

Submit this form to your CSR within 10 business days of return from the travel or conference/seminar.

Business Travel

Office Travel

Conference/Seminar

Travel Details	
Name of Traveller: Michael Thompson	Vendor No.: 1007854
<input checked="" type="checkbox"/> Member of Council <input type="checkbox"/> Staff	
Date: July 17, 2018	Reference No.: EXP/MYIS - MZ1/16
Name of Event: Asia Mission 2018 (Tokyo/Sagamihara, Japan and Chengdu, China)	Dates from: Tuesday, May 15 th - Monday, May 21st, 2018
Purpose of Travel: Renewal of friendship city agreement with the City of Sagamihara; visit to Tokyo for possible signing of an MOU with the Tokyo Metropolitan government; visit to Chengdu China to attend the 2018 Innovation Forum of Mayors of International Sister Cities. All travel expenses, accommodation and ground transportation to China via Japan will be paid by the Municipality of Chengdu. This mission is aligned and supports the City Council adopted International Trade Funding Report designed to enhance Toronto's international engagements and economic trade.	
Exchange Rate applied to convert from local currency to Canadian dollars (US\$) 1.32 (Japanese Yen ¥) 0.012	Cost Centre ED0154 Functional Area 1540400000 Cheque Amount N/A

Final Statement of Expenses					
Cost Element	Description	Foreign Currency	Total incl. all taxes CAD \$	Total Before Taxes \$	HST
4256	Registration Fees:		N/A		
4215	Travel: <input checked="" type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> Personal Automobile _____ km @ \$0. _____ cents/km		N/A (paid by organizer)		
4210	Accommodation: 2 nights @ 28,712 Yen / night -Tokyo	57,424 yen	\$ 696.80 ✓		
4220	Ground Transportation: (include all receipts)(to/from yyz-airport) (to/from airport - residence)	38,270 yen	\$ 200.96 ✓ \$ 470.12 ✓		
4230	Sundry Expenses 7 days @ up to \$100/day <input type="checkbox"/> CAD or <input checked="" type="checkbox"/> US per diem allowance	\$700 USD	\$896.00 ✓		
	Total Expenses		\$2,263.88		
	Less: Advances/Prepayments - Document No. Accommodation PD Svaz online Ground Transportation (Sch. A) Sundry Expenses (bkfst at hotel)		\$ 696.80 \$ 671.08 \$896.00		
	Total Advances		\$2,263.88		
TOTAL	Payable to <input type="checkbox"/> individual / <input type="checkbox"/> City		\$0.00		

Approval	
Signature of Traveller: [Redacted]	Date: July 21, 2018
For Council Staff travel Authorizing Signature of Member of Council: [Redacted]	Date:

Funds Authorization		
For funds from the Council Budget: I have confirmed that approved funds are available for this purpose.	Signature of City Clerk/Designate:	Date
For funds from other budgets: I have confirmed that approved funds are available for this purpose.	Name: Mike Williams Title: General Manager, EDC Signature: [Redacted]	Date: July 19/2018

Submit this form to your CSR at least 10 business days before the travel or conference/seminar.

Travel Details		
Name of Traveller: Michael Thompson <input checked="" type="checkbox"/> Member of Council <input type="checkbox"/> Staff	<input checked="" type="checkbox"/> business travel <input type="checkbox"/> office travel <input type="checkbox"/> conference/seminar* *Out-of-Province Conference report is required for Conference attendance outside of Ontario	
Name of Event: Asia Mission 2018 (Tokyo/Sagamihara, Japan and Chengdu, China)	Dates from: Tuesday, May 15th, 2018 to: Monday, May 21st, 2018	
Travel Destination: Tokyo/Sagamihara, Japan and Chengdu, China	<input type="checkbox"/> within GTA <input type="checkbox"/> outside GTA & within Ontario <input checked="" type="checkbox"/> outside Ontario or Canada	
Purpose of Travel: Renewal of our friendship city agreement with the city Sagamihara; visit to Tokyo for possible signing of an MOU with the Tokyo Metropolitan government; visit to Chengdu China to attend the 2018 Innovation Forum of Mayors of International Sister Cities. All travel expenses, accommodation and ground transportation to China via Japan will be paid by the Municipality of Chengdu. This mission is aligned and supports the City Council adopted International Trade Funding Report designed to enhance Toronto's international engagements and economic trade.		
Estimated Travel Costs (should include GST and all other applicable taxes)		
Cost Centre To Be Charged: <u>ED0154</u> Functional Area Code: <u>1540400000</u>	Exchange Rate 1 USD= 1.26 CAD	Canadian \$
Registration Fees:		N/A
Travel: <input checked="" type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> Personal Automobile _____ km @ \$0.____ cents/km		N/A (paid by organizer)
Accommodation: 3 \$ 350.00 USD per day including taxes	\$ 1050.00	\$1323.00
Ground Transportation: <input checked="" type="checkbox"/> taxi(s) <input type="checkbox"/> car rental <input type="checkbox"/> other - specify: _____	To/From airport YYZ	\$200.00
Sundry Expenses: 7 day(s) @ \$100.00 <input type="checkbox"/> CAD/ <input checked="" type="checkbox"/> US per day	\$700.00	\$882.00
Total Estimated Costs:		\$2,405.00
Prepayment/advances requested for the following costs: <input type="checkbox"/> Registration Fees <input type="checkbox"/> Travel <input type="checkbox"/> Accommodation <input type="checkbox"/> Ground Transportation <input checked="" type="checkbox"/> Sundry Expenses		

Approval	
I certify that all estimated costs relating to this travel have been included in this form. Signature of Traveller:	Date April 9/18
For Council Staff travel, Approving Signature of Member of Council:	Date

Funds Authorization		
For funds from the Council Budget: I have confirmed that approved funds are available for this purpose.	Signature of City Clerk/Designate: 	Date Apr 10/18
For funds from other budgets: I have confirmed that approved funds are available for this purpose.	Name: Mike Williams Title: General Manager, EDC Signature:	Date Apr 10/18

T Dot O Limo

3099 Ferguson Drive
 Burlington, ON L7M 0E7
 416-346-7378

tdotolimo@icloud.com

Invoice

Date	Terms	Invoice #
07/06/2018		203

Invoice To
City of Toronto Attn. Debbie Gedz

Date of Service	Customer Name	Description	Amount
15/05/2018	Councillor Michael Thompson	10:30 AM [REDACTED] to Air Canada International - airport transfer	71.00
21/05/2018	Councillor Michael Thompson	6:00 pm AC 32 from Tokyo to [REDACTED] - airport transfer	86.00
		15% Gratuity	23.55
		ED0154 1540400000	
			Sales Tax Summary
			GST (ON)@13.0% 20.41
			Total Tax 20.41
Total			\$200.96

GST/HST No. 813776465

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
Subject: Re: Request for the reservation of room for May 16 - 18

Dear Hirose-san ,

Thank you for the waiting ,

The confirmation details are as follows :

RESERVATION CONFIRMATION

Thank you for your patronage of the Hotel Okura Tokyo. We are pleased to confirm the following reservation:

Name : HOTEL OKURA TOKYO

TO :

Ontario International – Tokyo Trade & Investment Office

Date : 2018/04/18

Ms. Makoto Hirose. CLERK : ポール ラジェス
FAX : TOTAL PAGE : 1

Group Confirmation No. : 100986659

Name : **Mr. Michael Thompson**

Arrival : 2018/05/16

Departure : 2018/05/18

Rooms : 1

Room Type : STANDARD ROOM SINGLE-USE

Persons : 1

Rooms Rate : **JPY 28,712 per room per night**

Payment : guest own

Persons : 1
Rooms Rate : JPY 28,712 per room per night

Payment : guest own

Remarks : The room charge include morning breakfast , service charge , consumption tax , accomodation tax , free wi fii .

There is a one-night cancellation charge should the hotel not be advised of the cancellation 48 hours prior to the guest's arrival.
We are looking forward to being of service to you.

Regular Check in time : 14.00 ; Regular Check out time : 12.00

There are additional charges for early check in and late check out .

HOTEL OKURA TOKYO
ポール ラジェス

2-10-4 TORANOMON, MINATO-KU TOKYO, JAPAN 105-0001
TEL81(3)3582-0111 Reservation TEL81(3)3224-6666
FAX81(3)3582-3707 Reservation FAX81(3)3582-3034

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] ジス

[REDACTED]

[REDACTED]

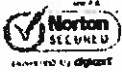


2-10-4 Toranomon, Minato-ku, Tokyo 105-0001, Japan
TEL : +81-3-3582-0111

Payment has been Completed.

Payment has been Completed.
Please contact the following for any inquiries.

Hotel Okura Tokyo
TEL : +81-3-3582-0111



This website can secure your private information using a SSL Certificate.

領 収 書 RECEIPT

No.03728

To Messrs.

City of Toronto 様

日付 2018年 5 月 24 日
DATE YEAR MONTH DAY

金額 Amount			¥	1	1	4	8	1	0
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但し Remarks

上記の金額正に領収いたしました。 We duly received above amount.



株式会社 日の丸印紙
〒107-6001 東京都港区赤坂1-12-32
1-12-32 Akasaka, Minato-ku, Tokyo 107-6001, Japan
Telephone: (03) 5689-0428 Facsimile: (03) 3814-1052
www.hinomaru.jp



Ground Transportation for Councillor Thompson,
Councillor Gimes and Mike Williams

¥ 114,810 (Japanese Yen)

¥ 114,810 / 3 passengers

= ¥ 38,270