6 Tanasara		Corporate Business Expense Claim					
<u>u iikuai u</u>				onference/ S	eminars/ Ti	aining, an	d
Accounting Services Division		Busines	s Travel				
Corporate Accounts Payable Conference	☐ Seminar		Craining		lusiness Travel		
This form show	ald be submitted withi	n 10 business day	s of return	from the conferent and all original	receipts.		
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Vendor Name** Ewan Wardle						1018	
Division**	Work Address**			Postal Code**	Invoice	Date** (m/d/y	
EDC- Museums & Heritage Services Name and Location of Conference / Seminar / To	250 Fort York Blvd	vel**		M5V 3K9	Payme	November nt Amount**	15, 2018
Ontario Museums Association Conference- The We	stin Prince, 900 York M	Aills Blvd. North Y	ork, ON M3	B 3H2			\$0.00
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ie: taxis, bus, subway & car rental		e e					
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*Mandatory if applicable		Cost Centre/		T			Total
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	Wardle	Au	thorized by:			Blackman	and the same
Title: Program Deve	lopment Officer	Tit	le:	Dii	rector, Museum	o ex menuage 2	CI VICES
Date: No.1 21 201	2	——— Da	le:	225			
NOV. AL ACIL	<u> </u>			100	416.0	92-9135	
Telephone: 416-39	92-7742	Tel	ephone:		410-3	7133	
Signature:		Sig	nature:				

**This form may not be altered in any manner. <u>All</u> mandatory fields must be completed and filled <u>in electronically</u>. Incomplete forms will be returned to the originator for corrections prior to being processed for payment. <u>Hand written forms will not be accepted</u> 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

004385



ONTARIO MUSEUM ASSOCIATION
George Brown House, 50 Beldwin Street

George Brown House, 50 Baldwin Street Toronto, Ontario M5T 1L4 Tel: (416) 348-8672 Fax: (416) 348-0438 INVOICE

004385

NO.

2018/10/10

DATE .

1 of 1

SOLD TO:

City of Toronto - Museum Services Altn: Kristen Juschkewitsch 8th Fl, 55 John St, Metro Hall Toronto, Ontario M5V 3C6 SHIP TO:

City of Toronto - Museum Services Atln: Kristen Juschkewilsch 8th FI, 55 John St, Metro Hell Toronto, Ontario M5V 3C6

ITEM NO.	QUANTITY	UNIT	DESCRIPTION	GST	PST	UNIT PRICE	AMOUNT
			Group Rate: 1 Full, 5 One-day registrations	н			1,350.00
			H - HST 13%				
							175.50
			Terms: Net 15. Due 2018/10/25.				
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Cheryl Blackman, Director Museums + Heritage Services

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list. Or provide alternate contact for follow up:

	Name	Registration Type	Price for	Price to
			registrations	register all
			as listed	delegates
				for full
	<u></u>			conference
1	Cheryl Blackman – OMA Council	FULL COMP with Partnership		
2	Wayne Reeves – Program Committee post Larry's departure	FULL COMP with Partnership		
3	Jane French – Local Arrangements Committee	ALREADY REGISTERED and PAID as per Terms of	 	-
		Reference		
4	Alexandra Kim — Study tour presenter	FULL COMP with Partnership		
5	Ulana Balak – Study tour presenter	FULL COMP with Partnership		
6	Tara Bowyer - Study tour presenter	ONE DAY COMP with Partnership * Friday		
7	Sandra Lougheed - Study tour presenter	ONE DAY COMP with Partnership * Friday	<u> </u>	
8	Ken Purvis Study tour presenter	ONE DAY COMP with Partnership * Thursday		
9	Arny Morton - by Cheryl Blackman's request - FULL conference	FULL registration	385	385
10	Neil Brochu – Study tour presenter	ONE DAY registration - Thursday	193	385
11	Gordon Lok - Capital Assets - City List	ONE DAY registration - Friday	193	385
12	Ewan Wardle - Fort York - City List	ONE DAY registration - Friday	193	385
13	Kevin Hebib Fort York - City List	ONE DAY registration - Friday	193	385
14	Kristine Williamson - Fort York - City List	ONE DAY registration - Thursday	193	385
1	1	U	1	
1		Total:	\$1350 + HST	
			(\$175.50) =	HST
			\$1 525.50	(\$300.30)=
	<u></u>		1	\$2 610.30

Please let me know if you have any questions.

Thanks, Michela

Michala Comparey
Conference & Communications Coordinator
Ontario Museum Association
50 Baldwin Street, Toronto, ON M5T 1L4
pathers@museumsonlario.ca
Tel. 416 348-8672 or 1-868-OMA-8672
Fax. 416 348-0438
www.museumsonlario.ca

Collaborating for Impact: Not Business as Usual



OMA Annual Conference Toronto, October 24-26, 2018 Click here to registert



Updated: March 2016

Accounting Services Division Corporate Accounts Payable

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	Ø	Seminar		Training		Business Travel	
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ivision.	EDC, MH	IS, Fort Yo	ork NHS		5.00		
ork Address	250 Fort '	York Blvd	., Toronto O	N M5V 3K9			
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Within GTA	U	C	outside GTA &	k within Ontari	o L	Outside Ont	atio/Canada 🗆
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eputy City Manager:			1	!			1 1
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ty Manager/Mayor:			E				1 1
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Sept 14/16

RECEIVED SEP 2 0 2018