



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**<br>Exchange Rate applied to convert from local currency to CAD = <u>1.32 from USD</u><br>(if applicable) |                                      |                                     | Invoice Number**<br>EXP/MY03-MY06/18     |
| Vendor Name**<br>David O'Hara   |                                      |                                     | Vendor Number**<br>1009071-              |
| Division**<br>EDC   | Work Address**<br>250 Fort York Blvd | Postal Code**<br>M5V 3K9            | Invoice Date** (m/d/yyyy)<br>06/08/2018  |
| Name of Conference / Seminar / Training / Business Travel**<br>Dumbarton Oaks Military Landscapes Symposium                               |                                      |                                     | Payment Amount**<br>\$784.40<br>\$787.97 |
| Start Date** (m/d/yyyy)<br>05/03/2018   |                                      | End Date** (m/d/yyyy)<br>05/06/2018 |  |

| Description   | GL Account** | Cost Centre/ WBS Element/ Internal Order** | Functional Area** | Net Amount**   | HST**        | Total Including Taxes** |
|---|--------------|--|-------------------|----------------|--------------|-------------------------|
| Registration Fees   | 4233<br>56   | AH0091 David O'Hara pcard                  | 1570200000<br>2   |                |              | 132.56                  |
| Travel<br><input checked="" type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus | 4253         | AH0091                                     | 1570100000        |                |              | 397.49                  |
| Use of Personal Vehicle   |              |  |                   |                |              | 0.00                    |
| Accommodation<br>3 \$294.72/day   | 4235<br>58   | AH0091 David O'Hara pcard                  | 1570200000<br>2   |                |              | 886.94<br>884.19        |
| Ground Transportation<br>ie: taxis and car rental   | 4254         | AH0091                                     | 1570200000<br>2   | 46.32<br>47.69 | 6.01<br>4.59 | 52.28                   |
| Ground Transportation<br>ie: taxis and car rental<br>*Foreign Transactions- NO TAX*                           | 4254         | AH0091                                     | 1570200000<br>2   | 40.23          |              | 40.23                   |
| Per Diem (See Bus. Expense Policy)<br>4 \$ 65 /day  | 4255         | AH0091                                     | 1570200000        |                |              | 294.40<br>292.01        |
| Other (Please specify)  |              |  |                   |                |              | 0.00                    |
| Training  | 4310         |  |                   |                |              | 0.00                    |
| <b>TOTAL EXPENSES</b>   |              |  |                   |                |              | <b>\$1,802.22</b>       |

|   |   |                           |            |          |  |                   |
|---|---|---------------------------|------------|----------|--|-------------------|
| Less: Advances & Prepayments:<br>*Mandatory if applicable | SAP Document Number / 4950-81, 4993-101<br>Pcard transaction Number: 12-14240, 12-26265 |                           |            |          |  |                   |
| Registration Fees   | 4233 56   | AH0091 David O'Hara pcard | 1570200000 | - 132.56 |  | -132.56           |
| Air Travel  |   |                           |            |          |  |                   |
| Advances (Conf/Sem)                                       | 4250  |                           |            |          |  |                   |
| Advances (Bus. Travel)                                    | 4204  |                           |            |          |  |                   |
| Hotel (paid via Pcard)                                    | 4233 57   | AH0091 David O'Hara pcard | 1570200000 | - 886.94 |  | -884.19 886.94    |
| <b>Total Advances &amp; Prepayment Amount**</b>           |   |                           |            |          |  | <b>\$1,802.22</b> |
| <b>TOTAL PAYABLE TO INDIVIDUAL/CITY</b>                   |   |                           |            |          |  | <b>\$784.40</b>   |

|                               |   |
|-------------------------------|---|
| Employee Name: David O'Hara   | Authorized by: Wayne Reeves                         |
| Title: Manager, Fort York NHS | Title: Acting Director, Museums & Heritage Services |
| Date: 06/08/2018              | Date: 06/12/2018                                    |
| Telephone: [Redacted]         | Telephone: [Redacted]                               |
| Signature: [Redacted]         | Signature: [Redacted]                               |

**\*\*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 May 2011 Updated: April 2015

## 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:   | David O'Hara   |   |  |
| Division:   | Economic Development and Culture                                       |   |  |
| Work Address:   | 250 Fort York Boulevard  |   |  |
| Name of Conference/Seminar/Training:  | Dumbarton Oaks Military Landscape Symposium                            |   |  |
|   | Within GTA <input type="checkbox"/>                                    | Outside GTA & within Ontario <input type="checkbox"/> | Outside Ontario/Canada <input checked="" type="checkbox"/> |
| Destination:  | Dumbarton Oaks Music Room, 1703 32nd St, NW, Washington D.C. 20007 USA |   |  |
| Start Date:   | Thursday May 3rd 2018  | End Date:   | Sunday, May 6th 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) |  |   |  |
| Lunch is provided on the 4th and 5th.   |  |   |  |

**Purpose:** Use space provided below for full description  
 Military landscapes can assume different forms and functions, often as national memorials as sites of remembrance and commemoration. This symposium aims to reevaluate the role of war as a fundamental form of human interaction with the land and a decisive factor in the ongoing transformation of the natural environment: It will include discussions on the challenges and theoretical implications of understanding military infrastructure as a landscape from the disciplinary perspectives of cultural geography, architectural history, and environmental studies, and what is the role of landscape architecture in shaping, curating, and giving meaning to such landscapes. Fort York, and the work I've been planning and implementing here over the years, is entirely in-keeping with the the content of this symposium.

| 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) |
|   | 1.28 CAD                |                   |                        |
|   | \$                      |                   |                        |
|   | \$                      |                   |                        |
| Registration Fees: (Conference/Seminar/Training)  |                         |                   |                        |
| \$100+ tax (14.8%)= \$114.80  |                         | \$114.80 USD      | \$148.73               |
| Accommodation: (Standard Single Room)   |                         |                   |                        |
| Number of Days: 3 X 288.91 /day incl. taxes   |                         | \$650.92 USD      | \$866.74               |
| Travel Method:  |                         |                   |                        |
| Air <input checked="" type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> |                         |                   |                        |
| Personal Vehicle: km X \$0. CAD/km  |                         | N/A               | \$350.00               |
| Ground transportation: (including car rental, to/from airports) Specify estimates:                  |                         |                   |                        |
| Taxi airport to hotel.  |                         | 147.96 USD        | \$191.69               |
| Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)                         |                         |                   |                        |
| Number of Days: 4 X \$65.00 CAD or USD  |                         | \$230 USD         | \$297.97               |
| <b>Sub-Total Estimated Costs:</b>   |                         |                   | \$1855.13              |
| - Other Business Meeting expenses outside of Conference costs, please specify:                      |                         |                   |                        |
| <b>TOTAL ESTIMATED COST:</b>  |                         |                   | \$1855.13              |

|   |            |
|---|------------|
| Cost Centre/ WBS Element to be charged: | AH0091     |
| Functional Area to be charged:          | 1570200000 |

L.O. March 12, 2018

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

Signature of Employee: \_\_\_\_\_ (signature) 07-Mar-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) | Mar 15/18 (date)   |
| Deputy City Manager:                   | Giuliana Carbone (print name) | (signature) | Mar 20 2018 (date) |
| City Manager/Mayor:                    | Peter Wallace (print name)    | (signature) | (date)             |
| Committee & Report No. (if applicable) |                               |             | (date)             |

Arash Tavakouli

Invoice Number: LLOGGEIV-03-2018-0001961  
Invoice Date: 3 May 2018

| Tax Point Date | Description            |     |      | Tax Amount       | Net Amount           |
|----------------|------------------------|-----|------|------------------|----------------------|
| 3 May 2018     | Transportation service |     |      |                  |                      |
|                | Fare                   | HST | 13 % | 4.59             | 35.34 CAD            |
|                |                        |     |      | Total net        | 35.34 CAD            |
|                |                        |     |      | Total HST Amount | 4.59 CAD             |
|                |                        |     |      | Gross Amount     | <del>39.93 CAD</del> |

TO PEARSON

Issued on behalf of Arash Tavakouli by:

Rasler Operations B.V. / Mr. Treublaan 7, 1097DP Amsterdam / VAT: NL853682318B01 / COC #: 59888261

CREDIT CARD RECEIPT

UP Express Pearson TVM  
MISSISSAUGA, ON

TYPE: PURCHASE  
ACCT: VISA  
AMOUNT: \$12.35 CAD  
CARD #: \*\*\*\*\*4047  
DATE/TIME: 2018/05/07 20:44:08  
REF #: 66292813 U0404 C  
AUTHOR. #: 484395  
SCOTIABANK VISA  
A0000000031010  
0080008000 F800

VERIFIED BY PIN  
INVOICE #: 063263421786  
01/027  
APPROVED - THANK YOU

-- IMPORTANT --  
Retain This Copy For Your Records  
\*\*\* CUSTOMER COPY \*\*\*



ADULT  
ONE-WAY  
ADULTE  
ALLER SIMPLE  
\$12.35

AÉROPORT  
PEARSON AIRPORT  
TO | A  
UNION

07 MAY/MAI 2018  
20:43

Must take trip within 1 hour of issuance  
Doit faire le trajet au  
plus 1 heure après achat

Not refundable, not transferable  
Non remboursable, non transférable

Retain for inspection  
Conserver pour inspection

U0404CCARD (TN: 063263421786)



1428 Black Bear Lodge  
**TAXI CAB RECEIPT**

Time: 9:30am  
Date: May 3/18

Origin of trip: PEREGRINE

Destination: PEREGRINE AIRPORT to GEORGETOWN LWN

Fare: 30.40 USD Sign: \_\_\_\_\_

Departure: Washington, Ronald Reagan National Airport, DC, USA (DCA) - 07 May 2018 at 6:55 PM

Arrival: Toronto, Pearson International Airport, Ontario, Canada (YYZ) - 07 May 2018 at 8:21 PM

**Passenger Details:**

Passenger #1 (DOB 1968/04/10): Mr David O'Hara

Frequent Flyer Program:

Special requests:

**Contact Information**

Name: David O'Hara

Email: david.ohara@toronto.ca

Phone Number: [REDACTED]

**Billing Information & Payment Details:**

Credit Card Holder: David O'Hara

Address: 250 Fort York Boulevard

City: Toronto

Province/State: Ontario

Country: Canada

Postal Code: M5V 3K9

Phone number: [REDACTED]

Credit card: MasterCard

Credit card number: xxxx-xxxx-xxxx-7482

Security Number: 891

Expiry date: 10/2021

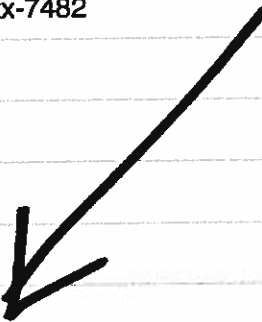
Total Adult Price: \$261.98 x 1

Adult Taxes: \$135.48 x 1

Total: \$397.46

IP Address: 204.187.67.26

*FUGIT*



**David O'Hara**

---

**From:** Events Department <events@doaks.org>  
**Sent:** March-29-18 4:06 PM  
**To:** David O'Hara  
**Subject:** Registration Confirmed - Dumbarton Oaks Garden and Landscape Studies Symposium: "Military Landscapes," May 4-5, 2018

Dear David:

Your registration has been confirmed. Please save this email for future reference.

**Event:** Dumbarton Oaks Garden and Landscape Studies Symposium: "Military Landscapes," May 4-5, 2018

**Attending:** David O'Hara

**Number in Party:** 1

**Confirmation Number:** LTN82G8L992

**Current Registration:**

| Registration Information: |                           |
|---------------------------|---------------------------|
| Registration Items        |                           |
| David O'Hara              | Individual Registration   |
| Additional Information    |                           |
| David O'Hara              | CSLA:<br>number to follow |



[Click here to view the event summary](#)

We look forward to seeing you there.

Sincerely,  
Events Department  
Dumbarton Oaks  
events@doaks.org

If you no longer want to receive emails from Events Department, please [Opt-Out](#)

Your payment for the Dumbarton Oaks Garden and Landscape Studies Symposium: "Military Landscapes," May 4-5, 2018 event has been successfully processed. Please save this email for your records.

*Paid Doc# 12-14240*

**Transaction Information:**

| <b>Item</b>             | <b>Transaction Information</b> | <b>Quantity</b> | <b>Amount</b>   |
|-------------------------|--------------------------------|-----------------|-----------------|
| Individual Registration |                                | 1               | \$100.00        |
|                         | <b>Transaction Total</b>       |                 | <b>\$100.00</b> |

Registration Confirmation Number: LTN82G8L992

[View your registration](#)

If you have any questions about this transaction or email, please contact Events Department directly at [events@doaks.org](mailto:events@doaks.org).

GEORGETOWN HILL INN  
1832 WISCONSIN AVE NW  
WASHINGTON, DC 20007

*PAID 12-26265*

# SALE

MID: 1470      Store: 4616      Term: 9101

REF#: 00000002

Batch #: 402      RRN: 814400210154

05/23/18      20:28:44

Trans ID: 0523MCPF67VZ1

APPR CODE: 202844

MASTERCARD

Manual CP

\*\*\*\*\*7482

\*\*/\*\*

**AMOUNT**

**\$669.84**

APPROVED

*@ 1.32  
= 886.99*

CUSTOMER COPY

*PAID 12-26265*