



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 = <u>SUSD</u> (if applicable)			Invoice Number** <u>EXP/MRO6-MRC9/19</u>	
Vendor Name** <u>Nathaniel Kennedy</u>			Vendor Number** <u>1020204</u>	
Division** <u>Economic Development and Culture</u>	Work Address** <u>City Hall, 100 Queen St. West, 6W</u>	Postal Code** <u>M5H 2N2</u>	Invoice Date** (m/d/yyyy) <u>29-Mar-19</u>	
Name of Conference / Seminar / Training / Business Travel** <u>ActSafe 2019 Event Safety Conference</u>			Payment Amount** <u>\$227.50</u> \$195.00	
Start Date** (m/d/yyyy) <u>03/27/2019</u>		End Date** (m/d/yyyy) <u>03/28/2019</u>		

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **
Registration Fees						
Travel <input checked="" type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus	4253	SE0010	1560200000	874.25	112.05	986.30
Use of Personal Vehicle kms X \$0. /km						
Accommodation 3 days @ \$179.4/day	4252	SE0010	1560200000	514.80	23.40	538.20
Ground Transportation ie: taxis and car rental						
Ground Transportation ie: taxis and car rental *Foreign Transactions- NO TAX*						
Per Diem (See Bus. Expense Policy) 3 days @ \$65, 1 day @ \$32.50	4255 4255	SE0010	1560200000			227.50 195.00
Other (Please specify)						
Training	4310					
TOTAL EXPENSES						1,719.50
Less: Advances & Prepayments: *Mandatory if applicable	SAP Document Number / Pcard transaction Number: a) <u>518671</u> b) <u>1200012401</u> <u>1200016126</u>					
Registration Fees						
Air Travel	4253	SE0010	a) AIR	-874.25	-112.05	-986.30
Advances (Cost/Sum) Accommodation	4250 4252	SE0010	b) HOTEL	-514.80	-23.40	-538.20
Advances (Bus. Travel)	4204					
Total Advances & Prepayment Amount**						-1524.50
TOTAL PAYABLE TO INDIVIDUAL/CITY						\$195.00

Employee Name: Nathaniel Kennedy
Title: Supervisor, City Cultural Events, Production
Date: 03/29/2019

Authorized by: Alan Jazvac
Title: Manager, City Cultural Events, Production
Date: 29-Mar-19

Telephone: [Redacted]

Telephone: [Redacted]

Signature: [Redacted]

Signature: [Redacted]

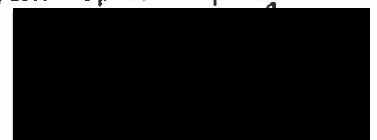
**This form must be submitted in electronic form. All mandatory fields must be completed and returned to the originator for corrections prior to being processed for payment. Hand written forms will not be accepted and will be returned to the division.

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:		Nathaniel Kennedy	
Division:		Economic Development and Culture	
Work Address:		6th floor, West tower, 100 Queen Street West	
Name of Conference/Seminar/Training:		ActSafe 2019 Event Safety Conference	
Within GTA <input type="checkbox"/>		Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input checked="" type="checkbox"/>
Destination:		Burnaby, BC, Canada	
Start Date:		06-Mar-2019	End Date: 09-Mar-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)			
Meals are not provided			
Purpose: Use space provided below for full description			
I, along with Trevor Hyland of the Office of Emergency Management, have been invited to present our #torontostrong planning seminar as part of the conferences two days of seminars and presentations. This is an opportunity to forward Toronto's place as a leader in major event planning, event safety coordination, and civil response to acts of terror and violence in our communities. ActSafe is a unique organization with whom it is worth engaging in an ongoing dialogue.			
ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)			
*Use Exchange rate(s)	1 unit local currency =	\$	CAD
	1 unit local currency =	\$	
	1 unit local currency =	\$	
Registration Fees (Conference/Seminar/Training)		Foreign Currency*	Canadian\$ (incl. tax)
n/a			N/A
Accommodation (Standard Single Room)			
Number of Days:	3 X 156 /day incl. taxes		468
Travel Method			\$874.43
Air <input checked="" type="checkbox"/>	Train <input type="checkbox"/>	Bus <input type="checkbox"/>	
Personal Vehicle	km X \$0 CAD/km		
Ground transportation (including car rental, to/from airports) Specify estimates			
n/a			0
Sundry Expenses (See Business Expense Policy, Meals provided are deducted)			
Number of Days:	4 X \$65.00 CAD		\$260.00
Sub-Total Estimated Costs:			\$1602.43
- Other Business Meeting expenses outside of Conference costs, please specify:			
			N/A
TOTAL ESTIMATED COST:			\$1602.43
Cost Centre/ WBS Element to be charged:		SE0010	
Functional Area to be charged:		1560200000	

I certify that all estimated

Signature of Employee:

I have confirmed that approved funds are available

Approval for Proposed Expense

Division Head or Mike Williams
(print name)

(signature) (date)

Deputy City Manager:
(print name)

(signature) (date)

City Manager/Mayor:
(print name)

(signature) (date)

Committee & Report No. (if applicable)

(date)

FEB 11 2019

REPORT ON CONFERENCE

Employee Name: Nathaniel Kennedy
Division: Economic Development and Culture
Date Submitted: March 29, 2019
Name of Conference: ActSafe Event Safety Conference
Location: Burnaby, BC, Canada
Date(s) Attended: Mar 7 and 8, 2019

I was invited to present a broadened #TorontoStrong presentation at BC's ActSafe Conference on March 7th of this year along with Trevor Hyland, currently seconded to the Office of Emergency Management.

In its third year in 2019, Actsafe's Event Safety Conference brings together a broad range of stakeholders from festivals, performing arts and live event venues, health and safety organizations, event production suppliers, education providers, service organizations, municipalities, and labour unions to network and learn about event safety from a range of experts in their fields.

We presented to a small group of event professionals, mostly from western Canada. The presentation was so well received that we were asked to present again the next morning to a much larger group. We presented to a total of approximately fifty people. From this talk, we've been asked to distribute some of our templates and plans for other organizations to build their work from as well as invited to apply to the Event Safety Alliance conference in November of 2019.

The conference allowed us to attend a number of professional development seminars including: "Mayhem at Events, and How to Prevent (Some of) It", "The Threat of Counter Terrorism and its Impact of Crowds in Emergencies", and "Municipal Planning of Outdoor Events (panel discussion)".

We also met with and toured the facilities of our contemporaries in event and emergency planning for the cities of Richmond, Burnaby and Vancouver and toured the Vancouver Police Department event division's facilities and the Vancouver Emergency Operations Centre. In meeting with these contemporaries, we were able to build our information and systems sharing network and learn how Vancouver and the surrounding municipalities operate for major events.

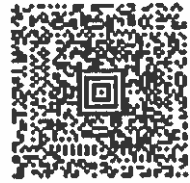
Employee's signature: [Redacted] **Date:** 12/29/19
Approved by (please print name): MIKE WILLIAMS
Signature: [Redacted] **Date:** Apr 10/19
Division Head or Designate

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

RECEIVED
APR 05 2019



Booking Confirmation



Booking Reference **QXGEK5**

Date of issue **12 Feb 2019**

This is your Receipt/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, holdings and air services detailed below, as well as baggage, baggage charges, and other important information related to your trip.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider (GDS), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier/GDS directly. You should read the disclosure notice which applies to your booking and specify, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's privacy policy details.

Depart

Economy - Flex			
Wednesday 08 Mar 2019	07 15 Toronto Toronto-Pearson Int (YYZ) ON Terminal 1	09 18 Vancouver Vancouver Int (YVR) BC Terminal M	 AC104 5hr03 Economy T Operated by Air Canada 787-9 Air Canada Bistro

Return

Economy - Flex			
Monday 11 Mar 2019	09 00 Vancouver Vancouver Int (YVR) BC Terminal M	15 27 Toronto Toronto-Pearson Int (YYZ) ON Terminal 1	 AC104 4hr27 Economy G Operated by Air Canada A321-200 Wi-Fi Air Canada Bistro

Passengers

Nathaniel Kennedy	Seats AC101 33A AC104 33A
Ticket Number 0142107920407	
Air Canada - Aeroplan 	



Purchase summary

MasterCard
 *****5684
Amount paid \$986.30
Tax information
 GST no. 10009-2287 RT0001
 \$1.00
 GST/HST no. 10009-2287 RT0001
 \$111.05

1 adult

Air Transportation Charges

Base Fare - Depart - Economy - Flex 302.00
Base Fare - Return - Economy - Flex 467.00
Surcharges 46.00

Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001 1.00
Harmonized Sales Tax - Canada (GST/HST #10009-2287 RT0001) 111.05
Air Travellers Security Charge - Canada 14.25
Airport Improvement Fee - Canada 45.00

Total before and taxes before options **\$986.30**

GRAND TOTAL (Canadian dollars) **\$986.30**



Check-in and boarding gate deadlines

Within Canada

90
minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45
minutes¹

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15
minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

¹ From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes



BURNABY
HOTEL AND CONFERENCE CENTRE

4331 Dominion Street, Burnaby, British Columbia, V5G 1C7
Tel: 604-453-0750 Fax: 604-453-0775

Nathaniel Kennedy
100 Queen Street West
6th floor
Toronto ON M5V3C6
Canada

Room: 0610
Folio: 101672
Cashier: 32
Arrival: 03-06-19
Departure: 03-09-19
Reference:

Group: Actsafe Seminar

Date	Description	Additional Information	Charges	Credits
03-06-19	Room Charge		156.00	
03-06-19	Rooms - GST		7.80	
03-06-19	Rooms - Room Tax		12.48	
03-06-19	AHRT - 2%		3.12	
03-07-19	Room Charge		156.00	
03-07-19	Rooms - GST		7.80	
03-07-19	Rooms - Room Tax		12.48	
03-07-19	AHRT - 2%		3.12	
03-08-19	Room Charge		156.00	
03-08-19	Rooms - GST		7.80	
03-08-19	Rooms - Room Tax		12.48	
03-08-19	AHRT - 2%		3.12	
03-09-19	Master Card	XXXXXXXXXXXX6294	XX/XX	538.20

GST Summary	
Registration No: 810983262	
Room	23.40
F&B	0.00
Other	0.00
Total	23.40

PST Summary	
Room	46.80
F&B	0.00
Other	0.00
Total	46.80

Total	538.20	538.20
Balance Due	0.00	CDN

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.