



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 = _____ <small>(if applicable)</small>			Invoice Number** EXP/FEB-FE7/18
Vendor Name** Ian Brown			Vendor Number** 1011163 -
Division** Economic Development & Culture	Work Address** 150 Borough Drive.	Postal Code** M1P 4N7	Invoice Date** (m/d/yyyy) March 14, 2018
Name and Location of Conference / Seminar / Training / Business Travel** EDCO, Sheraton Centre Hotel, Conference			Payment Amount** \$0.00
Start Date** (m/d/yyyy) Thursday, February 22, 2018		End Date** (m/d/yyyy) Thursday, February 22, 2018	

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **
Registration Fees <i>PLAID Doc # 12-551</i>	4256	ED0165	1540100000	675.00	\$87.75	\$762.75
Travel <input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus						
Baggage Fees / Insurance						
Use of Personal Vehicle 158 Kms X <input type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.54/km						
Accommodation _____ days @ \$ _____ /day						
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						
Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental						
Foreign Transactions-- NO TAX						
Per Diem (See Bus. Expense Policy) _____ days @ \$ _____ / day						
Other (Please specify)						
Training	4310					
TOTAL EXPENSES						\$762.75

Less: Advances & Prepayments: *Mandatory if applicable	<i>PLAID Doc # 12-551</i>						
	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	SAP Document Number <i>12-551</i>	Net Amount **	HST **	Total Including Taxes **
Registration Fees	4256	ED0117	1540100000	<i>49094</i>	-(675.00)	\$87.75	-(762.75)
Air Travel							
Accommodation							
Grds Transportation (To & Fr. Airport) ON.							
Grds Transportation (To & Fr. Airport) Destination							
Grds Transportation (local-des. taxi, bus, train, etc.)							
Other (Please specify)							
TOTAL ADVANCES & PREPAYMENT AMOUNT**							-\$762.75
TOTAL PAYABLE TO INDIVIDUAL / CITY							\$0.00

Employee Name: Ian Brown
 Title: Economic Development Officer
 Date: March-14-18
 Telephone: [REDACTED]
 Signature: [REDACTED]

Authorized by: [REDACTED]
 Title: [REDACTED]
 Date: [REDACTED]
 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.

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:		Ian Brown	
Division:		ED&C-Business Growth Services (BR&E)	
Work Address:		Scarborough Civic Centre, 150 Borough Dr, Main Floor	
Name of Conference/Seminar/Training:		EDCO Annual Conference & Showcase (Economic Developers Council)	
Within GTA <input checked="" type="checkbox"/>		Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input type="checkbox"/>
Destination:		Toronto, Sheraton Centre Hotel	
Start Date:		End Date:	Feb. 6, 2018 Feb. 7, 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)			
Yes. Breakfast and lunch on Day 1 and all 3 meals on Day 2.			
Purpose: Use space provided below for full description			
The annual EDCO Conference brings members together to exchange information & learn from leading edge presentations. The event includes a showcase of new services to assist operations/funding for companies & ecdev projects. EDCO is an independent, non profit association of those engaged in the economic development of Ontario and its municipalities, embracing a broad spectrum of economic development practitioners across professions & all levels of public & private sectors, each adding specialized knowledge to the expanding resources of EDCO. This event provides an excellent opportunity to meet with key ON contacts in a concentrated format, as well as hearing informative keynotes, participating in breakout sessions, and other learning opportunities providing the latest industry knowledge, trends, ways to improve productivity and competitiveness. I will provide in my report a summary of key themes, concerns, ideas, and practices discussed; session highlights, networking event contacts, intelligence, follow up plans; information about new products/services gathered from the Showcase; ideas or recommendations arising from sessions/networking.			
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 =	\$ _____	
	1 unit local currency =	\$ _____	
		Foreign Currency*	Canadian\$ (incl.tax)
Registration Fees: (Conference/Seminar/Training)	EDCO Member Rate (Early Bird)		\$762.75
Accommodation: (Standard Single Room)	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: _____ km	X	\$0. _____ CAD/km	n/a
Ground transportation: (including car rental, to/from airports) Specify estimates:			n/a
Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)	Number of Days: _____ X \$ _____ CAD or USD		n/a
Sub-Total Estimated Costs:			\$762.75
- Other Business Meeting expenses outside of Conference costs, please specify: Parking only, which will be across the road at City Hall. Note the distance from home is less than my normal commute to work, therefore no mileage will be charged.			
TOTAL ESTIMATED COST:			\$762.75

Cost Centre/ WBS Element to be charged:	EDO165
Functional Area to be charged:	154010000

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

Signature of Employee: _____ (signature) Jan. 17, 2018 (date)

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

Approval for Proposed Expense

Division Head or _____ (print name) _____ (signature) Jan 29 2018 (date)

Deputy City Manager: _____ (print name) _____ (signature) _____ (date)

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

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

Economic Developers Council of Ontario
6506 Marlens Avenue
Cornwall, Ontario K6H 7H9
Canada
Phone: 1-819-230-5565
Fax: 1-813-798-9864

Invoice

Ian Brown
City of Toronto
150 Borough Drive
Main Floor
Toronto, ON M1P 4N7
CA

Reference Number 18204580
Date February 5, 2018

Confirmed Transaction History

Date	Description	Amount	Transaction Subtotal
February 5th, 2018	Ian Brown - Payment For EDCO Member Registration - Full Conference Transaction Closed 2018 Jan 19 Paid by Ian J Brown MC (**** *288) SALE Aut: 181501 HSE 88775	\$70275 CAD	MC SALE \$76275

Net Total: \$76275 CAD

Total GST (ECCO1637 124746130) 38775