



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>\$USD</u> (if applicable)			Invoice Number** <u>EXP/MY9-MY2/18</u>	
Vendor Name** Sally Han			Vendor Number** <u>1014639</u>	
Division** Economic Development and Culture	Work Address** City Hall, 100 Queen St. West, 9E	Postal Code** M5H 2N2	Invoice Date** (m/d/yyyy) 01-Jun-18	
Name of Conference / Seminar / Training / Business Travel** Americas Cultural Summit			Payment Amount** <u>\$ 1381.63</u>	
Start Date** (m/d/yyyy) 09-May-18		End Date** (m/d/yyyy) 12-May-18		

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **
Registration Fees	N/A	N/A	N/A	N/A	N/A	N/A
Travel <input checked="" type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus	4253	AH0035	156040000	462.25	60.09	522.34
Use of Personal Vehicle kms X \$0. /km	N/A	N/A	N/A	N/A	N/A	N/A
Accommodation 3 199	4252	AH0035	156040000	620.87	80.71	701.58
Ground Transportation ie: taxis and car rental	4254	AH0035	156040000	68.77	8.94	77.71
Ground Transportation ie: taxis and car rental	N/A	N/A	N/A	N/A	N/A	N/A
Foreign Transactions- NO TAX						
Per Diem (See Rec Finance Policy) SEE ATTACHED BREAKDOWN	4255	AH0035	156040000	N/A	N/A	80.00
Other*(Please specify)	N/A	N/A	N/A	N/A	N/A	N/A
Training	4310	N/A	N/A	N/A	N/A	N/A
TOTAL EXPENSES						\$1,381.63

Less: Advances & Prepayments: *Mandatory if applicable	SAP Document Number / Pcard transaction Number:					
Registration Fees						
Air Travel						
Advances (Conf/Sem)	4250					
Advances (Bus. Travel)	4204					
Total Advances & Prepayment Amount**						\$ 1381.63
TOTAL PAYABLE TO INDIVIDUAL/CITY						\$ 1381.63

Employee Name: Sally Han
Title: Manager, Cultural Partnerships
Date: _____
Telephone: _____
Signature: _____

Authorized by: Patrick Tobin
Title: Director, Arts & Culture Services
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.

Mrs Sally Han
 [REDACTED]
 Toronto, ON [REDACTED]
 CANADA

Date : 12-05-18
 Time : 08:58
 Room No. : 0804
 Arrival : 09-05-18
 Departure : 12-05-18
 Conf. No. : 59115740
 Page No. : 1 of 1
 Invoice :
 PO :

Guest Name :
 Company Name :
 A/R Number :
 Group Name :

INVOICE

Date	Description	Reference	Charges	Credits
05/09/18	Room Charge		199.00	
05/09/18	MAT - Municipal Accommodation Tax		7.96	
05/09/18	HST 13%		26.90	
05/10/18	Room Charge		199.00	
05/10/18	MAT - Municipal Accommodation Tax		7.96	
05/10/18	HST 13%		26.90	
05/11/18	Room Charge		199.00	
05/11/18	MAT - Municipal Accommodation Tax		7.96	
05/11/18	HST 13%		26.90	
05/12/18	Visa	XXXXXXXXXXXX0913 XX/XX		701.58
Total			701.58	701.58
HST: 824812994RT0001	80.70			
Balance			0.00	CAD



Like you, we know it's the little things that mean a lot. So, if you enjoyed your stay with us, please visit www.tripadvisor.com and share your Germain experience.

30 Daly Avenue, Ottawa (Ontario) K1N 6E2
 TEL 613 691 3230 T. Free 1 833 503 0030
www.legermainhotels.com reservations.gottawa@legermainhotels.com



Booking Receipt

Thank you for booking with Porter.
Your payment has been received.

Booking date
May 2, 2018

Confirmation number
IYHM9N

Sally Han \$522.34 CAD

Flights \$522.34

PD 227 Toronto (YTZ) to Ottawa (YOW) \$228.00
Flexible fare May 9, 2018 at 1:20 PM

Taxes, Fees and Charges \$78.37

Air Traveller Security Charge \$7.12

NAV and Surcharges \$21.00

Airport Improvement Fee \$15.00

Harmonized Sales Tax (HST) \$35.25

PD 216 Ottawa (YOW) to Toronto (YTZ) \$149.00
Firm fare May 12, 2018 at 10:25 AM

Taxes, Fees and Charges \$66.97

Air Traveller Security Charge \$7.12

NAV and Surcharges \$12.00

Airport Improvement Fee \$23.00

Harmonized Sales Tax (HST) \$24.85

Seat Selection \$ 0.00

Toronto (YTZ) to Ottawa (YOW) \$0.00
3A

Total cost \$522.34 CAD

Payment summary

Transaction Date	Method of Payment	Payment Status	Payment Amount
May 2, 2018	Visa xxxx-xxxx-xxxx-0913	Declined	--
May 2, 2018	Visa	Approved	\$522.34

xxxx-xxxx-xxxx-0913

064551

Total paid

\$522.34 CAD

Total owing

\$0.00 CAD

GST/HST Number

841583271

QST Number

1212573775

BLUE LINE TAXI
(613) 238 - 1111

Merchant ID: 4325832A
Driver ID: 55710
Record Num.: 0002

Sale

Transaction Label: VISA CREDIT
XXXXXXXXXXXX0913
AID: A0000000031010

Entry Method: Chip

Amount:
Tax:

4.89

Total: CAD\$ 37.46

2018/05/12 08:16:45

Resp Code: 00

TVR: 0000000000
TVR: 7500

Inv#: 001619

Appr Code: 096001

Apprvd: Online

Batch#: 001:01

TRN Ref #: 46813247795

Validation Code:

L800

DESCRIPTION:

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@BLTAXI.COM
10/1/18

ISSUER COPY

RETAIN THIS COPY FOR STATEMENT
VERIFICATION

BLUE LINE TAXI
(613) 238 - 1111

NA ID: 314-652-1111
MERCHANT ID: 4325832A
VARIABLE ID: 18
DRIVER ID: 00055100

PHONE NUMBER:
TELEPHONE NUMBERS:

BLUE LINE TAXI
(613) 238 - 1111

NA ID: 314-652-1111
MERCHANT ID: 4325832A
VARIABLE ID: 18
DRIVER ID: 00055100

PHONE NUMBER: 314-652-1111
TELEPHONE NUMBERS:

START DATE: 2018
START TIME: 15:07
END: 15:00

PHONE NUMBER: 314-652-1111

TOTAL: \$ 40.25

ISSUER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@BLTAXI.COM
10/1/18



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.

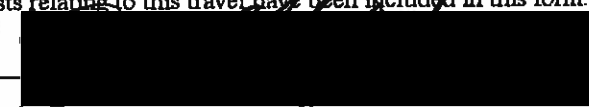
Conference Seminar Training Business Travel

Name:	Sally Han		
Division:	Economic Development and Culture		
Work Address:	City Hall, 100 Queen Street West, 9th Floor, East Tower, Toronto, ON M5N 2N2		
Name of Conference/Seminar/Training:	Americas Cultural Summit		
Within GTA	<input type="checkbox"/>	Outside GTA & within Ontario	<input checked="" type="checkbox"/>
Outside Ontario/Canada	<input type="checkbox"/>		
Destination:	Ottawa, ON		
Start Date:	Wednesday, May 9, 2018	End Date:	Saturday, May 12, 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)			
No meals on May 9. Lunch and dinner are provided on May 10. Only Lunch is provided on May 11. Per Diems to be claimed= May 9- \$65, May 10- \$10, May 11- \$35, May 12- \$0			
Purpose: Use space provided below for full description			
I will attend the Americas Cultural Summit hosted by the Canada Council for the Arts. This is a gathering of arts funders from across the Americas to launch new conversations and collaborations about public investment in culture and influence in building prosperous and inclusive societies. The theme of the summit is Cultural Citizenship and the goal of the summit is to prepare a joint call to action which will be presented at the World Summit on Arts and Culture in 2019. The summit is hosted by the Canada Council for the Arts in collaboration with the Ministry of Culture of Argentina and the International Federation of Arts Councils and Culture Agencies, a global network of arts councils and ministries of culture with member organizations in over 70 countries. Attendance at the summit is by invitation only, and initially municipal governments were not included. However, as a representative of the largest municipal government in Canada with a significant funding portfolio, an exception has been made at our request.			

ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)				Foreign Currency*	Canadian\$ (incl. tax)
*Use Exchange rate(s):	Unit local currency =	\$	CAD		
	Unit local currency =	\$			
	Unit local currency =	\$			
Registration Fees: (Conference/Seminar/Training)				N/A	N/A
Accommodation: (Standard Single Room)					
Number of Days:	3	X	\$ 229 /day incl. taxes	N/A	\$687
Travel Method:					
Air	<input checked="" type="checkbox"/>	Train	<input type="checkbox"/>	Bus	<input type="checkbox"/>
Personal Vehicle:	km	X	\$0. CAD/km	N/A	\$396.91
Ground transportation: (including car rental, to/from airports) Specify estimates:					
taxi/transit			round trip Ottawa and T.O.	N/A	\$180
Sundry Expenses: (See Business Expense Policy, Meals provided are deducted)					
Number of Days:	X	SEE ABOVE	CAD or USD	N/A	\$110.00
Sub-Total Estimated Costs:				N/A	1373.91
- Other Business Meeting expenses outside of Conference costs, please specify:				N/A	N/A
TOTAL ESTIMATED COST:				N/A	1,373.91


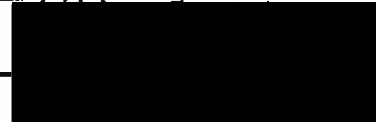
Cost Centre/ WBS Element to be charged:	AH0035
Functional Area to be charged:	1560400000

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

Signature of Employee: 

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

Approval for Proposed Expense

Division Head or	MIKE WILLIAMS <small>(print name)</small>		Apr 30 2018 <small>(date)</small>
Deputy City Manager:	ELAINE BAXTER-TRAHAIR <small>(print name)</small>		APR 30 2018 <small>(date)</small>
City Manager/Mayor:	<small>(print name)</small>	<small>(signature)</small>	<small>(date)</small>
Committee & Report No. (if applicable)			<small>(date)</small>