



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 = <u>1.28 USD</u> (if applicable)			Invoice Number** <u>EXP/MR10-MR17/18</u>
Vendor Name** Connie Fusillo			Vendor Number** 1006591
Division** Economic Development Div.	Work Address** 100 Queen St. West, 9th floor East Tower	Postal Code** M5H 2N2	Invoice Date** (m/d/yyyy) 04/23/2018
Name of Conference / Seminar / Training / Business Travel** MIPIM 2018			Payment Amount** <u>\$-5.20</u>
Start Date** (m/d/yyyy) Saturday March 10, 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						0.00	
Travel <input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus						N/A - Paid by EDCO	
Use of Personal Vehicle kms X \$0. /km						N/A - Paid by EDCO	
Accommodation days @ \$ /day						N/A - Paid by EDCO	
Ground Transportation ie: taxis and car rental	4220	<del>EDO154</del> EDO154	<sup>4</sup> 1570400000			123.00	
Ground Transportation ie: taxis and car rental *Foreign Transactions- NO TAX*	4220	EDO 154	<sup>4</sup> 1570400000			391.50	
Per Diem (See Bus. Expense Policy) 8 days @ \$65.00USD/day <u>* 1.27 vch. rate</u>	4230	EDO154	<sup>4</sup> 1570400000			665.50 660.40	
Other (Please specify)						0.00	
Training	4310					0.00	
<b>TOTAL EXPENSES</b>						<b>\$1,180.00</b>	
Less: Advances & Prepayments: *Mandatory if applicable		SAP Document Number / Pcard transaction Number: <u>12-11662, 12-11470, 12-11890</u> <u>12-11356, 12-12536, 12-12535, 12-11471</u> <u>12-11473</u>					<b>\$ 1174.90</b>
Registration Fees						-	
Air Travel						-	
Advances (Conf/Sem)	4250	4230 Per Diem doc				-665.50	
Advances (Bus. Travel)	4204	4220 Ground Transp. PCARD				-514.50	
<b>Total Advances &amp; Prepayment Amount**</b>						<b>-1180.00 10</b>	
<b>TOTAL PAYABLE TO INDIVIDUAL/CITY ✓</b>						<b>\$0.00</b>	

Employee Name: <u>Connie Fusillo</u>	Authorized by: <u>George Spezza</u>
Title: <u>Development Officer</u>	Title: <u>Director, Business Growth Services</u>
Date: <u>07/05/2018</u>	Date: <u>05-Jul-18</u>
Telephone:	Telephone:
Signature:	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.

May 2011 Updated: April 2015

ASF:0030.02

**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

<b>Name:</b>	Connie Fusillo		
<b>Division:</b>	Economic Development & Culture		
<b>Work Address:</b>	100 Queen Street West, 8th Floor, East Tower		
<b>Name of Conference/Seminar/Training:</b>	MIPIM 2018 - Le marche international des professionnels de l'immobilier		
	Within GTA <input type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input checked="" type="checkbox"/>
<b>Destination:</b>	MIPIM 2018		
<b>Start Date:</b>	Saturday March 10, 2018	<b>End Date:</b>	Saturday March 17, 2018
<b>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)</b>			
Meals provided for will be deducted accordingly			

**Purpose: Use space provided below for full description**  
Participate, promote and market Toronto's Office, Industrial and Commercial opportunities at MIPIM, the worlds largest marketplace for real estate professional and Investors. The City, in partnership with the Economic Development Council of Ontario and the Province of Ontario will have a trade show exhibit space and will be joined by Toronto private and public partners on a Team Toronto Mission.

<b>ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)</b>			
*Use Exchange rate(s):	1 unit local currency =	Foreign Currency*	Canadian\$ (incl.tax)
	\$1.280 USD - 1 - CAD		
	\$1.51 EURO 1 - CAD		
	\$ _____		
<b>Registration Fees: (Conference/Seminar/Training)</b>		N/A	N/A -Paid by EDCO
<b>Accommodation: (Standard Single Room)</b> Number of Days: 6 X \$ _____ /day incl. taxes		N/A	N/A Paid by EDCO
<b>Travel Method:</b> Air <input checked="" type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> Personal Vehicle: ___ km X \$0. ___ CAD/km		N/A	N/A Paid by EDCO
<b>Ground transportation: (including car rental, to/from airports) Specify estimates:</b> Taxi to/from home / airport airport/hotel			\$400.00
<b>Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)</b> Number of Days: 8 X \$65.00 CAD or USD		520.00 USD	\$665.60
<b>Sub-Total Estimated Costs:</b>			
<b>- Other Business Meeting expenses outside of Conference costs, please specify:</b> B2B meetings			200
<b>TOTAL ESTIMATED COST:</b>			\$1,265.60

<b>Cost Centre/ WBS Element to be charged:</b>	ED0154
<b>Functional Area to be charged:</b>	154040000

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

**Signature of Employee:** \_\_\_\_\_ (signature) \_\_\_\_\_ (date) Jan. 25/2018

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

**Approval for Proposed Expense** \_\_\_\_\_ (signature) \_\_\_\_\_ (date) Feb 9/18

**Division Head or** Mike Williams (print name) \_\_\_\_\_ (signature) \_\_\_\_\_ (date) Feb 1 2018

**Deputy City Manager:** Giuliana Carbone (print name) \_\_\_\_\_ (signature) \_\_\_\_\_ (date)

**City Manager/Mayor:** Peter Wallace (print name) \_\_\_\_\_ (signature) \_\_\_\_\_ (date) FEB 06 2018

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

AIRLINE LIMOUSINE  
260 REGINA RD  
WOODBIDGE ON  
416-675-3638  
905-676-3210  
1-800-263-5466  
CAR#159

SALE

Clerk # 003184  
TD: PSJ20359 REF# 00000001  
Batch # 831 SEQ 001151001  
03/10/18 49.40  
Invoice # 1  
APPR CODE 175436  
MASTERCARD Chip  
.....476u

AMOUNT \$56.00  
TIP \$7.00  
TOTAL \$62.00

APPROVED

MasterCard  
AID: A0000000041010  
TVR: 00 00 00 80 00  
TSL E8 00

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

WWW.AIRLINELIMO.COM  
Thank you for choosing  
Airline Limousine

*Doc 12-11356*

AIRLINE LIMOUSINE  
260 REGINA RD  
WOODBIDGE ON  
416-675-3638  
905-676-3210  
1-800-263-5466  
CAR #22

SALE

Clerk #: 011157  
TD: PS320513 REF#: 00000004  
Batch #: 954 SEQ: 001954004  
03/17/18 13.58 00  
Invoice #: 4  
APPR CODE 135937  
MASTERCARD Chip  
.....4760

AMOUNT \$55.00  
TIP \$6.00  
TOTAL \$61.00

APPROVED

MasterCard  
AID: A0000000041010  
TVR: 00 00 00 80 00  
TSL E8 00

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

WWW.AIRLINELIMO.COM  
Thank you for choosing  
Airline Limousine

*Doc 12-12536*

# BLACKLANE

Blacklane GmbH | Feurigstraße 59 | 10827 Berlin | www.blacklane.com

Customer no.  
Booking no.  
Booking date  
Invoice no.  
Invoice date

1758592  
353739432  
2018-03-16  
FR0235057KE  
2018-03-18

Ms. Connie Fusillo

## Invoice

#	Quantity	Description	Price
1	1	Transfer Ride starting at 17/03/2018, 04:45 from Boscolo Exedra Nice Hotel, Boulevard Victor Hugo 12, 06000 Nizza to Airport Nice Côte d'Azur (NCE), Av. Santos Dumont, 06281 Nice (Business Van)	84.00 EUR
		Net price total	84.00 EUR
		Sales Tax 10%	8.40 EUR
		Price total	92.40 EUR

The amount has been charged to your credit card: \*\*\*\*\*4760, transaction no: egv9sc4j

Thank you very much for using our services. We are looking forward to welcoming you again soon.

Best regards,  
Your Blacklane team

*TRANSFER  
C-FUSILLO*

*Dr 12-12535*

Blacklane GmbH | Feurigstraße 59 | 10827 Berlin | T: +49(0)30.20163020 | F: +49(0)30.202363189 | billing@blacklane.com  
Bank Details | EUR | IBAN DE98 1204 0000 0181 2304 00 | BIC COBADEFF3300 | Commerzbank Berlin | A/C No. 181 230 400  
Bank Details | GBP | IBAN DE16 1204 0000 0181 2304 21 | BIC COBADEFF3300 | Commerzbank Berlin | A/C No. 181 230 421  
Bank Details | USD | IBAN DE43 1204 0000 0181 2304 20 | BIC COBADEFF3300 | Commerzbank Berlin | A/C No. 181 230 420  
Managing Directors | Dr. Jens Wohlfart, Frank Steuer, Dr. Sascha Meskendahl  
Register Court Berlin, HRB 136941 | VAT ID No.: FR 88 798156345

# BLACKLANE

Blacklane GmbH | Feurigstraße 59 | 10827 Berlin | www.blacklane.com

Customer no. 1758592  
Booking no. 358161748  
Booking date 2018-03-11  
Invoice no. FR0234265KE  
Invoice date 2018-03-12

Ms. Connie Fusillo

## Invoice

#	Quantity	Description	Price
1	1	Transfer Ride starting at 11/03/2018, 19:10 from Airport Nice Côte d'Azur (NCE), All terminals, Exit after baggage claim, Av. Santos Dumont, 06281 Nice to Boscolo Exedra Nice Hotel, Boulevard Victor Hugo 12, 06000 Nizza (Business Class)	50.91 EUR
2	1	Discount Voucher SAVE10%: 10,0%	-5.09 EUR
		Net price total	45.82 EUR
		Sales Tax 10%	4.58 EUR
		<b>Price total</b>	<b>50.40 EUR</b>

The amount has been charged to your credit card: \*\*\*\*\*4760, transaction no: qz9t1rdx

Thank you very much for using our services. We are looking forward to welcoming you again soon.

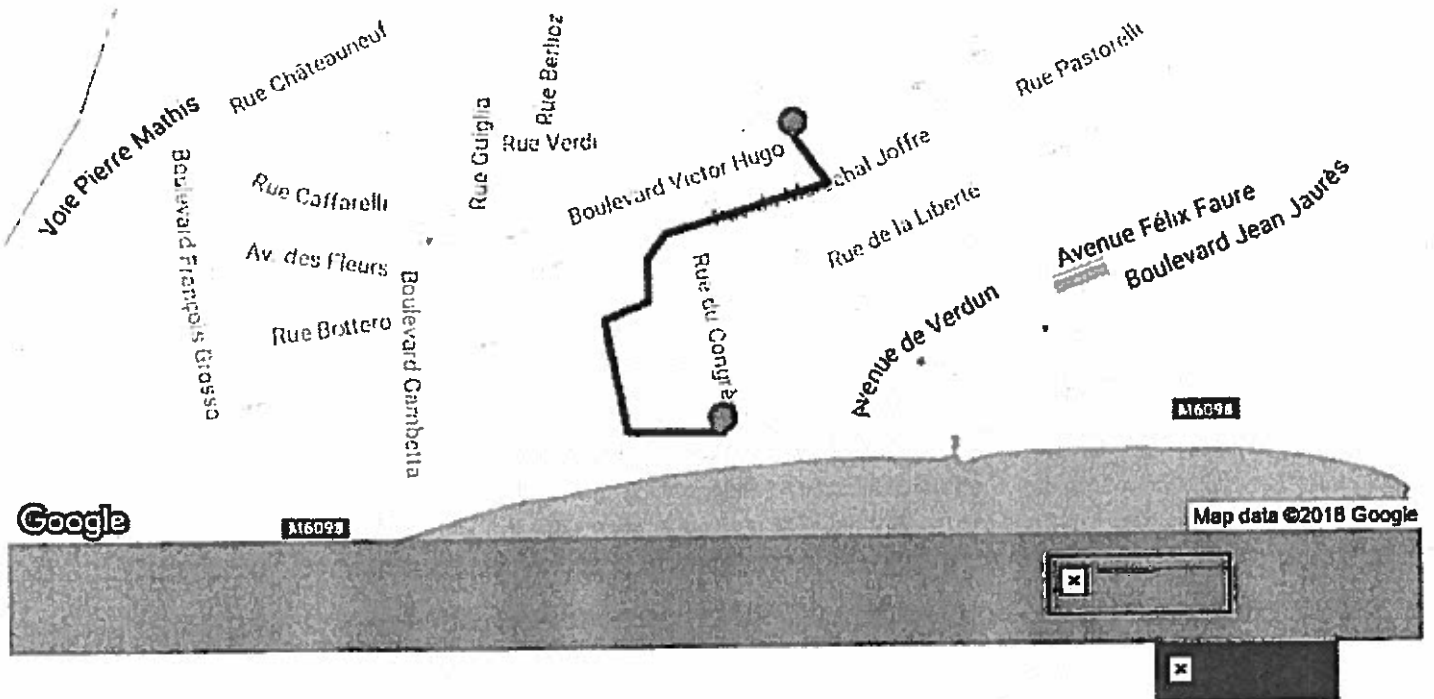
Best regards,  
Your Blacklane team

*Doc # 12-11472*

Blacklane GmbH | Feurigstrasse 59 | 10827 Berlin | T: +49(0)30.20163020 | F: +49(0)30.202363189 | billing@blacklane.com  
Bank Details | EUR | IBAN DE98 1204 0000 0181 2304 00 | BIC COBADEFFXXX | Commerzbank Berlin | A/C No. 181 230 400  
Bank Details | GBP | IBAN DE16 1204 0000 0181 2304 21 | BIC COBADEFFXXX | Commerzbank Berlin | A/C No. 181 230 421  
Bank Details | USD | IBAN DE43 1204 0000 0181 2304 20 | BIC COBADEFFXXX | Commerzbank Berlin | A/C No. 181 230 420  
Managing Directors | Dr. Jens Wohltorf, Frank Steuer, Dr. Sascha Meskendahl  
Register Court Berlin, HRB 136941 | VAT ID No.: FR 88 798156345

Connie Fusillo

From: Uber Receipts <uber.france@uber.com>  
Sent: March-12-18 6:51 PM  
To: Connie Fusillo  
Subject: [Business] Your Monday evening trip with Uber



€6.00 ✓

= 9.73 CON.

Thanks for choosing Uber, Connie

March 12, 2018 | uberX

Dr#12-11471



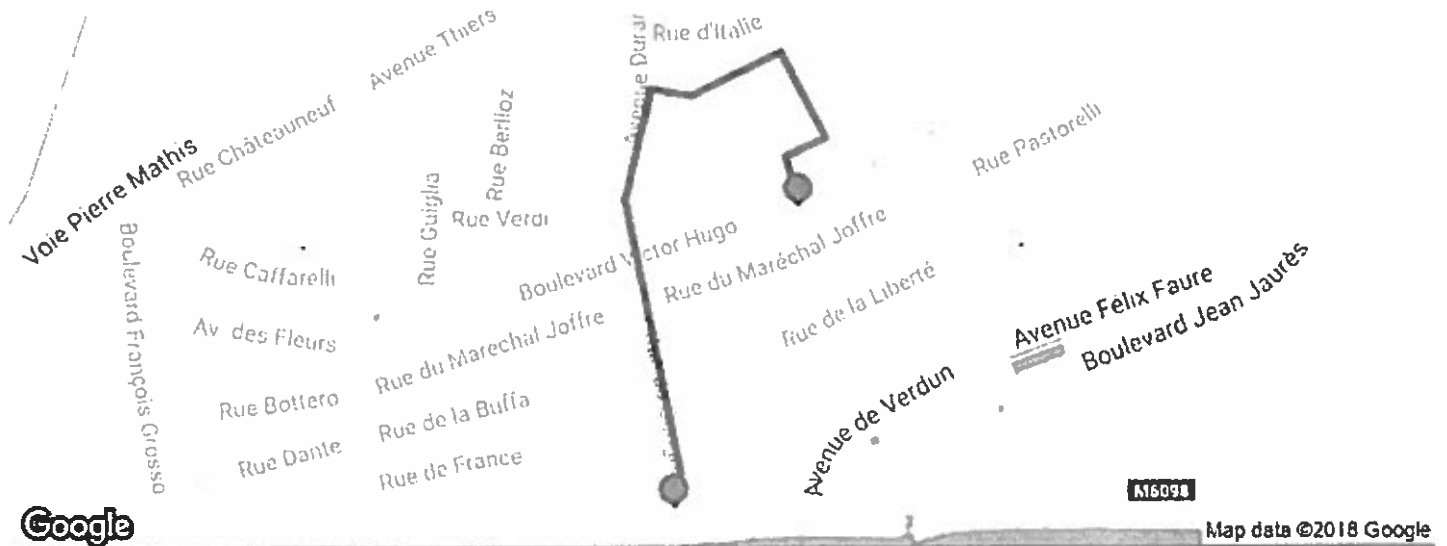
11:45pm | 13 Prom. des Anglais, 06000 Nice, France

11:50pm | 14 Rue Alphonse Karr, 06000 Nice, France



Connie Fusillo

**From:** Uber Receipts <uber.france@uber.com>  
**Sent:** March-13-18 3:09 AM  
**To:** Connie Fusillo  
**Subject:** [Business] Your Tuesday morning trip with Uber



€6.00

*= 9.73 CAD*

Thanks for choosing Uber, Connie  
March 13, 2018 | uberX

*Doc # 12-11473*



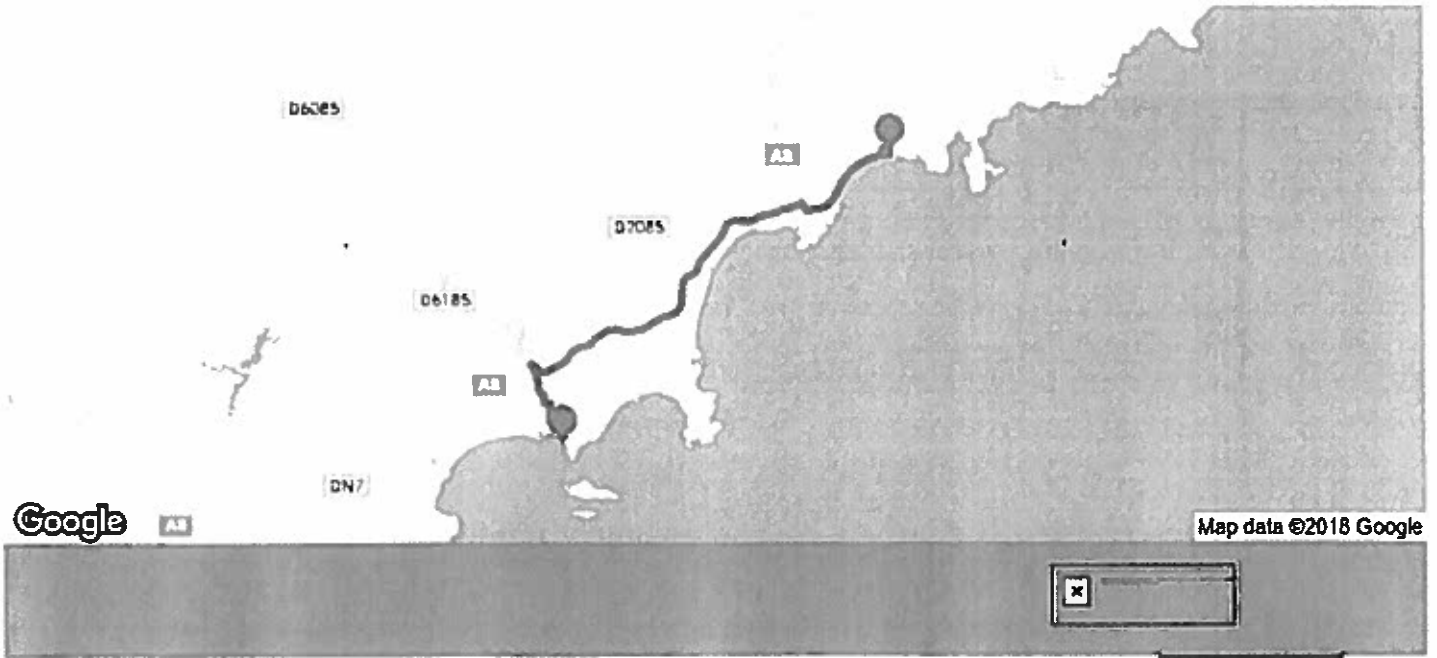
**07:59am** | 7 Boulevard Victor Hugo, 06000 Nice, France

**08:09am** | 13 Prom. des Anglais, 06000 Nice, France



Connie Fusillo

From: Uber Receipts <uber.france@uber.com>  
Sent: March-13-18 4:14 PM  
To: Connie Fusillo  
Subject: [Business] Your Tuesday evening trip with Uber



€62.17

Thanks for choosing Uber, Connie  
March 13, 2018 | uberX

*Dr# 12-11662*

*\$102.16 CAD*

*÷ 2 (GS/CF)*

*Connie's portion = \$51.08*

08:27pm | 70 Boulevard de la Croisette, 06400 Cannes, France

09:14pm | 5 Rue Eugène Emmanuel, 06300 Nice, France

*(GS/CF) ÷ 2*



*Doc 12-11470*



CARTE BANCAIRE

MONACO MONTE CA Le 12/03/18 à 15h25m49  
ug 756403 r 070 s 5404 n\*070015  
0118648 000450476

1A393D1A5D1F2018  
Montant estimé : \*\*20,00 EUR  
Montant réel : \*\*20,00 EUR

C@

*= 2 people*

*16.22 CDN. EA.*

Ticket à conserver

Ce document ne constitue pas un titre de transport

CARTE BANCAIRE

A0000000041010  
MasterCard  
Le 14/03/18 à 09:05:25  
SNCF Gare de NICE-VILLE  
Ug 756056 r 041 s 0903 n\*041002  
0117450  
20041  
2010

XXXXXXXXXXXX4760 fin 310122  
8151A03024023777

C @ NO AUTO 040545  
MONTANT : 42,60 EUR

DEBIT  
TICKET COMMERCANT A CONSERVER

*Doc 12-11890*

*70.17 CDN.*