

RECEIVED

MAY 30 2018



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 = 1.27
(if applicable)

Invoice Number**
EXP/MA11-MA17/18

Vendor Name**
Mike Tanner

Vendor Number**
1017620

Division**
Economic Development and Culture

Work Address**
100 Queen St West, Main Floor, West

Postal Code**
M5H 2N2

Invoice Date** (m/d/yyyy)
May 29/2018

Name and Location of Conference / Seminar / Training / Business Travel**

Payment Amount**
\$ 680.20

SXSW Music Festival and Conference

Start Date** (m/d/yyyy)
Sunday, March 11, 2018

End Date** (m/d/yyyy)
Saturday, March 17, 2018

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **
Registration Fees (Music Badge)	4230	ED0144	1550100000	USD 700.00		904.57
Travel <input checked="" type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus	4215	ED0144	1550100000	977.50	\$168.23	\$ 1,145.73
Baggage Fees / Insurance						
Use of Personal Vehicle Kms X <input checked="" type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.54/km	N/A	N/A	N/A	N/A	N/A	N/A
Accommodation 6 days @ \$ 404.66 /day	4210	ED0144	1550100000	USD 2428.00		3,249.54
Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO	4220	ED0144	1550100000	119.01	\$13.24	132.25
Ground Transportation (to and from Airport) ie: taxis and car rental DESTINATION	4220	ED0144	1550100000	USD 80.60		104.44
Foreign Transactions- NO TAX						
Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental	4230	ED0144	1550100000	USD 42.72		56.72
Foreign Transactions- NO TAX						
Per Diem (See Bus. Expense Policy) 6 days @ \$65.00 / day	4230	ED0144	1550100000	USD 365.00		458.68
Other (Please specify) Business Meeting	4230	ED0144	1550100000	USD 81.00		102.87
Training	N/A					
TOTAL EXPENSES						\$6,154.80

12-11570, 12-12020, 12-12021, 12-12369, 12-6260, 12-6261, 12-11571, 12-12590, 12-10229, 12-12591, 12-11386, 12-11387

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 (Music Badge)	4230	ED0144	1550100000	PCARD			904.57
Air Travel	4215	ED0144	1550100000	PCARD		5746	1,145.73
Accommodation	4210	ED0144	1550100000	PCARD			3,249.54
Grds Transportation (To & Fr. Airport) ON.	4220	ED0144	1550100000	PCARD		7.41	64.40
Grds Transportation (To & Fr. Airport) Destination	4220	ED0144	1550100000	PCARD			53.64
Grds Transportation (local-des. taxi, bus, train, etc.)	4230	ED0144	1550100000	PCARD			56.72
Other (Please specify)							
TOTAL ADVANCES & PREPAYMENT AMOUNT**							\$5,474.60

TOTAL PAYABLE TO INDIVIDUAL

\$680.20

Employee Name: Mike Tanner
Sector Development, Music
Title: _____
Date: May-29-18
Telephone: _____
Signature: _____

Authorized by: Mike Williams
General Manager
Title: _____
Date: May 30, 2018
Telephone: _____
Signature: _____

****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
FEB 1 - 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. It is not mandatory to complete this form for training. 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:	Miko Tanner		
Division:	Economic Development & Culture		
Work Address:	100 Queen St West, Main floor		
Name of Conference/Seminar/Training:	SXSW - Lead a Toronto Music Industry Mission & To Develop a Toronto/Austin Music Alliance		
	Within GTA <input type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input checked="" type="checkbox"/>
Destination:	Austin, Texas, USA		End Date: Saturday, March 17, 2018
Start Date:	Sunday, March 11, 2018		
Are breakfast and/or meal provided by the Sponsor? Please specify.	None		
Purpose:	I am attending an international music-industry festival and conference (SXSW, March 12-18, 2018) representing the City of Toronto and acting as a host for City of Toronto activations, including artist showcase opportunities for Toronto musicians and industry networking sessions. I will also be representing the City of Toronto in participating in the 4th annual two-day Music Cities Summit (March 15-16, 2018) hosted by the Austin Music Office. This Summit is a unique opportunity to share sector development insights, learning, and best practices with colleagues from other jurisdictions; much of what I have been able to contribute to TMAC and cross-divisional City strategies for the planning and growth of Toronto's music sector is due to information from contacts I have made at this Music Cities Summit. Ongoing participating cities include San Francisco, Seattle, Denver, and New York City. Additional meetings I will take place with other government cultural and industry leaders. My attendance at SXSW is essential in representing the City of Toronto at the world's most important annual music event held in Austin, Toronto's partner city in the Austin-Toronto Music City Alliance. Toronto-based industry members from the Alliance will also attend SXSW and are partnering with the City of Toronto in curating and presenting the artist showcase on Friday, March 16. I will host for the City of Toronto, introducing artists and liaising with industry and government representatives.		
ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)			
Use exchange rate: 1 unit local = \$1.25 CAD currency: USD	Foreign Currency	Canadian \$	
• Registration Fees: (Conference Seminar Training)	\$700 USD	\$875.00	
• Accommodation: *Note - Hotel cannot be booked until registered Number of Days: <u>6</u> X \$375 USD day incl. taxes	\$2250 USD	\$2,812.50	
• Travel: Air <input checked="" type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> Personal Vehicle: km X \$0. CAD km	N/A	\$1,321.29	
• Ground transportation: (including car rental) Austin (AUS) Airport ↔ Hotel / Toronto (YYZ) Home ↔ Airport	\$50 USD	\$82.50 AUS + \$130 YYZ = \$192.50	
• Sundry Expenses: (See Business Expense Policy for limits) less Number of Days: <u>6</u> X \$65 USD	\$390.00 USD	\$487.50	
• Total Estimated Costs: Business Meeting expenses outside of conference costs:			
	TOTALS:	\$3390.00 USD	\$5,668.79
Cost Centre/ WBS Element to be charged: ED0144			
Functional Area to be charged: 1550100000			

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

Signature of Employee:  (signature)  (Manager's initials) 30-Jan-18 (date)

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

Approval for Proposed Expense

Division Head or Designate: Michael H. Williams (print name)  (signature) Feb 9/18 (date)

Deputy City Manager: Giuliana Carbone (print name)  (signature) Feb 10 2018 (date)

City Manager/Mayor: Peter Wallace (print name)  (signature) (date)

Committee & Report No. (if applicable)

(date)

JK

4250
Registration
Badge

ITEMS TO PURCHASE

Music Badge - \$700

For: Mike Tanner

March 12-18, 2018

Austin, TX

Applied coupon **reg-music-gr_ih09etl6s9**

TOTAL PRICE \$700.00

Paid Debt 12-6760



Booking Confirmation



Date of issue: 13 Feb, 2018

Booking Reference: **LP2HZM**

United Airlines: HKHCPL

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

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 tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

✈ - Depart

Economy Tango

Sunday 11 Mar. 2018	12:45 Toronto Pearson Intl. (YYZ), ON Terminal 1		15:28 Austin Austin-Bergstrom Intl. (AUS), TX	 AC7707	3hr43 Economy V Operated by: Air Canada Express - Sky Regional E175 Wi-Fi Air Canada Bistro
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✈ - Return

Economy Tango

Saturday 17 Mar. 2018	09:11 Austin Austin-Bergstrom Intl.(AUS), TX		11:52 Chicago O'Hare Intl. (ORD), IL Terminal 1	 AC5582	2hr41 Economy G Operated by: United Airlines 319 Air Canada Bistro
			Layover in Chicago		1hr38
	① Flight AC5582: This is a codeshare flight with United Airlines. For information on their rules and policies (for example regarding baggage allowance and fees), please visit http://www.united.com .				
Saturday 17 Mar. 2018	13:30 Chicago O'Hare Intl.(ORD), IL Terminal 2		16:01 Toronto Pearson Intl. (YYZ), ON Terminal 1	 AC508	1hr31 Economy G Operated by: Air Canada E190 Wi-Fi Air Canada Bistro
			Total duration		5hr50

Passengers

Passport Docs 12-67

 **Michael Tanner**

Ticket Number
0142190251906
Air Canada - Aeroplan

Seats
AC7707 -
AC5582 -
AC508 -



Purchase summary

MasterCard
*****8704
Amount paid: \$1093.98

Tax Information
GST/HST no. 10009-2287 RT0001
\$48.96
GST/HST no. 10009-2287 RT0001
\$3.25

1 adult

 **Air Transportation Charges**

Base Fare - Depart - Economy Tango	502.00
Base Fare - Return - Economy Tango	375.00
Surcharges	50.00

 **Taxes, fees and charges**

September 11 Security Fee	7.05
Goods and Services Tax - Canada no. 100092287 RT0001	46.96
U.S. Immigration User Fee	8.81
Agriculture Fee - United States	4.98
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	3.25
U.S. Federal Customs Fee	7.11
Air Travellers Security Charge	12.10
Airport Improvement Fee - Canada	25.00
Passenger Facility Charge - United States	5.66
Transportation Tax - U.S.	48.06

Total airfare and taxes before options

\$1093⁹⁸

GRAND TOTAL (Canadian dollars)

\$1093⁹⁸



Check-in and boarding gate deadlines

Within Canada To/From the U.S.

90
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
minutes¹

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

Boarding gate deadline

You must be present at the boarding gate before it closes

¹ From Toronto City Airport (YTZ) Check-in and baggage drop-off deadline: 20 minutes

AIR CANADA

BAGGAGE FEE RECEIPT/RECU POUR FRAIS DE BAGAGES
TORONTO-T1 YYZ TO/A AUSTIN AUS

PAGE 1
2018-03-11

MICHAEL TANNER	
EXCESS BAGGAGE FEE/FRAIS D'EXCEDENT DE BAGAGE (1 piece/bagage)	25.00
GST/TPS	1.25
TOTAL CAD	26.25

TOTAL CAD	26.25

Payment/Paiement:

CA XXXXXXXXXXXX8704
NON REFUNDABLE/NON REMBOURSABLE
X6-GOODS AND SERVICES TAX -CANADA NO. 100092287 RT0001

PAID DOLL 12-115-71

5126

4210
Hotel

OMNI HOTELS & RESORTS

downtown | austin

Mike Tanner
United States

Room No. : 0926
Arrival : 03/11/18
Departure : 03/17/18
Folio No. : 22654
Conf. No. : 441529
Cashier No. : 45
Custom Ref. :
Page No. : 1 of 1

INVOICE

Membership No :
A/R Number :
Company Name :

Date	Description	Charges	Payment
03/11/18	Deposit Transfer	387.00	841.80
03/11/18	Room Charge	23.22	
03/11/18	6% State Occupancy Tax	34.83	
03/11/18	9% City Occupancy Tax	345.00	
03/12/18	Room Charge	20.70	
03/12/18	6% State Occupancy Tax	31.05	
03/12/18	9% City Occupancy Tax	345.00	
03/13/18	Room Charge	20.70	
03/13/18	6% State Occupancy Tax	31.05	
03/13/18	9% City Occupancy Tax	345.00	
03/14/18	Room Charge	20.70	
03/14/18	6% State Occupancy Tax	31.05	
03/14/18	9% City Occupancy Tax	345.00	
03/15/18	Room Charge	20.70	
03/15/18	6% State Occupancy Tax	31.05	
03/15/18	9% City Occupancy Tax	345.00	
03/16/18	Room Charge	20.70	
03/16/18	6% State Occupancy Tax	31.05	
03/16/18	9% City Occupancy Tax	345.00	
03/17/18	MasterCard XXXXXXXXXXXX8704 XX/XX		1,587.00
Total		2,428.80	2,428.80
Balance			0.00

PAID BIL # 12-1032

PAID BIL # 0-125

Thank you for staying at Omni Hotels & Resorts

Omni Austin Hotel Downtown | 700 San Jacinto 8th Street | Austin TX 78701
Telephone: (512) 476-3700

4220 - Y4Z
Home ↔ Airport

AEROFLEET SERVICES
2601 MATHESON BOULEVARD E
MISSISSAUGA ON
905-678-7077
CAR 37

SALE

Clerk #: 000037
TID: PS321090 REF#: 00000005
Batch #: 308 SEQ: 001308005
03/11/18 10:13:30
Invoice #: 5
APPR CODE: 100529
MASTERCARD Manual CP
*****8704 **/**

AMOUNT \$56.00
TIP \$8.40
TOTAL \$64.40

APPROVED

Thank You
Please Come Again

CUSTOMER COPY

Home to Airport
Purchased # D-1386

AEROFLEET SERVICES
2601 MATHESON BOULEVARD E
MISSISSAUGA ON
905-678-7077

SALE

Clerk #: 009799
TID: PS321062 REF#: 00000006
Batch #: 303 SEQ: 001303006
03/17/18 17:44:00
Invoice #: 5
APPR CODE: 05972N
VISA Chip
*****4540 **/**

AMOUNT \$59.00
TIP \$8.85
TOTAL \$67.85

APPROVED

VISA CREDIT
AID: A000000031010
TVR: 80 80 00 80 00
TSE: 78 00

BY ENTERING A VERIFIED PIN
CARDHOLDER AGREES TO PAY ISSUER
SUCH TOTAL IN
ACCORDANCE WITH ISSUER'S
AGREEMENT
WITH CARDHOLDER

Thank You
Please Come Again

CUSTOMER COPY

*Personal credit card

Town
Airport ↔ Hotel
AUS

Austin Yellow Cab
10630 Josephine Dr Bldg A
Austin, TX 78753
512 452-9999

Cab# 0
Driver# 0
Meter# 0
Terminal# 0

Hall# 39
From: Airport
To: 11:49:23

Fare \$5.50
Tips \$0.00
Total \$5.50

Tip
\$5.30 USD

*Did
not pay
cash.

* CASH \$
\$540.60

11-M. 10 26

Austin Airport
to Hotel

Fare Receipt
(512) 452-9999
YellowCabAustin.com

YELLOW CAB

Date: 3/17/11
Received of: 3280
the Sum of: \$40
from: [Signature]
to: [Signature]
Independent Contractor Driver:
No. 477 Name

* Personal Credit Card

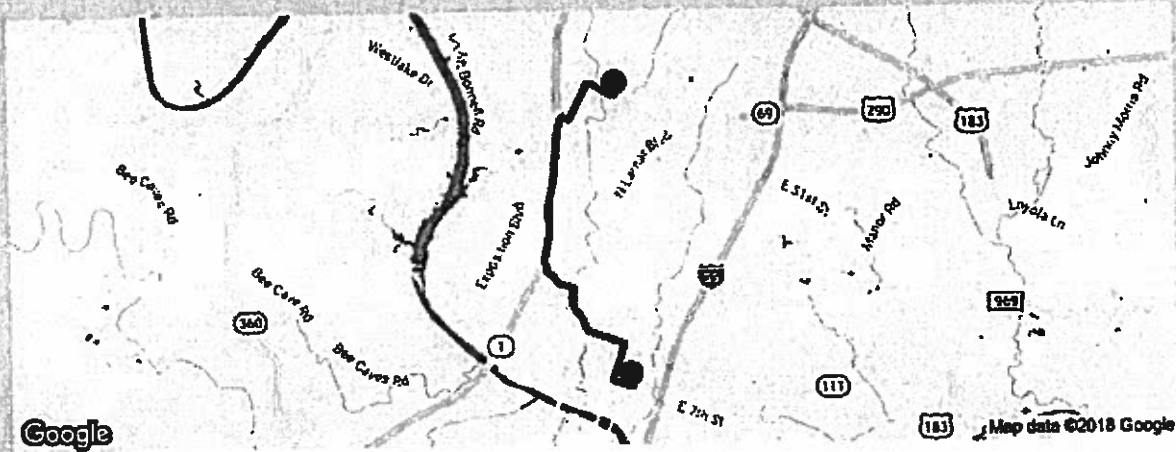
Payment 12-11385

4650
Taxi
Hotel - business
dinner

Subject: Fwd: Your Monday evening trip with Uber
Date: Tuesday, March 13, 2018 at 1:06:31 AM Eastern Daylight Time
From: Mike Tanner
To: Mike Tanner
Attachments: map_a52d0f9b-2d81-445a-8fc9-655a2b664a2e

Begin forwarded message:

From: "Uber Receipts" <uber.us@uber.com>
Date: March 12, 2018 at 7:27:20 PM CDT
To: <[REDACTED]>
Subject: Your Monday evening trip with Uber



Uber Trip # 11570
US\$13.07

Thanks for choosing Uber, Mike

March 12, 2018 | uberX

07:14pm | 255 E 8th St, Austin, TX

07:27pm | 2330 W N Loop Blvd, Austin, TX

You rode with Emilio

5.51
miles

00:12:55
Trip time

uberX
Car

One star two stars three stars four stars five stars

ADD A TIP

Did you know you can order food delivery through Uber? Try Uber Eats and get 20% off your first order with the code 20ubereats. [Download the app today.](#)

Your Fare

Trip Fare	10.46
Subtotal	US\$10.46
Tolls, Surcharges, and Fees	1.95
Wait Time (?)	0.66

CHARGED

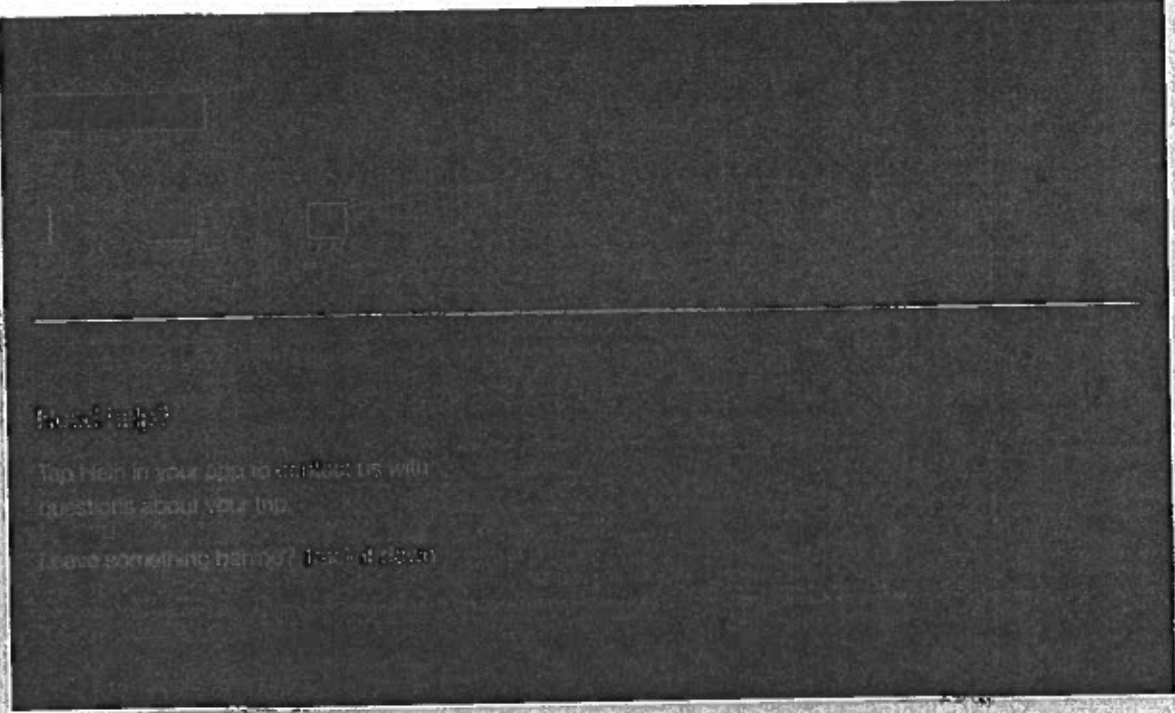
Personal **** 8704

US\$13.07

uber_card

Earn 4% back on dining, 3% back on hotel & airfare, 2% back on online purchases, and more with the Uber Visa Card.

[Learn more](#)



4230

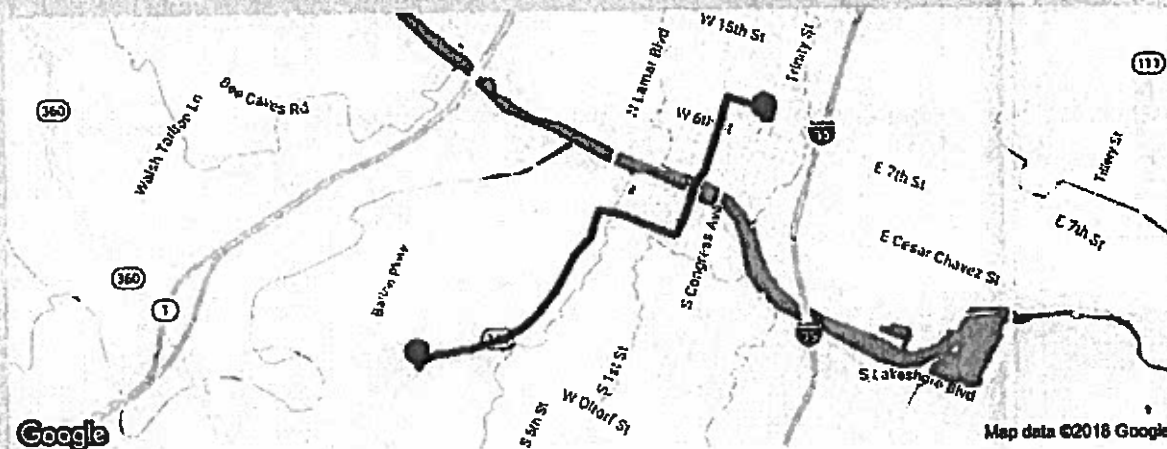
Wednesday, April 11, 2018 at 1:20:05 PM Eastern Daylight Time

networking lunch → hotel

Subject: Fwd: Your Wednesday afternoon trip with Uber
Date: Thursday, March 15, 2018 at 9:08:19 AM Eastern Daylight Time
From: Mike Tanner
To: Mike Tanner
Attachments: map_540b480a-756f-4a8a-bb31-3f586c1ecf2e.png

Begin forwarded message:

From: "Uber Receipts" <uber.us@uber.com>
Date: March 14, 2018 at 2:24:28 PM CDT
To: [REDACTED]
Subject: Your Wednesday afternoon trip with Uber



US\$9.93

Thanks for choosing Uber, Mike

March 14, 2018 | uberX

02:09pm | 2529 S Lamar Blvd, Austin, TX

Mania's Taco Press

02:24pm | 254 E 8th St, Austin, TX

Omni Hotel

You rode with Methaq

3.60 00:14:36 uberX
miles Trip time Car

One star two stars three stars four stars five stars

ADD A TIP

Did you know you can order food delivery through Uber? Try Uber Eats and get 20% off your first order with the code 20ubereats. Download the app today.

Your Fare

Trip Fare	7.98
Subtotal	US\$7.98
Tolls, Surcharges, and Fees	1.95

CHARGED

Personal **** 8704

US\$9.93

4230

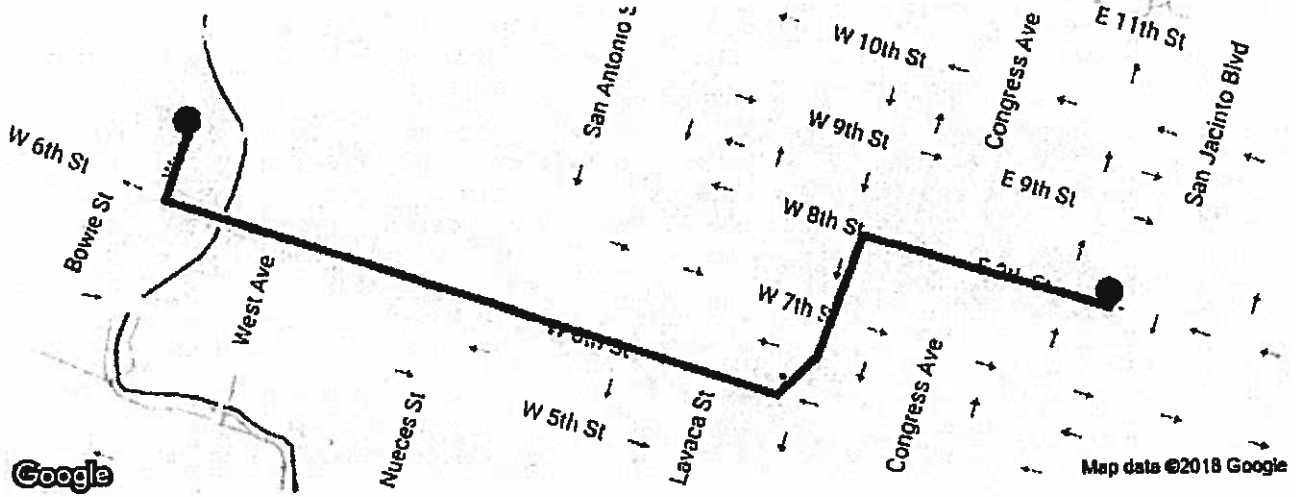
Wednesday, April 11, 2018 at 1:18:56 PM Eastern Daylight Time

Subject: Fwd: Your Thursday morning trip with Uber
Date: Sunday, March 18, 2018 at 6:35:56 PM Eastern Daylight Time
From: Mike Tanner
To: Mike Tanner
Attachments: map_dfbe72d1-8c8e-44e6-b287-10a6b71b57b1

hotel - conference

----- Forwarded message -----

From: Uber Receipts <uber.us@uber.com>
Date: Thu, Mar 15, 2018 at 9:51 AM
Subject: Your Thursday morning trip with Uber
To: [REDACTED]



US\$5.95

Thanks for choosing Uber, Mike

March 15, 2018 | uberX

08:46am | 254 E 8th St, Austin, TX

08:51am | 609 Wood St, Austin, TX

You rode with Tek

0.88	00:05:05	uberX
miles	Trip time	Car

One star two stars three stars four stars five stars

ADD A TIP

Did you know you can order food delivery through Uber? Try Uber Eats and get 20% off your first order with the code 20ubereats. Download the app today.

Your Fare

Trip Fare	4.00
-----------	------

Subtotal	US\$4.00
----------	----------

Tolls, Surcharges, and Fees	1.95
-----------------------------	------

CHARGED

Personal **** 8704

US\$5.95

Courtyard Austin Downtown
Austin, TX

Merchant Copy

Merchant ID : 001060000803049
Terminal ID : SPGREST1
Card # : [REDACTED]
Card Type : VISA
Check # : 29255
Trans Time : 14/03/18 19:53
Trans Type : SALE
Trace No. : 004423
Reference # : 408073500071
Auth Code : 094895

ID: [REDACTED]

Subtotal : USD70.70

Tip : USD 10.50

Total : USD 81.20

Signature : [REDACTED]

I agree to the terms of my
credit agreement.

Champions
Courtyard Austin Downtown
Austin, TX

Customer Copy

Merchant ID : 001060000803049
Terminal ID : SPGREST1
Card # : X [REDACTED] S
Card Type : VISA
Check # : 29255
Trans Time : 14/03/18 19:53
Trans Type : SALE
Trace No. : 004423
Reference # : 408073500071
Auth Code : 094895

ID: [REDACTED]

Subtotal : USD70.70

Tip : USD _____

Total : USD _____

Approved With Signature

I agree to the terms of my
credit agreement.

Business Meeting w
David Grice
Cognitrics

* Personal credit card

CHAMPIONS
300 E. 4th
AUSTIN, TX 78701
(512) 473-0450

200011 Jennifer

1

CHK 29255 TBL 54/1
GST 2

3/14/2018 6:40 PM

VISA 094895

	Auth	70.70
I	1 STASH IPA	7.00
I	1 STASH IPA	7.00
J	1 Champs Burger	14.00
	SWEET FRIES	1.00
S	ON THE SIDE	
	HONEY MUSTARD	
T	1 Turkey Melt	12.00
	SWEET FRIES	1.00
T	1 STASH IPA	7.00
	1 STASH IPA	7.00
	Open Gratuity %	10.08
St	18.00 %	
	Charged Tip	\$10.30
I	Visa	\$81.00
cr:	0661216408073500158	

Food	\$28.00
Beer	\$28.00
Other	\$20.38
Tax	\$4.62
Payment	\$81.00
Change Due	\$0.00

*more change rate 1.27
= \$102.87 com*

----- Check Closed -----

3/14/2018 8:43 PM