



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>US1.24, EU 1.51</u> (if applicable)		Invoice Number** EXP/MY13-MY30/18
Vendor Name** Frank Bedard		Vendor Number** 1000967
Division** Economic Development & Culture	Work Address** City Hall, 9th flr. East	Postal Code** M5H 2N2
Name of Conference / Seminar / Training / Business Travel** Aerospace & Defense Meetings Seville 2018		Invoice Date** (m/d/yyyy) 08-Jun-18
Start Date** (m/d/yyyy) Sunday May 13, 2018		Payment Amount** \$ 0.00
End Date** (m/d/yyyy) Sunday May 30, 2018		

Description	GL Account**	Cost Centre/ WBS Element/ Internal Order**	Functional Area**	Net Amount**	HST**	Total Including Taxes**
Registration Fees						N/A
Travel <input checked="" type="checkbox"/> Air <input type="checkbox"/> Tra <input type="checkbox"/> Bus	4215	ED0057	1540100000			1229.03
Use of Personal Vehicle kms X \$0. /km						N/A
Accommodation 6 days @ \$165.87 \$/day	4210	ED0057	1540100000			995.23
Ground Transportation ie: taxis and car rental	4205	ED0057	1540100000			N/A
Ground Transportation ie: taxis and car rental *Foreign Transactions- NO TAX*	4205	ED0057	1540100000			N/A
Per Diem (See Bus. Expense Policy) 7.5 days @ US\$65/day	4204	ED0057	1540100000			619.12
Other (Please specify)						N/A
Training	4310					N/A
TOTAL EXPENSES						\$2,843.38
Less: Advances & Prepayments: *Mandatory if applicable		SAP Document Number / <u>19-47129</u> Pcard transaction Number: <u>12-12687, 12-14544, 12-13870, 1.</u>				
Registration Fees						N/A
Air Travel	4215	ED0057 Pcard				1229.03
Advances (Conf/Sem)	4250	4205 Gr. Trans. ED0057 Pcard				N/A
Advances (Bus. Travel)	4204	Cheque # 4685394				619.12
Accommodation	4210	ED0057 Pcard				995.23
Total Advances & Prepayment Amount**						2843.38
TOTAL PAYABLE TO INDIVIDUAL/CITY						\$0.00

Employee Name: Frank Bedard
Title: Sector Development Officer
Date: 08-Jun-18

Authorized by: George Spezza
Title: Director
Date:

Telephone:
Signature:

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.

FEB 14 2018



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 Seminar Training Business Travel

Name:	Frank Bedard		
Division:	Economic Development & Culture		
Work Address:	City Hall, 100 Queen Street West, 9th Flr. East Tower, Toronto		
Name of Conference/Seminar/Training:	Aerospace & Defense Meetings Sevilla 2018 - Business Travel		
	Within GTA <input type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input checked="" type="checkbox"/>
Destination:	Sevilla, Spain		
Start Date:	Sunday May 13, 2018	End Date:	Sunday May 20, 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			
This business travel will provide important links to Aerospace & Defence supply chains in Europe which is a priority market allowing for opportunities to capitalize on the Canada Europe Trade Agreement. This is considered essential travel in support of our efforts to expand trade, pursue business opportunities, and foster collaborative R&D projects to build capacity in the sector in concert with stakeholders like the Downsview Aerospace Innovation & Research Consortium, the Ontario Aerospace Council, and the governments of Ontario and Canada. Attendance at this event will also allow staff an opportunity to assess the effectiveness of the tradeshow organization as we are contemplating the hosting of a similar event in Toronto in November 2019 and every two years thereafter.			

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

Use Exchange rate(s):	1 unit local currency =	Foreign Currency	Canadian\$ (incl. tax)
	EU x 1.5165 =	\$1 CAD	
	US x 1.2427 =	\$1 CAD	
	1 unit local currency =		
Registration Fees: (Conference/Seminar/Training)			N/A
Complimentary registration.			
Accommodation: (Standard Single Room)			
Number of Days:	6 X /day incl. taxes		1,350.00
Travel Method:			
Air	<input checked="" type="checkbox"/>	Train <input type="checkbox"/>	Bus <input type="checkbox"/>
Personal Vehicle:	km X \$0. CAD/km		\$1,906.00
Ground transportation: (including car rental, to/from airports) Specify estimates:			
Airport transfers and travel	from hotel to meetings	EU100	\$152.00
Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)			
Number of Days:	7.5 X \$65.00 USD	US\$487.50	\$606.00
Sub-Total Estimated Costs:			\$4,014.00
- Other Business Meeting expenses outside of Conference costs, please specify:			N/A
TOTAL ESTIMATED COST:			\$4,014.00

Cost Centre/ WBS Element to be charged:	ED0057
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:

[Signature] (signature) Feb 6/18 (date)

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

Approval for Proposed Expense

Division Head or

Mike Williams (print name) [Signature] (signature) Feb 22/18 (date)

Deputy City Manager:

Elizabeth Carlson (print name) [Signature] (signature) Feb 23 2018 (date)

City Manager/Mayor:

Peter Wallace (print name) [Signature] (signature) MAR 12 2016 (date)

Committee & Report No. (if applicable)

(date)

FRANK BEDARD P-CARD MARS-APR 4/18

TRANSACTION # 4942-52

MARCH 17/18

Air Canada - MR FRANCOIS BEDARD - 13-May/YYZ-MAD (booking ref QW6RJM) - Itinerary-Receipt

Saturday, March 17, 2018 8:55 PM

From: "Air Canada" <confirmation@aircanada.ca>

To: [REDACTED]

CAD 961.39

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

AIR CANADA
Itinerary-Receipt

Scan this barcode to
check in at the airport
(AAMS) check in kiosk



See
Next
Page!

Booking Date: Mar 17, 2018 Passengers: MR FRANCOIS BEDARD

Booking Information

<p>Booking Reference QW6RJM</p> <p>Electronic Ticketing confirmed. This is your official itinerary/receipt.</p> <p>Main Contact FRANCOIS BEDARD</p> <p>Online Services</p> <ul style="list-style-type: none"> 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. <p>Can my booking be changed online?</p> <p>Advance Passenger Information</p> <p>Your current flight itinerary includes travel to a country that requires additional passenger information.</p> <p>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 (API) information prior to your departure.</p> <p>We strongly encourage you to provide this information ahead of time from the comfort of your home or office with our secure online form.</p> <p>ADVANCE PASSENGER INFORMATION</p>	<p>Customer Care</p> <p>Air Canada 1-888-335-4189*</p> <p>Flight Arrivals and Departures 1-888-422-7533</p> <p>*For use from phones in Canada, the continental USA, Hawaii and Alaska.</p>
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Pcard 2012 12687

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meals
AC836	Toronto Lester B Pearson Intl (YYZ) Sun 13-May 2018 18:45 - 1	Madrid Adolfo Suarez-Barajas (MAD) Mon 14-May 2018 07:55 - 1	0	7hr 10	789	L	KB
AC837	Madrid Adolfo Suarez-Barajas (MAD) Thu 31-May 2018 09:35 - 1	Toronto Lester B Pearson Intl (YYZ) Thu 31-May 2018 11:45 - 1	0	8hr 10	789	L	MS

KB K: Continental Breakfast, M: Meal (Lunch or Dinner), S: Snack or Brunch

Passenger Information

<p>Frequent Flyer Pgm ? 515450484</p> <p>Payment Card : XXXXXXXXXXXX1782</p> <p>Seat Selection : None</p>	<p>Meal Preference : None</p> <p>Special Needs : None</p>
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- Standard advance seat selection is available on Air Canada Rouge flights, Air Canada flights and Air Canada Express (operated by Jazz), subject to availability.
- Earn 50% non-status Aeroplan Miles for Air Canada-operated flights.
- Complimentary onboard meal
- Advance seat selection is permitted (subject to availability).
- Read complete fare rules applicable to this fare.

Please read important information and notices regarding Air Canada's general conditions of carriage.

Baggage Allowance and Fees

Carry-On Baggage Policy
 Oversized carry-on bags are not permitted on our aircraft, and may cause flight delays for all passengers. Please ensure your carry-on bags are inside the maximum allowed size as indicated below: they are required to fit in the double-size verification device at check-in or boarding time.

Items which fall within the 2-piece carry on allowance include: One (1) carry-on bag or suitcase (wheels and handles included in the size) and one (1) personal article like a briefcase, laptop computer, diaper bag, camera case, cartons or other similar item. Learn more about **Carry-on Baggage** restrictions.

Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted

Checked Baggage Policy
 Ensure your checked bags are properly identified. Please do not pack valuables in your checked baggage. The baggage allowance rules stated herein do not apply to passengers who have specifically declined the checked baggage option. Learn more about checked baggage.

Standard Allowance	Maximum overall linear measurement (Length+Width+Height)	Max. weight per bag
Economy Class 1 or 2 bags	158cm 62"	23kg 50lbs Bags weighing between 24kg - 32kg (51 lbs - 70 lbs) will be subject to excess fees payable at the airport.
Premium Class 1 or 2 bags (Free)	158cm 62"	23kg 50lbs Bags weighing between 24kg - 32kg (51 lbs - 70 lbs) will be subject to excess fees payable at the airport.
Business Class 1 or 2 bags (Free)	158cm 62"	32kg 70lbs

- Total weight of the three bags must not exceed 69kg (150lbs).
- Bags exceeding 32 kg (70 lbs) in weight, 292cm (115 in) in linear dimensions (length + width + height, wheels and handles included) or 203 cm (80 in) in length are not accepted as checked baggage.
- If more than one carrier is providing the transportation for your journey, each carrier may apply different rules on baggage.

Checked Baggage Allowance and Fee
 Please see below your allowance for bags you plan on checking at the baggage counter.

Departing Flight Toronto (YYZ) To Madrid (MAD) - Tango		
Non-member or Air Canada Basic members or Star Alliance Silver members	1st bag: Complimentary Weight: up to 23kg/ 50lb Linear dimensions: up to 62xv/ 158cm	2nd bag: \$100.00* CAD Weight: up to 23kg/ 50lb Linear dimensions: up to 62xv/ 158cm
Returning Flight Madrid (MAD) To Toronto (YYZ) - Tango		
Non-member or Air Canada Basic members or Star Alliance Silver members	1st bag: Complimentary Weight: up to 23kg/ 50lb Linear dimensions: up to 62xv/ 158cm	2nd bag: \$100.00* CAD Weight: up to 23kg/ 50lb Linear dimensions: up to 62xv/ 158cm

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to 1st and 2nd bag fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to the 2nd bag fee. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to the 2nd bag fee. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.
 For baggages exceeding your allowance (in number, size and/or weight), please read our additional checked baggage page.

Codeshare Flights and Other Airlines
 Passengers who purchase travel on a codeshare flight or that includes a flight with another airline may be subject to the baggage policy, fees and other rules of the airline operating the first flight in their itinerary, which may be different from Air Canada's baggage policy, fees and other rules. For specific terms and conditions of any Air Canada codeshare partner or other airline, please, visit the operating carrier's website directly.

Embargoes
 Certain restrictions apply for travel to Mexico City (Mexico) as well as Kingston and Montego Bay (Jamaica). For details, please visit [Air Canada's baggage policy](#) and refer to the section "between Canada and Mexico / Costa Rica / the Caribbean / Bermuda".

Important Information

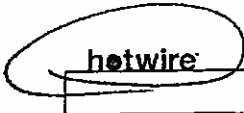
Please review this itinerary/receipt and should you have any questions, please call 1-888-335-4189 within 24 hours of receipt of this itinerary/receipt.

Before you go: **A To Do List**

Travel Documents

For air travel within Canada, Air Canada is required by federal government regulations to check identification at the departure gate for all passengers who appear to be 18 years of age or older. The name on the identification must match the name used on the itinerary/receipt. The passenger must present: one (1)

TRANSACTION # 4948-101



Gallery Map

March 28/18

Best Western Hotel Cervantes

Cervantes 10, Seville, ES 41003 | 011 34 95 4900280

Reservation Information

Hotwire confirmation
146660198828

Hotwire itinerary
5607220009

Booking date
Mar 27, 2018

Check-in
Mon, May 14 - 12:00pm

Check-out
Sun, May 20 - 12:00pm

Room
1 room (hotel chooses bed type) | 2 adults

Nights
6 nights

Primary guest
Frank Bedard (Must be present upon check in)

Price summary

Room
\$624.00 (\$104.00 per night x 6 nights x 1 room)

Taxes & fees
\$128.64 (\$21.44 per night x 6 nights x 1 room)

Trip total (USD)
US \$752.64 x 1.32 = CAD \$ 995.23

Trip total per night (USD)
\$125.44

Policies and restrictions

All bookings are final. No refunds or changes. Primary guest must be 21 and bring ID. Hotels will require a credit card when you check in; debit cards may not be accepted. You'll pay the hotel directly for additional charges, like room service or resort fees. Rooms will sleep the number of guests, but bed types and sizes aren't guaranteed. Sometimes amenities may be closed for the season or for renovation, though we try to show what's currently available.

Parent Doc 12-1387

FRANK BEDARD P-CARD MAR 5-APR 4, 2018



Your booking

Online Check-in

Baggage

Booking reference MQJDHG



TRANSACTION # 4952-55
CONNECTING FLIGHT
Madrid - Seville

FOR AEROSPACE & DEFENSE MEETINGS SEVILLE 2018

Reserve your seat or print your boarding pass by checking in online from the day before up until 2 hours prior to your flight's scheduled departure time and you may go straight to your boarding gate.

PASSENGERS DETAILS

Passenger

Loyalty Card

Ticket no.

Francois Bedard

Pending

€102.95
x 1.63
= CAD \$167.64

See next page!

FLIGHT DETAILS

→ Outbound

Departure

Arrival

Flight

Monday, 14 May 2018

Monday, 14 May 2018

123950

11:25 / Madrid, Terminal 4

12:30 / Seville

✈ Flight operated by Iberia Express

Printed 2018-12-14 540

P-CARD TRANS # 4985-65
05/12/2018

Subject: Air Canada - Receipt - Seat Change Charge

From: Air Canada (confirmation@aircanada.ca)

To: [REDACTED]

Date: Saturday, May 12, 2018 7:29 PM

Thank you. The charges that apply to your seat change have been successfully collected.

Departure Date: 2018-05-13

Passenger: FRANCOIS BEDARD
Departure City: TORONTO-T1 YYZ
Destination City: MADRID-1 MAD

Breakdown of Charges:

Seat Change AC836 YYZ-MAD - 100.00 CAD

Total - 100.00 CAD

Form of payment used: MasterCard XXXXXXXXXXXXXXX1782

For complete Preferred Seat terms and conditions, please visit aircanada.com

Fly through paying on your mobile device with Air Canada Mobile+!
Air Canada mobile+ can remember your personal and payment information so you can fly through your mobile experience and pay for items like upgrades and flight changes quickly, easily and securely. Click the link below to Learn More,

You can view all your available Air Canada mobile+ messages here:
<https://mymessages.aircanada.com/en/B4f6SYOhNEvKR1r9osOcdg>

This service email was sent by Air Canada to you and contains important information that must be communicated to you regarding an Air Canada Product or Service that you have requested. This service email is not a promotional email.

Your privacy is important to us. To learn how Air Canada collects, uses, and protects the personal information you provide, please view our Privacy Policy (<https://www.aircanada.com/en/about/legal/privacy/policy.html>).

Please do not reply to this email, as this inbox is not monitored. If you have any questions regarding other Air Canada product or service please visit aircanada.com (<https://www.aircanada.com/en/customercare/index.html>).

