



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 = _____ (if applicable)			Invoice Number** EXP/FE 21-FE21/18	
Vendor Name** YADAV, JAGDISH			Vendor Number** 1014074	
Division** EDC	Work Address** CH-100 QUEEN ST E, 9TH FL	Postal Code** M5H 2N2	Invoice Date** (m/d/yyyy) OCT 4/2018	
Name and Location of Conference / Seminar / Training / Business Travel** LANGUAGES CANADA ANNUAL CONFERENCE, TORONTO			Payment Amount** \$ NIL	
Start Date** (m/d/yyyy) FEB 21/18		End Date** (m/d/yyyy) FEB 21/18		

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **
Registration Fees	4256	ED0054	1540100000	525.00	68.25	593.25
Travel <input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus						
Baggage Fees / Insurance						
Use of Personal Vehicle Kms X <input type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.55/km						-
Accommodation days @ \$ _____ /day						-
Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO						-
Ground Transportation (to and from Airport) ie: taxis and car rental DESTINATION						-
*Foreign Transactions- NO TAX*						
Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental						-
*Foreign Transactions- NO TAX*						
Per Diem (See Bus. Expense Policy) _____ days @ \$ _____ / day						-
Other (Please specify)						-
Training	4310					-
TOTAL EXPENSES						\$593.25

Less: Advances & Prepayments:							
*Mandatory if applicable	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	SAP Document Number	Net Amount **	HST **	Total Including Taxes **
Registration Fees	4256	ED0054	1540100000	1200005708	\$525.00	\$68.25	593.25
Air Travel					-	-	-
Accommodation					-	-	-
Grds Transportation (To & Fr. Airport) ON.					-	-	-
Grds Transportation (To & Fr. Airport) Destination					-	-	-
Grds Transportation (local-des. taxi, bus, train, etc.)					-	-	-
Other (Please specify)					-	-	-
TOTAL ADVANCES & PREPAYMENT AMOUNT**							\$593.25
TOTAL PAYABLE TO INDIVIDUAL / CITY							\$0.00

Employee Name: JAGDISH YADAV  
Title: SECTOR DEVELOPMENT OFFICER  
Date: October 26, 2018  
Telephone: [REDACTED]  
Signature: [REDACTED]

Authorized by: GEORGE SPEZZA  
Title: DIRECTOR, BUSINESS GROWTH SERVICES  
Date: [REDACTED]  
Telephone: [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.

## Jagdish Yadav

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**From:** Linda Auzins <noreply@gifttool.com> on behalf of Linda Auzins  
<info@languagescanada.ca>  
**Sent:** February 6, 2018 11:51 AM  
**To:** Jagdish Yadav  
**Subject:** Languages Canada - 2018 - 10th Anniversary Conference / Le congrès du 10e anniversaire

### Registration Confirmation

Thank you for registering / Merci de vous être inscrit.

Please print this confirmation page as your proof of registration / Veuillez imprimer cette page de confirmation comme preuve d'inscription.

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**Event:** 2018 - 10th Anniversary Conference / Le congrès du 10e anniversaire  
[View Event Details](#)  
**Date & Time:** Feb 19, 2018 07:00 PM -  
Feb 22, 2018 01:00 PM  
[America/New\_York UTC -5]  
[Add to my Calendar](#)  
**Location:** Toronto Marriott Downtown Eaton Centre Hotel  
Hôtel Marriott Toronto Centre-ville Eaton Centre  
525 Bay Street, Toronto ON Canada M5G2L2  
[Get Driving Directions](#)  
**Event Coordinator:** Linda Auzins, info@languagescanada.ca, 604-625-1532

### Registration Confirmation - Jagdish Yadav

**Order ID:** R990602  
**Registrant Type:** Non-Member / Non - Membre (First delegate / premier délégué)  
**Registration Date:** February 06, 2018 11:50:42 EST  
**Total Amount:** \$593.25  
**Order Status:** Successfully paid and processed!  
**Payment Method:** MasterCard  
**Card Name:** Jagdish [REDACTED] Yadav

Note that your credit card statements will read:

**R990602 LANGUAGES CANADA**

Refer to this order ID for any questions you may have regarding your registration.

### Payment Instructions

\*\*\* Payment Instructions: You may pay by credit card or by cheque payable to Languages Canada. To maintain your reservation, your payment must be received by February 12, 2018. If your payment is not received within the specified timeframe, your reservation will be cancelled.

RECEIVED

FEB / 5 2018

# 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 ☐

<b>Name:</b>	Jagdish Yadav		
<b>Division:</b>	Economic Development & Culture Division		
<b>Work Address:</b>	City Hall, East Tower, 9th Floor, 100 Queen Street West, Toronto M5H 2N2		
<b>Name of Conference/Seminar/Training:</b>	Languages Canada - The 10th Anniversary Conference		
Within GTA <input checked="" type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input type="checkbox"/>	
<b>Destination:</b>	Toronto Marriott Downtown Eaton Centre		
<b>Start Date:</b>	Wednesday, February 21, 2018	<b>End Date:</b>	Wednesday, February 21, 2018
<b>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)</b>			
Meals provided by organizers			
<b>Purpose: Use space provided below for full description</b>			
This is essential because this is an effort to export educational services and promote Toronto's language learning and training providers (both in public and private sectors) by learning more about them and their offerings. More than 200 delegates are expected to attend Languages Canada's 10th annual conference in Toronto from February 19th to 22nd, 2018, including leaders from across the language education sector, provincial and federal government officials, and other key influencers in the field of international education. There will be plenary sessions and professional development workshops involving international presenters in three streams of marketing, student experience and welfare and leadership.			
<b>ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)</b>			
<b>*Use Exchange rate(s):</b>	1 unit local currency =	CAD	
	1 unit local currency =	\$	
	1 unit local currency =	\$	
<b>Registration Fees: (Conference/Seminar/Training)</b>	\$ 525 + taxes.		593.25
<b>Accommodation: (Standard Single Room)</b>	Number of Days: X /day incl. taxes		N/A
<b>Travel Method:</b>	Air <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> Personal Vehicle: km X \$0. CAD/km		N/A
<b>Ground transportation: (including car rental, to/from airports) Specify estimates:</b>			N/A
<b>Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)</b>	Number of Days: X USD		N/A
<b>Sub-Total Estimated Costs:</b>			593.25
<b>- Other Business Meeting expenses outside of Conference costs, please specify:</b>			N/A
<b>TOTAL ESTIMATED COST:</b>			593.25

<b>Cost Centre/ WBS Element to be charged:</b>	ED0054
<b>Functional Area to be charged:</b>	1540100000

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

Signature of Employee: \_\_\_\_\_ (signature) \_\_\_\_\_ (date) 26-Jan-18

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

### Approval for Proposed Expense

Division Head or Mike Williams \_\_\_\_\_ (print name) \_\_\_\_\_ (signature) \_\_\_\_\_ (date) Feb 5/18

Deputy City Manager: Giuliana Carbone \_\_\_\_\_ (print name) \_\_\_\_\_ (signature) \_\_\_\_\_ (date)

City Manager/Mayor: \_\_\_\_\_ (signature) \_\_\_\_\_ (date)

Committee & Report No. (if applicable) \_\_\_\_\_ (date)