



Corporate Business Expense Claim

Attendance at Conference/ Seminars/ Training, and Business Travel

Accounting Services Division
Corporate Accounts Payable

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/JN/18 - JN19/19
Vendor Name** Emma Ward			Vendor Number**		
Division** EDC	Work Address** 8th floor - 55 John Street	Postal Code** M5V 3C6	Invoice Date** (m/d/yyyy) 04-Jun-19		
Name of Conference / Seminar / Training / Business Travel** Arts Reach Unlimited Conference				Payment Amount** \$0.00	
Start Date** (m/d/yyyy) 18-Jun-19		End Date** (m/d/yyyy) 19-Jun-19			

Description	GL Account**	Cost Centre/ WBS Element/ Internal Order**	Functional Area**	Net Amount**	HST**	Total Including Taxes**
Registration Fees	4256	AH0014 Denise Dickin Pcard	1560300000			298.27 894.90
Travel <input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus						0.00
Use of Personal Vehicle _____ kms X \$0._____/km						0.00
Accommodation _____ days @ \$_____/day						0.00
Ground Transportation ie: taxis and car rental						0.00
Ground Transportation ie: taxis and car rental *Foreign Transactions- NO TAX*						0.00
Per Diem (See Bus. Expense Policy) _____ days @ \$_____/day						0.00
Other (Please specify)						0.00
Training	4310					0.00
TOTAL EXPENSES						298.27 894.90
Less: Advances & Prepayments: *Mandatory if applicable		SAP Document Number / Pcard transaction Number: 1200030469				
Registration Fees	4256	AH0014 Denise Dickin Pcard	1560300000	-	-	804.00 -298.27
Air Travel				-	-	-
Advances (Conf/Sem)	4250			-	-	-
Advances (Bus. Travel)	4204			-	-	-
Total Advances & Prepayment Amount**						849.00 -298.27
TOTAL PAYABLE TO INDIVIDUAL/CITY						\$0.00

Employee Name: Emma Ward
Title: Cultural Outreach Officer
Date: 03-Jul-19

Authorized by: Nadira Pattison
Title: Manager, Arts Services
Date: 03-Jul-19

Telephone: [REDACTED]
Signature: [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.

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:	Emma Ward		
Division:	EDC - Arts Services		
Work Address:	Metro Hall, 8th floor - 55 John Street, Toronto, M5V 3C6		
Name of Conference/Seminar/Training:	ArtsReach - Canadian Arts Marketing, Development & Ticketing Conference		
	Within GTA <input checked="" type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input type="checkbox"/>
Destination:	20 Toronto Street Conference Centre, Toronto, M5C 2B8		
Start Date:	June 18 2019	End Date:	June 19 2019
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 provided June 19 - no other meals provided.			
Purpose: Use space provided below for full description			
Please note: May 31st is the deadline to register for a promotional 3-for-1 ticket price, and Arts Services has identified two other staff who are also interested and available to attend. The registration fee below would cover all three of us attending.			
ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)			
Use Exchange rate(s):	1 unit local currency = \$ 1.34 CAD	Foreign Currency	Canadian\$ (incl. tax)
	1 unit local currency = \$		
	1 unit local currency = \$		
- Registration Fees: (Conference/Seminar/Training)		\$649	\$871
- Accommodation: (Standard Single Room) Number of Days: _____ X \$ _____ /day incl. taxes		n/a	n/a
- Travel Method: Air <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> Personal Vehicle: _____ km X \$0. _____ CAD/km		n/a	n/a
- Ground transportation: (including car rental, to/from airports) Specify estimates:		n/a	n/a
- Sundry Expenses: (See Business Expense Policy; Meals provided are deducted) Number of Days: _____ X \$0.00 CAD or USD			
Sub-Total Estimated Costs:		649	871
- Other Business Meeting expenses outside of Conference costs, please specify:		n/a	n/a
TOTAL ESTIMATED COST:		\$649	\$871

Cost Centre/ WBS Element to be charged:	AH0014
Functional Area to be charged:	1560300000

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

Signature of Employee: _____ (signature) May 23 2019 (date)

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

Approval for Proposed Expense
Division Head or MIKE WILLIAMS _____ (signature) MAY 28 2019 (date)

Deputy City Manager: _____ (signature) _____ (date)

City Manager/Mayor: _____ (signature) _____ (date)

Committee & Report No. (if applicable) _____ (date)

Updated: March 2016

RECEIVED
MAY 27 2019

* Divided 3-way

REPORT ON CONFERENCE

Employee Name: Emma Ward
Division: Arts Services
Date Submitted: July 3, 2019

Name of Conference: Arts Reach National Arts Marketing, Development and Ticketing Conference
Location: 20 Toronto Street Conference
Date(s) Attended: June 18 and 19, 2019

Describe the benefits from attending the Conference (including any benefits to you and to the City):

Personal Development:

The conference was particularly beneficial for my personal interest in relaxed performances/events. One of the panels in particular discussed the ways in which making events and marketing materials accessible and barrier-free (often in inexpensive ways) not only helps with creating an environment of inclusion, but also goes a long way to expanding your audience. The panel challenged societal preconceptions of people with disabilities and the ways in which the disability community is overlooked. The panel discussed ways in which arts organizations can make simple changes at all levels, including marketing, front of house teams, performers and administrators to make events accessible to a wider audience base.

Networking:

I took the time to make some new network connections, in particular with Rachel Marks, a playwright and artist educator, who is also a Relaxed Performance Consultant. From my conversations with Rachel, there were two things that really impacted my thinking on how we make events accessible through marketing. The first is including what resources don't have in order to manage expectations for audiences and project participants, and also cheap/free ways to create a boilerplate document for creating visual guides or Picture Exchange Communication Systems that can be shared with SPARK or Signature partners.

City Benefits (including financial benefits):

The conference sparked new ideas about creative marketing pieces to reach a wider audience and create more inclusion, which we could implement at a low cost, such as running ads on Spotify or creating a playlist based on local artists featured at our launch. Discussions also led to ideas about new marketing materials that relate to Arts Services projects, such as the use of coasters for the HOT Eats program or local arts events, which can be distributed to restaurants and cafes. The conference encourages us to look at ways in which we might want to reevaluate our current marketing materials to make them more accessible and effective.

Employee's signature: 

Date: July 3, 2019

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JUL 05 2019

Approved by (please print): MIKE WILLIAMS
Division Head or Designate

Signature:  Date: JUL 09 2019

Note: Please complete this form within 10 days after attending the conference.

Doc.Type : Z1 (P-CARD Process) Normal document					
Doc. Number	1200030469	Company Code	CITY	Fiscal Year	2019
Doc. Date	06/04/2019	Posting Date	06/28/2019	Period	06
Calculate Tax	<input type="checkbox"/>				
Ref.Doc.	ARTS REACH UNLIM				
Doc. Currency	CAD				
Doc. Hdr Text	P-Card 5269-29 DICKIN, DE				

Item	PK	Account	Account short text	IX	Cost Ctr	WBS element	Amount	Text	EM	Purch.Doc.	Functional Area
1	50	215255	PCARD BALANCING				894.80-	ARTS REACH UNLIMITED			
2	40	4256	CONF/SEM - REGIST FE	P0	AH0014		894.80	ARTS REACH UNLI_CONFERENCE REG-TORONTO - H.KIM,E.			1560300000
							0.00				

Divided 3 ways

$$894.80 / 3 = 298.266$$

Mike Williams
General Manager
Economic Development & Culture

Arts and Culture Services
Toronto City Hall,
9th Floor, East Tower
Toronto, Ontario M5H 2N2

Patrick Tobin
Director, Arts and Culture
Tel: 416-392-4166
Fax: 416-392-5600
Email: Patrick.Tobin@toronto.ca

Date: May 23, 2019

To: Mike Williams

From: Patrick Tobin, Director, Arts and Culture Services

Subject: Request for Authorization, Canadian Arts Marketing, Development & Ticketing Conference, June 18-June 19

Attached please find requests for authorization for Emma Ward, Hyesoo Kim and Lory Diaz to attend the noted conference in June 2019. All three staff have responsibilities for social marketing.

This conference focuses on social marketing of the arts . This is an important area of promotion for our Arts Services staff as they are responsible for marketing programs including facilities, art galleries and cultural development outreach programs like *Cultural Hotspot*. The cost of \$873.34 CAD covers all three staff registrations.

