## Your next booking

Book again — Book another room in this hotel.

Search again — Find the perfect hotel for your next trip.

Book online or call
866-925-8705

Secure booking (it only takes 2 minutes)

# Amba Hotel Charing Cross

**Contact us**

Book online or call 866-296-8122 This call is free. 24 hours a day, 7 days a week.

## Step 1: Check details and book

**Your special discounted rate**
Definitely staying at the property? Pay less with this non-refundable booking.

**Amba Hotel Charing Cross**
London, GB

Exceptional 9.4

Hotels.com Guest reviews

TripAdvisor Traveler Rating

| | |
|---|---|
| Check in | **Monday, September 10, 2018** |
| Check out | **Saturday, September 15, 2018** |
| | 5 nights, 1 room |

| | |
|---|---|
| **Average nightly rate** | **$379.24** |
| Deluxe Double Room Free Wireless Internet | |
| Monday, September 10, 2018 | $375.82 |
| Tuesday, September 11, 2018 | $416.40 |
| Wednesday, September 12, 2018 | $422.81 |
| Thursday, September 13, 2018 | $371.55 |
| Friday, September 14, 2018 | $309.63 |
| Subtotal | $1,896.21 |

Taxes and fees $379.25

Total to pay now **$2,275.46**

including taxes and fees

This price may increase if you book later.

Price Guarantee

Hurry, this hotel only has 3 rooms left at this price on our site

We'll confirm your booking and take payment today.

› Apply a coupon

**Why sign up for Hotels.com® Rewards?**

- ✓ **Enjoy free* nights** - it's simple, collect 10 nights, get 1 free
- ✓ **Save money** - you'll get access to Secret Prices
- ✓ **Flexibility** – collect or redeem nights on eligible hotels, anytime, anywhere
- ✓ **Save time** – we'll remember your preferences to speed up your bookings

## Sign in (optional)

**Sign in or create an account**
to get 1 free* night for every 10 nights you stay! *Learn more **Hotels.com® Rewards**
**Sign in or create an account (optional)**
to collect **Hotels.com® Rewards**

## Step 2: Step 1: Room details

**Deluxe Double Room**

Free Wireless Internet, Double Bed, Non Smoking

**First name**

Laurie ✓

**Last name**

Belzak ✓

› Any special requests?

› Any accessibility requests?

## Step 3: Step 2: Your details

**Email address**

[redacted] ✓

**Cell phone number**

[redacted] ✓

**If you don't book now, this amazing deal could be gone**

## Step 4: Step 3: Payment details

Your reservation is safe and secure

Hurry, that's the cheapest room at Amba Hotel Charing Cross! Book it now

**Laurie Belzak**

**From:** Air Canada <confirmation@aircanada.ca>
**Sent:** September 9, 2018 6:08 PM
**To:** Laurie Belzak
**Subject:** Air Canada - Receipt - Baggage Fee

Your fees have been successfully collected.

Departure Date: 2018-09-09

Passenger: LAURIE BELZAK
Departure city: Toronto-T1 YYZ
Destination city: LONDON LHR

Fee Breakdown:

Excess baggage fee (1 piece): 60.00 CAD

Total CAD: 60.00 CAD

Form of payment used: MasterCard XXXXXXXXXXXX1816

Please Note: This fee is non refundable.

Fly through paying on your mobile device with Air Canada Mobile+!
Air Canada mobile+ can remember your personal and payment information so you can fly through your mobile experience and pay for items like upgrades and flight changes quickly, easily and securely. Click the link below to Learn More, https://services.aircanada.com/portal-web/mobile/static/mobileplus.html

You can view all your available Air Canada mobile+ messages here:
https://mymessages.aircanada.com/en/1S2rmrPpF7vTh9UW4Fi3A

**********

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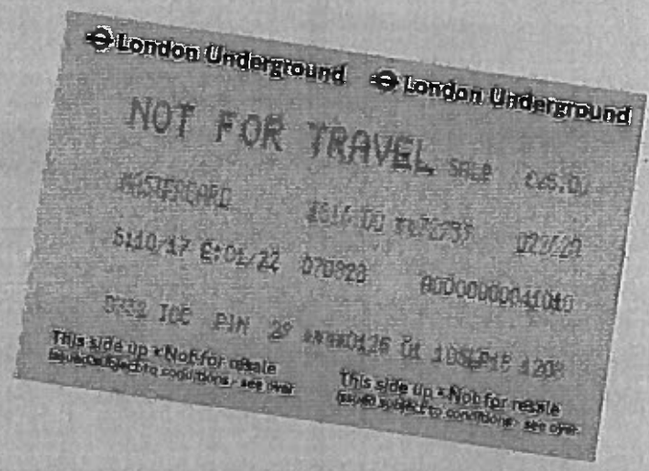
Air Canada, PO Box 64239, RPO Thorncliffe, Calgary, Alberta, T2K 6J7

**********


London Underground
London Underground
NOT FOR TRAVEL
This side up • Not for resale
This side up • Not for resale

AEROPORT TAXI & LIMOUSINE
949 WESTPORT CRES
MISSISSAUGA ON L5T1L7
905 624 2424
WWW.AEROPORTTAXI.COM

Merchant ID: 5665635
Term ID: 002 Ref #: 0007

## Sale

XXXXXXXXXXXX1816
MASTERCARD Entry Method: Chip

09/15/13 22:09:23
Inv #: 000007 Appr Code: 220916
Approvd Batch#: 256001

Total: $ 54.00

By entering a verified PIN, cardholder agrees to pay issuer such total in accordance with issuer's agreement with cardholder (Merchant agreement if credit voucher).

Retain this copy for statement verification.

Application Label: MasterCard
AID: A0000000041010
TSR: 00 00 00 00 00
TSI: 66 00

Cardholder Copy

Taxi from Lester B Pearson airport home to 39 Winnett Ave.

AIR CANADA

BAGGAGE FEE RECEIPT/RECU POUR FRAIS DE BAGAGES
LONDON LH-2 LHR TO/A TORONTO YYZ


2018-09-15

LAURIE BELZAK

| | |
|---|---|
| EXCESS BAGGAGE FEE/FRAIS D'EXCEDENT DE BAGAGE (1 piece/bagage) | 35.30 |
| TOTAL GBP | 35.30 |
| TOTAL GBP | 35.30 |

Payment/Paiement:

CA XXXXXXXXXXXX1816
NON REFUNDABLE/NON REMBOURSABLE