



Corporate Business Expense Claim

Attendance at Conference/ Seminars/ Training, and Business Travel

Accounting Services Division
Corporate Accounts Payable

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/JUN13/18
Vendor Name** Rob McMonagle		Vendor Number** 1011755
Division** Economic Development & Culture	Work Address** 100 Queen St W 9th Floor E	Postal Code** M5H 2N2
Name and Location of Conference / Seminar / Training / Business Travel** Hydrogen Economy, MISSISSAUGA ON		Invoice Date** (m/d/yyyy) June 18, 2018
Start Date** (m/d/yyyy) Wednesday, June 13, 2018	End Date** (m/d/yyyy) Wednesday, June 13, 2018	Payment Amount** \$ 47.32

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **
Registration Fees	4256	ED0056 PCard	1540100000	102.37		102.37
Travel <input type="checkbox"/> Air <input checked="" type="checkbox"/> Train <input checked="" type="checkbox"/> Bus	4215					N/A
Baggage Fees / Insurance		ED0056	1540100000	47.32		47.32
Use of Personal Vehicle 91 Kms <input checked="" type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.54/km	4251					
Accommodation days @ \$ /day	4210					N/A
Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO	4220					N/A
Ground Transportation (to and from Airport) ie: taxis and car rental DESTINATION	4220					N/A
Foreign Transactions- NO TAX						
Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental	4220					N/A
Foreign Transactions- NO TAX						
Per Diem (See Bus. Expense Policy) days @ \$ /day See PerDiem	4230					
Calculation sheet						N/A
Other (Please specify)						N/A
Training	4310					N/A
TOTAL EXPENSES						\$149.69

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 **
		12-26391						
Registration Fees		4256	ED0056	1540200000	PCard	\$102.37		102.37
Air Travel		4215						
Accommodation		4210						
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**								\$102.37
TOTAL PAYABLE TO INDIVIDUAL / CITY								\$47.32

Employee Name: Rob McMonagle
 Title: Sector Development Officer
 Date: June 18, 2018
 Telephone: [Redacted]
 Signature: [Redacted]

Authorized by: George Spezza
 Title: Director, Business Growth Services
 Date: [Redacted]
 Telephone: [Redacted]
 Signature: [Redacted]

****This form may not be altered in any manner. All mandatory fields must be completed 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

MAY 25 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.
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:	Rob McMonagle		
Division:	Economic Development & Culture		
Work Address:	100 Queen St W, 9th floor		
Name of Conference/Seminar/Training:	Growing the Hydrogen Ecosystem In Ontario		
Within GTA <input checked="" type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input checked="" type="checkbox"/>	
Destination:	Mississauga, ON		
Start Date:	Wednesday, June 13, 2018	End Date:	Wednesday, June 13, 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 and lunch included			
Purpose: Use space provided below for full description			
This is the 5th annual conference of the Hydrogen Business Council and is co-hosted by the City of Mississauga. The conference explores how to build the sector's supply chain in Ontario and create a stronger cluster in the GTA. The conference includes sessions on technology, policies, workforce training, and best practices. The hydrogen industry is a diverse subsector of the green industry and includes industries that use for transportation, stationary energy and as feedstock for advanced manufacturing. The City of Mississauga is taking an active role in being the lead on this cluster in the green sector.			
The objectives of my participation are to learn more about the issues facing the hydrogen industry in Ontario and the local, provincial and national plans to support the growth of the hydrogen sector, meeting with industry leaders, and to promote local investment attraction to Toronto.			
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 =	1.127	Euro
	1 unit local currency =	1.2	USD
Registration Fees: (Conference/Seminar/Training)			123.79 W ✓
Accommodation: (Standard Single Room)			
Number of Days:	X	/day incl. taxes	0
Travel Method:	Air <input checked="" type="checkbox"/>	Train <input type="checkbox"/>	Bus <input type="checkbox"/>
Personal Vehicle:	71	X \$0. 54 CAD/km	38.34
Ground transportation: (including car rental, to/from airports) Specify estimates:			
Taxi to/from TO airport free shuttle in Bogota			0
Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)			
Number of Days: see X calculat'n CAD or USD			0
Sub-Total Estimated Costs:			0
- Other Business Meeting expenses outside of Conference costs, please specify:			0
TOTAL ESTIMATED COST:			162.09 W
Cost Centre/ WBS Element to be charged:	ED0056		
Functional Area to be charged:	15402000		

#162.13 W

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

Signature of Employee:

[Redacted Signature]

23-May-18
(date)

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

Approval for Proposed Expense

Division Head or **Mike Williams**
(print name)

[Redacted Signature]

(signature)

(date)

Deputy City Manager: **Elaine Baxter-Trahair**
(print name)

(signature)

(date)

City Manager/Mayor: **Giuliana Carbone**
(print name)

(signature)

(date)

Committee & Report No. (if applicable)

(date)

Order Summary

1 June 2018

Order #: 779439849

Name	Type	Quantity	Price
Rob McMonagle	Early Bird Rate	1	\$102.37
TOTAL			\$102.37



Charged to: MasterCard - XXXX-XXXXXX-7177


This charge will appear on your card statement as EB *Growing the Hydrog

Refund Policy: Refunds up to 7 days before event

This order is subject to Eventbrite Terms of Service, Privacy Policy, and Cookie Policy

About this event

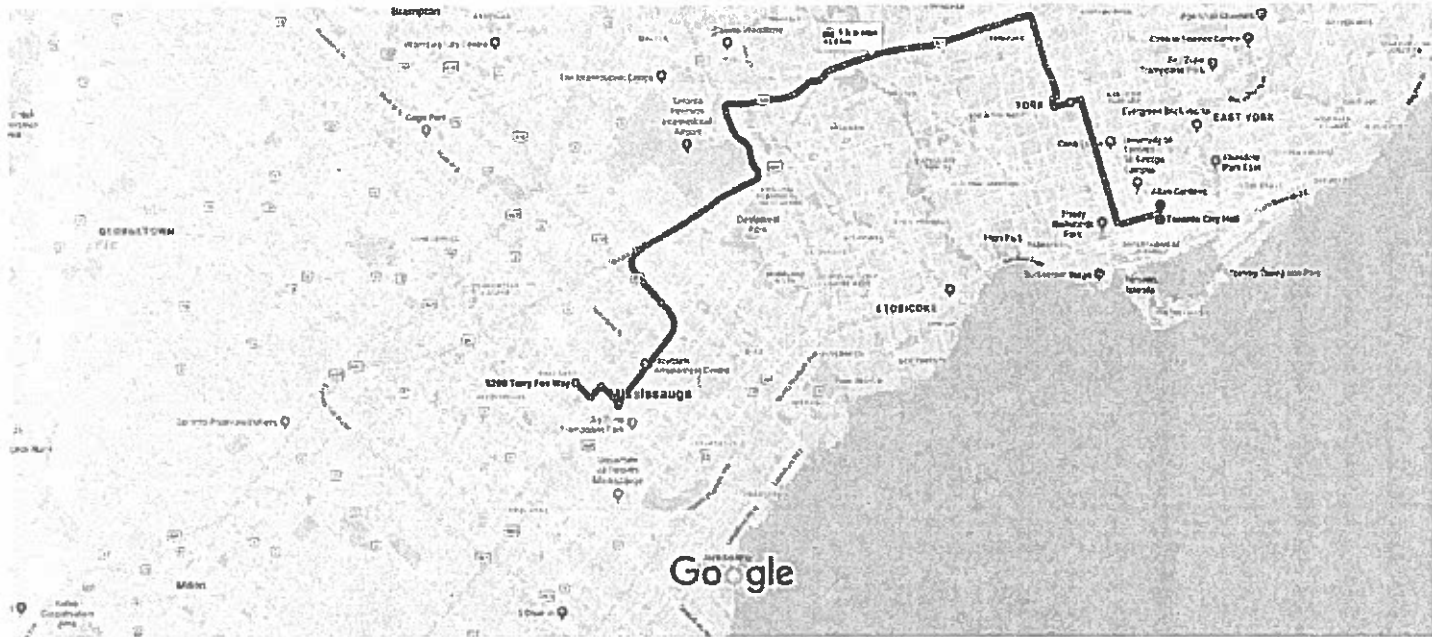
 Wednesday, 13 June 2018
from 8:00 AM to 4:30 PM
(EDT)
 **BraeBen Conference
Centre & Golf Course**
5700 Terry Fox Way
Mississauga, ON L5V 2W2
Canada

 Add to my calendar:
Google · Outlook · iCal ·
Yahoo



Google Maps 5200 Terry Fox Way to Toronto City Hall

Drive 45.6 km, 1 h 6 min



Map data ©2018 Google 2 km



via ON-401 E
45 min without traffic

1 h 6 min
45.6 km

02

91km