

RONTO
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 = 1.26
(if applicable)

Invoice Number**
EXP/ AP10-AP12/18

Vendor Name**
George Spezza

Vendor Number**
1002525

Division**
EDC

Work Address**
City Hall, 100 Queen St. W, 8th Floor, East Tower

Postal Code**
M5H 2N2

Invoice Date** (m/d/yyyy)
06/18/2018

Name and Location of Conference / Seminar / Training / Business Travel**
New York City Business and Study Mission

Payment Amount**
\$ 30.00
-321.50

Start Date** (m/d/yyyy)
Tuesday, April 10, 2018

End Date** (m/d/yyyy)
Thursday, April 12, 2018

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **
Registration Fees	4256					-
Travel <input checked="" type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus	4215					
Baggage Fees / Insurance		ED0131	1540100000	371.65	\$5.50	\$ 377.17
Use of Personal Vehicle Kms X <input checked="" type="checkbox"/> \$0.52/km or <input checked="" type="checkbox"/> \$0.54/km						
Accommodation 2 days @ \$ 394.86 USD /day	4210	ED0131	1540100000	1,021.66		\$ 1,021.66
Ground Transportation (to and from Airport) ON le: taxis and car rental TORONTO	4220	ED0131	1540100000	100.00	\$13.00	\$ 113.00
Ground Transportation (to and from Airport) le: taxis and car rental DESTINATION *Foreign Transactions- NO TAX*	4220	ED0131	1540100000	235.41		\$ 235.41
Ground Transportation (DESTINATION-LOCAL) le: taxis, bus, subway & car rental *Foreign Transactions- NO TAX*	4230	ED0131	1540100000	221.51 222.21		\$ 221.51 222.21
Per Diem (See Bus. Expense Policy) 3 days @ \$ 65.00 USD / day	4230 4230	ED0131	1540100000	217.60 214.20		\$ 217.60 214.20
Other (Please specify)	4230 ✓	ED0131	1540100000	266.24		\$ 266.24
Training	4310					-
TOTAL EXPENSES						\$2,449.89

Less: Advances & Prepayments:
*Mandatory if applicable

VARIOUS PERIODS / 4000 DOLLARS / 5000 APPROVED RECONCILIATION PERIOD

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	SAP Document Number	Net Amount **	HST **	Total Including Taxes **
Registration Fees	4230	ED0131	1540100000		-551.94	-	-551.94
Air Travel	4215	ED0131	1540100000		-377.17	-	-377.17
Accommodation	4210	ED0131	1540100000		-1,021.66	-	-1,021.66
Grds/Transportation (To & Fr Airport) ON	4220	ED0131	1540100000		-113.00	-	-113.00
Grds/Transportation (To & Fr Airport) Destination	4220 4220	ED0131	1540100000		-235.41 -547.82	-	-235.41 -547.82
Grds/Transportation (Local des taxi, bus, train, etc. Toronto)	4230	"	"		-221.51	-	-221.51
Other (Please specify) <i>CASH ADVANCE</i>	4204	"	"		-247.65	-	-247.65
							-52482.40 -321.50
TOTAL ADVANCES & PREPAYMENT AMOUNT**							-321.50

TOTAL PAYABLE TO INDIVIDUAL / CITY ** SEE DEPOSIT AND DL # 411471** **- \$30.00**
Attached

Employee Name: George Spezza
Title: Director Business Growth Services
Date: June 18, 2018
Telephone: _____
Signature: _____

Authorized by: _____
Title: _____
Date: _____
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.
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

Name:	George Spezza		
Division:	Economic Development & Culture		
Work Address:	100 Queen Street West, 8th Floor, East Tower		
Name of Conference/Seminar/Training:	New York City Business and Study Mission		
	Within GTA <input type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input checked="" type="checkbox"/>
Destination:	New York, New York, USA		
Start Date:	Tuesday, April 10th, 2018	End Date:	Thursday, April 12th, 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)			
Meals provided for will be deducted accordingly			

Purpose: Use space provided below for full description

The purpose of this mission with Councillor Michael Thompson is a follow up to the Mayor Tory fall mission to NYC in 2017. The mission will explore the Toronto/New York Innovation Corridor concept, opportunities for enhanced trade and export development, meet with New York City Economic Development Corporation to study how they implement economic development programs equitably across all boroughs of NYC and to tour the NYC Civic Innovation Lab. This mission is aligned with the International Trade Funding report approved by City Council and is part of the budgeted 2018 mission plan.

ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)

Use Exchange rate(s):	1 unit local currency =	1.26 USD	CAD	Foreign Currency	Canadian\$ (incl. tax)
	1 unit local currency =				
	1 unit local currency =	\$			
Registration Fees (Conference/Seminar/Training)					
				N/A	N/A
Accommodation: (Standard Single Room)					
Number of Days:	2	X	\$349 US	/day incl. taxes	\$689
Travel Method:					
Air	<input checked="" type="checkbox"/>	Train	<input type="checkbox"/>	Bus	<input type="checkbox"/>
Personal Vehicle	km	X	\$0.	CAD/km	\$292.45
Ground transportation: (including car rental, to/from airports) Specify estimates.					
Taxi to/from	home /	airport	and to /from	airport / hotel	\$300.00
Sundry Expenses: (See Business Expense Policy, Meals provided are deducted)					
Number of Days:	3	X	\$65.00	CAD or USD	\$195.00
Sub-Total Estimated Costs:					\$1,717.63
- Other Business Meeting expenses outside of Conference costs, please specify:					
B2B Meetings					
					N/A
TOTAL ESTIMATED COST:					\$2,017.63
Cost Centre/ WBS Element to be charged:				ED0131	
Functional Area to be charged:				1540100000	

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

Signature of Employee:

[Redacted Signature]

08-Mar-18

(date)

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

Approval for Proposed Expense

Division Head or

[Redacted Signature]

Mar 13/18
(date)

Deputy City Manager:

Mar 14 2018
(date)

City Manager/Mayor:

(print name)

TU

(signature)

MAR 26 2018
(date)

Committee & Report No. (if applicable)

(date)

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] [REDACTED] [REDACTED] [REDACTED]
[REDACTED]

From: Air Canada [mailto:confirmation@aircanada.ca]
Sent: March-28-18 12:57 PM
To: George Spezza <George.Spezza@toronto.ca>
Subject: Air Canada - MR GEORGE SPEZZA - 10-Apr/YYZ-LGA (booking ref AJIHLV) - Itinerary-Receipt

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

AIR CANADA 
Itinerary-Receipt


Your booking is confirmed. Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this barcode to check in at any Air Canada check in kiosk.



Your Seat Selection is confirmed
Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes). Thank you for choosing Air Canada and we look forward to welcoming you on board.

Booking Date: **Mar 28, 2018** Passengers **MR GEORGE SPEZZA**

 Please note that Air Canada reserves the right to move any passenger from an emergency exit row seat at any time prior to boarding or during the flight. The Preferred seat charge will be refunded in this case.

Booking Information

Booking Reference	AJIHLV	Customer Care
		Air Canada

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact
GEORGE SPEZZA
GEORGE.SPEZZA@TORONTO.CA

Online Services

Select Seats

Manage My Booking (change, cancel, upgrade).

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures check online if my flight is on time.

Check-in online and print my boarding pass.

1-888-335-4189*

Flight Arrivals and Departures

1-888-422-7533

*For use from phones in Canada, the continental USA, Hawaii and Alaska.

*Can my booking be changed online?



Advance Passenger Information

Your current flight itinerary includes travel to a country that requires additional passenger information.

Please note that if you are travelling to/from the U.S. and have already provided the required U.S. Transportation Security Administration (TSA)'s Security Flight Program passenger information on the Who is travelling page, you must also provide Advance Passenger Information (APIS) information prior to your departure.

We strongly encourage you to provide this information ahead of time from the comfort of your home or office with our secure online form.

ADVANCE PASSENGER INFORMATION

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type
AC704	Toronto Lester B Pearson Intl (YYZ) Tue 10-Apr 2018 09:05 - 1	New York LaGuardia (LGA) Tue 10-Apr 2018 10:33 - B	0	1hr28	319	Tango A
AC719	New York LaGuardia (LGA) Thu 12-Apr 2018 16:50 - B	Toronto Lester B Pearson Intl (YYZ) Thu 12-Apr 2018 18:25 - 1	0	1hr35	319	Tango L

Passenger Information

1: MR. GEORGE SPEZZA - Adult (18+), Ticket Number: 0142192458217			
Frequent Flyer Pgm :	980684484	Meal Preference :	None
Payment Card :	XXXXXXXXXXXX8894	Special Needs :	None
Seat Selection :	AC 704 (YYZ-LGA) - 14D (Preferred)		
	AC 719 (LGA-YYZ) - 22D		

Purchase Summary

Corporate Rewards Account

Fare Summary

Passenger Type Adult

Departing Flight - <u>Tango</u>	91.20
Returning Flight - <u>Tango</u>	106.40
Sub Total	197.60
Taxes, Fees and Charges	
Canada Airport Improvement Fee	25.00
Air Travellers Security Charge (ATSC)	12.10
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	10.49
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	3.25
Customs User Fee	7.27
U.S.A Transportation Tax	47.10
U.S Agriculture Fee	5.10
U.S.A Immigration User Fee	9.01
September 11 Security Fee	7.21
U.S Passenger Facility Charge	5.79
Total airfare and taxes before options (per passenger)	329.92
Travel Options	
Departing Flight - <u>Tango</u>	
★Preferred Seat - Aisle (Segment 1)	30.00
Returning Flight - <u>Tango</u>	
★Standard Seat - Aisle (Segment 2)	15.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	2.25
Number Of Passengers	1
Total	377.17
Grand Total - Canadian Dollar (CAD)	\$377.17

Payment Information

MasterCard Credit/Debit Card xxx-xxxx-xxxx-8894 - Amount paid: **\$329.92**
The following amount (tax inclusive) will appear on your credit card or debit card statement:

- Air Canada: \$329.92 (Air Transportation charges)

MasterCard Credit/Debit Card xxx-xxxx-xxxx-8894 - Amount paid: **\$47.25**
The following amount (tax inclusive) will appear on your credit card or debit card statement:

- Air Canada: \$47.25 (Seat Selection)

Ticket number 0142192458217

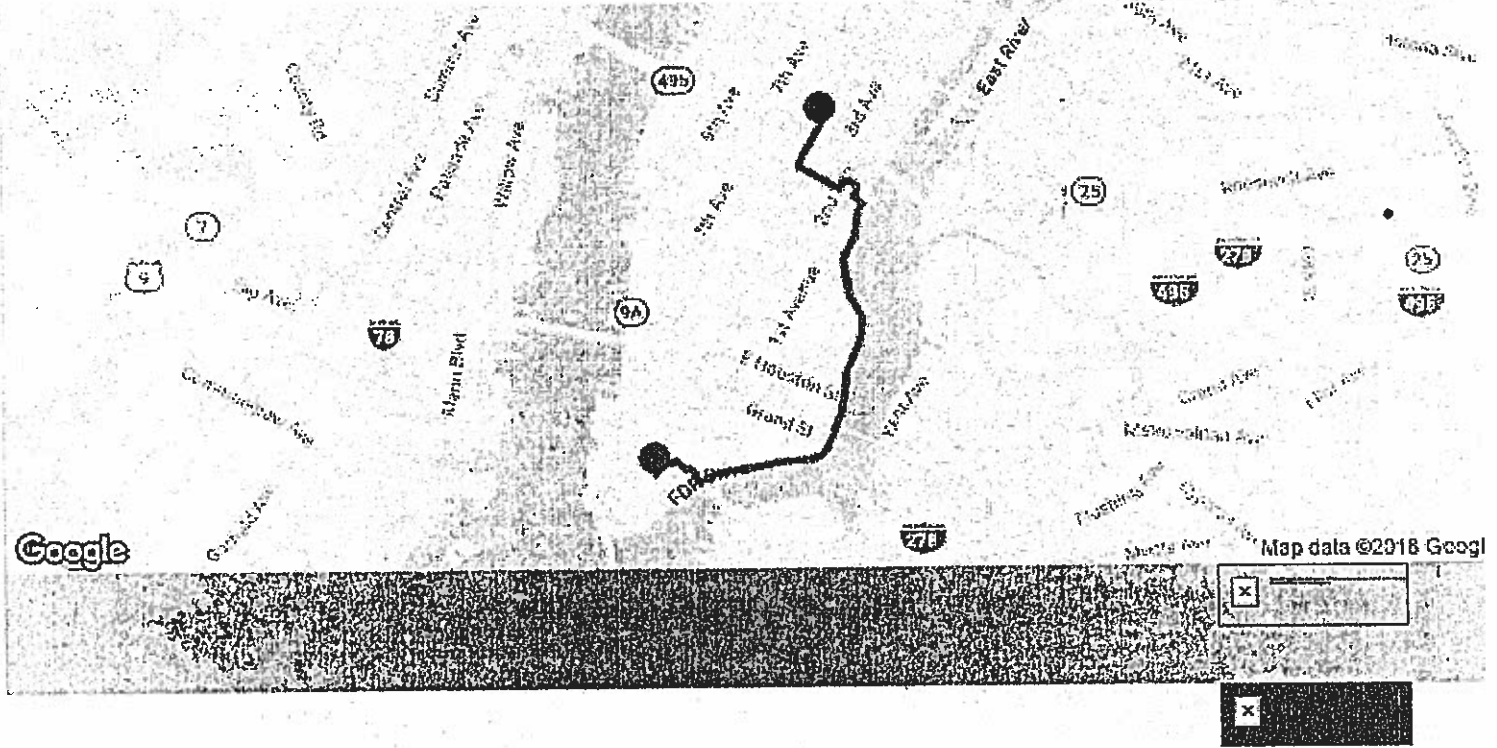
Fare Rules

Departing Flight: Toronto (YYZ) To New York (LGA) - Tango

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$100 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - **Airport same-day changes** are subject to availability and are permitted only for same-day flights at a fee of \$100 CAD per direction, per passenger.
 - **Same-day standby** is available **only** to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.

From:
Sent:
To:
Subject:

Uber Receipts <uber.us@uber.com>
April 10, 2018 5:27 PM
George Spezza
[Business] Your Tuesday afternoon trip with Uber



\$22.60

#29.43 Cdr

Thanks for choosing Uber; George

April 10, 2018 | uberX

PLEASED DR #10-20685



04:57pm | 55 John Street, 59 John St, New York, NY

05:26pm | 335 Madison Ave, New York, NY





You rode with Jose

5.54
miles

00:28:56
Trip time

uberX
Car



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 \$22.60



Subtotal \$22.60



Before Taxes \$20.28


Sales Tax (8.875%) \$1.80

Black Car Fund (2.5%) \$0.52



CHARGED

\$22.60


 Personal **** 3982

\$29.43



A temporary hold of \$22.60 was placed on your payment method Personal **** 3982 at the start of the trip. This is not a charge and has or will be removed. It should disappear from your bank statement shortly. [Learn More](#)

Affiliated with ZEHN-NY, LLC. (B02869)
Dispatched by Zehn (B02869)
License Plate: T708688C
FHV License Number: 5720565
Driver's TLC License Number: 5013961
To submit a complaint to the NYC TLC, please call 311.

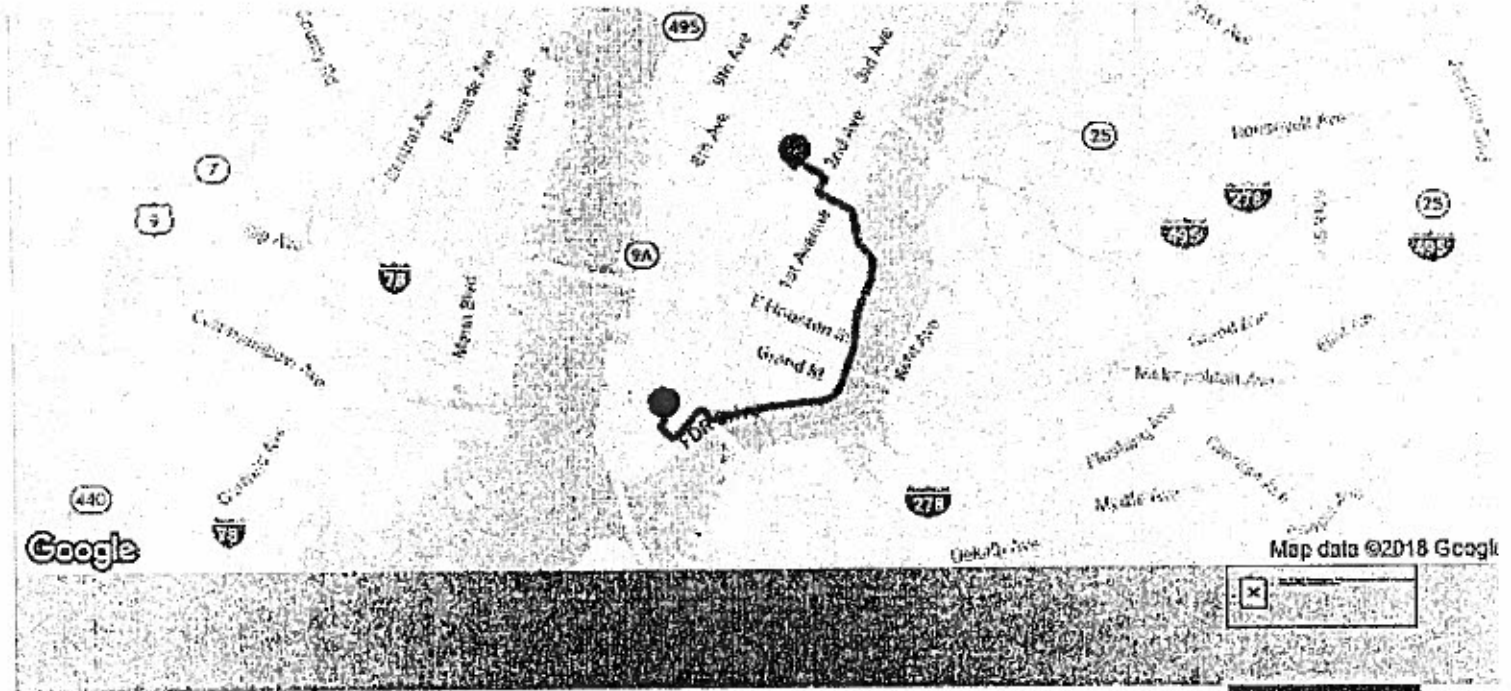
 Earn 4% back on dining, 3% back on hotel & airfare, 2% back on online purchases, and more with the Uber Visa Card.

[Learn more](#)



From:
Sent:
To:
Subject:

Uber Receipts <uber.us@uber.com>
April 10, 2018 3:33 PM
George Spezza
[Business] Your Tuesday afternoon trip with Uber



\$20.51

\$26.71 CdL

Thanks for choosing Uber, George

April 10, 2018 | uberX

P CARD DR # 12-20086



03:02pm | 129 E 25th St, New York, NY

03:32pm | 109 William St, New York, NY





You rode with Ali

4.55
miles

00:29:45
Trip time

uberX
Car



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

\$20.51



Subtotal

\$20.51



Before Taxes

\$18.41

Sales Tax (8.875%)

\$1.63


Black Car Fund (2.5%)

\$0.47



CHARGED


\$20.51

 Personal **** 3982

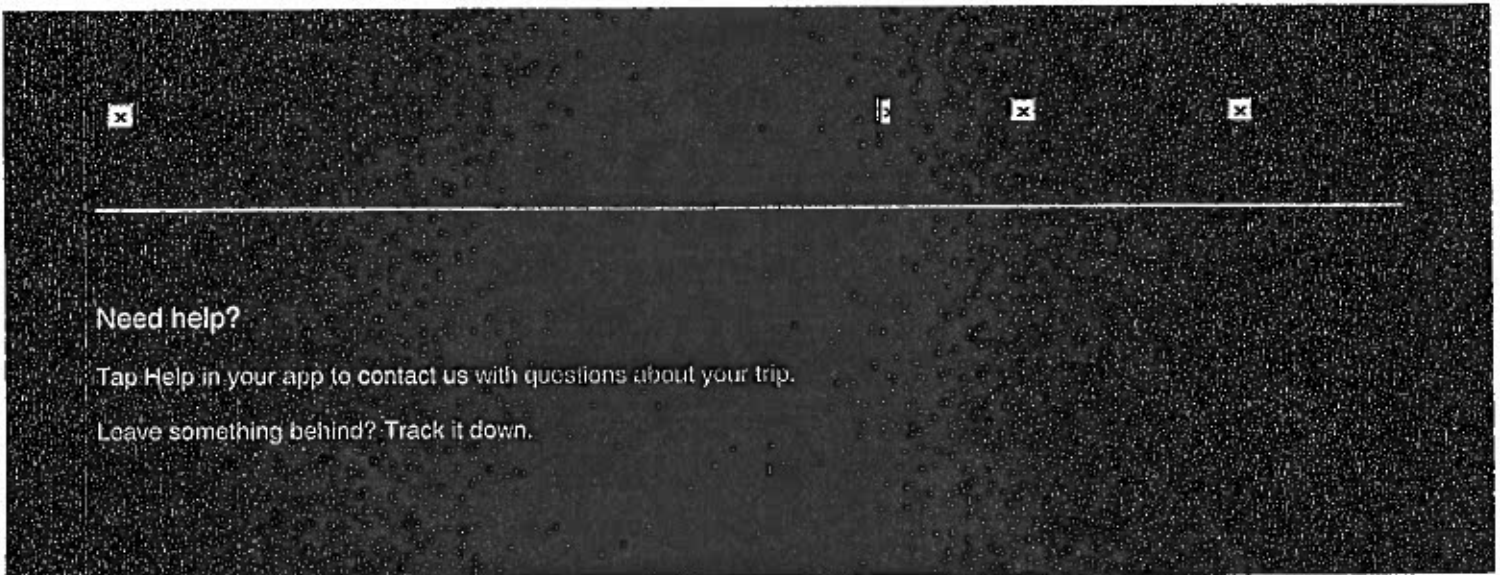
\$26.71 Cde



Affiliated with DANACH-NY,LLC (B02764)
Dispatched by Danach (B02764)
License Plate: T655618C
FHV License Number: 5356427
Driver's TLC License Number: 5356427
To submit a complaint to the NYC TLC, please call 311.

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

[Learn more](#)



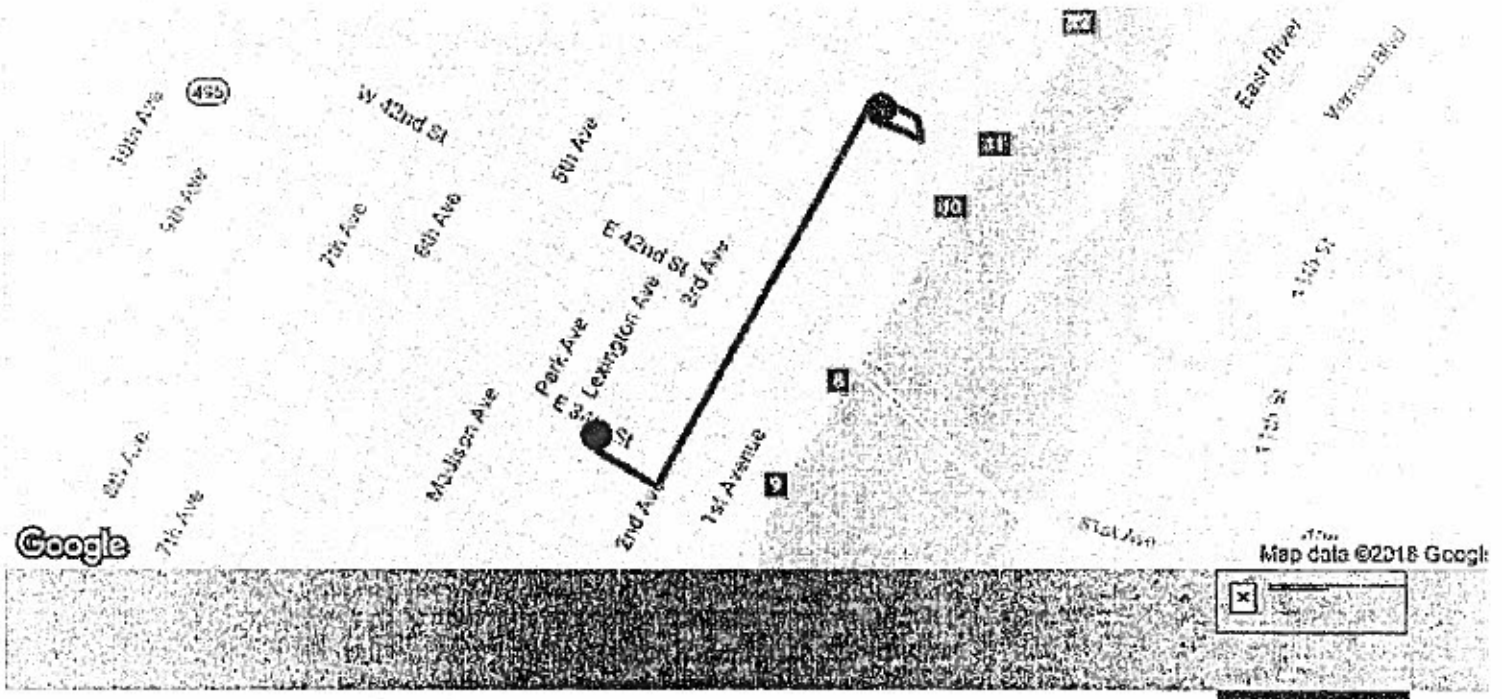
Need help?

Tap Help in your app to contact us with questions about your trip.

Leave something behind? Track it down.

From:
Sent:
To:
Subject:

Uber Receipts <uber.us@uber.com>
April 10, 2018 8:48 PM
George Spezza
[Business] Your Tuesday evening trip with Uber



\$10.44

\$13.60 Cdr

Thanks for choosing Uber, George

April 10, 2018 | uberX

7621 DR # 12 20687



08:38pm | 304 E 52nd St, New York, NY

08:47pm | 164e E 33rd St, New York, NY





You rode with Shahajada

1.44
miles

00:08:27
Trip time

uberX
Car



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

\$9.17



Subtotal

\$9.17

Wait Time (?)

\$1.27



Before Taxes

\$9.36

Sales Tax (8.875%)

\$0.83

Black Car Fund (2.5%)

\$0.25



CHARGED

\$10.44


Personal **** 3982

~~\$13.66~~



\$13.66

Affiliated with ZEHN-NY,LLC. (B02869)
Dispatched by Zehn (B02869)
License Plate: T763321C
FHV License Number: 5840751
Driver's TLC License Number: 5722603
To submit a complaint to the NYC TLC, please call 311.

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

[Learn more](#)



Need help?
Tap Help in your app to contact us with questions about your trip.

[REDACTED]

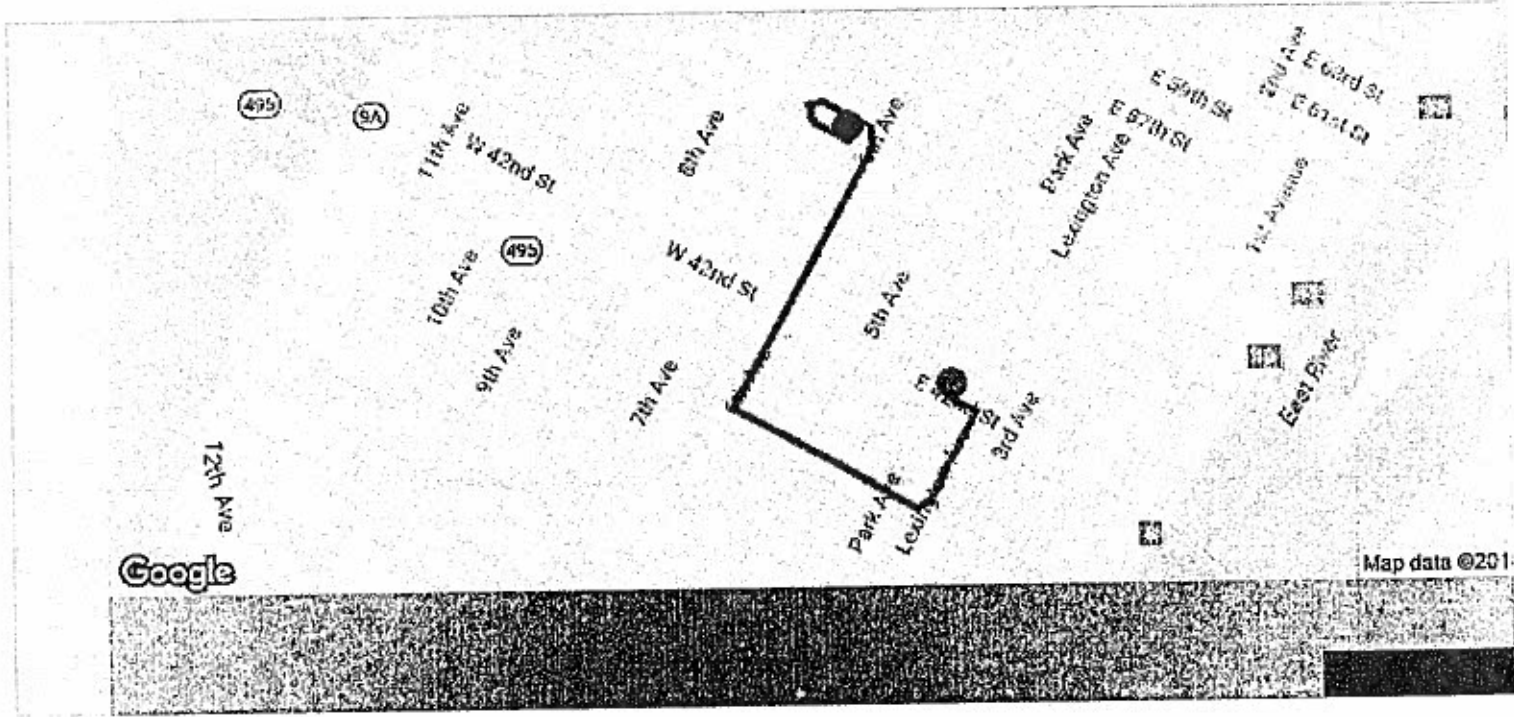
[REDACTED]

[REDACTED]

[REDACTED]

Begin forwarded message:

From: "Uber Receipts" <uber.us@uber.com>
Date: April 11, 2018 at 11:54:41 AM EDT
To: <gspezza@toronto.ca>
Subject: [Business] Your Wednesday morning trip with Uber





\$17.19

Thanks for choosing Uber, George *# 2224 CAD*

April 11, 2018 | uberX

Paid via 12-20825

11:22am | 98 E 42nd St, New York, NY

11:54am | 111 W 50th St, New York, NY



You rode with Alfonso

1.83
miles

00:31:32
Trip time

uberX
Car

☆☆☆☆
[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

Base Fare	\$2.55
Distance	\$3.20
Time	\$11.04
<hr/>	
Subtotal	\$16.79
Wait Time (?)	\$0.40
<hr/>	
Before Taxes	\$15.44
Sales Tax (8.875%)	\$1.36
Black Car Fund (2.5%)	\$0.39
<hr/>	

CHARGED

\$17.19

 Personal **** 3982

Affiliated with SCHMECKEN LLC (B02682)
 Dispatched by Schmecken (B02682)
 License Plate: T674703C
 FHV License Number: 5613702
 Driver's TLC License Number: 5744130
 To submit a complaint to the NYC TLC, please call 311.

\$22.24 Cdn

BLACKLANE

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

Customer no. 1758592
Booking no. 263837950
Booking date 2018-04-03
Invoice no. US0373975KE
Invoice date 2018-04-11

Ms. Connie Fusillo

Invoice

#	Quantity	Description	Price
1	1	Transfer Ride starting at 10/04/2018, 10:33 from New York LaGuardia Airport (LGA), Due to construction, currently no Meet&Greet is possible, Please make sure to have your phone on so driver can call you. Terminal B - The pick-up area is reached by the Green Route bus from area 11B on the arrivals level, Central Terminal Drive, NY 11371 New York, Queens to Grand Hyatt New York, East 42nd Street 109, 10017 New York, New York (Business Class)	97.62 USD
Price total:			97.62 USD

The amount has been charged to your credit card: *****4760, transaction no: ej9sw5q3

\$126.29
CON

4 12.20701

No VAT-duty in Germany.

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

Best regards,
Your Blacklane team

Blacklane GmbH | Feuerstraße 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 COBADE33XXX | Commerzbank Berlin | A/C No. 181 230 400
Bank Details | GBP | IBAN DE16 1204 0000 0181 2304 21 | BIC COBADE33XXX | Commerzbank Berlin | A/C No. 181 230 421
Bank Details | USD | IBAN DE43 1204 0000 0181 2304 20 | BIC COBADE33XXX | Commerzbank Berlin | A/C No. 181 230 430
Managing Directors | Dr. Jens Weidner, Frank Steuer, Dr. Sascha Meshendorf
Register Court Berlin, HRB 136941 | VAT ID No.: DE281637869

BLACKLANE

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

Customer no. 1758592
Booking no. 135869030
Booking date 2018-04-03
Invoice no. US0374928KE
Invoice date 2018-04-13

Ms. Connie Fusillo

Invoice

#	Quantity	Description	Price
1	1	Transfer Ride starting at 12/04/2018, 14:00 from Grand Hyatt New York, East 42nd Street 109, 10017 New York, New York to New York LaGuardia Airport (LGA), Central Terminal Drive, NY 11371 New York, Queens (Business Class)	84.40 USD
		Price total	84.40 USD

The amount has been charged to your credit card: *****4760, transaction no: nb1k19y2

= \$109.12
CON.

No VAT-duty in Germany.

€17,20860

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

Best regards,
Your Blacklane team

Blacklane GmbH | Feuerlgstraße 59 | 10827 Berlin | T: +49(0)30.20163020 | F: +49(0)30.282363189 | billing@blacklane.com
Bank Details | EUR | IBAN DE98 1204 0000 0181 2304 00 | BIC COBADE33XXX | Commerzbank Berlin | A/C No. 181 230 400
Bank Details | GBP | IBAN DE16 1204 0000 0181 2304 21 | BIC COBADE33XXX | Commerzbank Berlin | A/C No. 181 230 421
Bank Details | USD | IBAN DE43 1204 0000 0181 2304 20 | BIC COBADE33XXX | Commerzbank Berlin | A/C No. 181 230 420
Managing Directors | Dr. Jens Wichterl, Frank Steuer, Dr. Sascha Meschede
Register Court Berlin, HRB 136943 | VAT ID No.: DE281637869