



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/AP14-AP17/19
Vendor Name** Jennifer Harrington			Vendor Number** 1019239
Division** EDC- Museums & Heritage Services	Work Address** Metro Hall, 55 John Street, 8th Floor	Postal Code** M5V 3C6	Invoice Date** (m/d/yyyy) Thursday April 18, 2019
Name and Location of Conference / Seminar / Training / Business Travel** Canadian Museums Association, Toronto, On			Payment Amount** \$ 5
Start Date** (m/d/yyyy) Sunday April 14, 2019		End Date** (m/d/yyyy) Wednesday April 17, 2019	

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **
Registration Fees	4256	AH0122 Jennifer's pcard	1570200000	750.00	\$97.50	847.50
Travel <input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus	4215					
Baggage Fees / Insurance						
Use of Personal Vehicle Kms X <input type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.54/km						
Accommodation days @ \$ _____ /day						
Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO	4220					
Ground Transportation (to and from Airport) ie: taxis and car rental DESTINATION	4220					
Foreign Transactions- NO TAX						
Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental	4220					
Foreign Transactions- NO TAX						
Per Diem (See Bus. Expense Policy) _____ days @ \$ _____ / day	4230					
Other (Please specify)						
Training	4310					
TOTAL EXPENSES						\$847.50

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	AH0122	1570200000	5202-1108	-\$750.00	-\$97.50
Air Travel	4215			12-0006511	-	-	-
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**							-\$847.50
TOTAL PAYABLE TO INDIVIDUAL / CITY							\$0.00

Employee Name: Jennifer Harrington
Title: Manager, Museums
Date: May 15, 2019
Telephone:
Signature:

Authorized by: Cheryl Blackman
Title: Director, Museums & Heritage Services
Date: May 16, 2019
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.

REPORT ON CONFERENCE

Employee Name: Jennifer Harrington
Division: Economic Development and Culture
Date Submitted: May 15, 2019
Name of Conference: Canadian Museum Association
Location: Toronto Hilton (downtown)
Date(s) Attended: April 16-17

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

Personal Development:

I attended conference presentations on the following topics: a) decolonizing museums; b) building diverse teams; and c) how arts programming at the Montreal Museum of Fine Arts (MMFA) has supported positive outcomes for equity-seeking communities.

Networking:

Contacts were made with staff at the ROM, Lord Cultural Resources, Aga Khan Museum, PAMA the Ward Museum, Montreal Museum of Fine Arts, and Indigenous artist, Kent Monkman. Networking took place with pre-existing contacts from the University of Toronto and the Province of Ontario.

City Benefits (including financial benefits):

The presentations built my professional knowledge in key areas of strategic interest for MHS and in areas that are significance across the museum sector. Specifically, the presentation about workforce diversity challenged the status quo and discussed the need to diversify our workforce in support of equity and inclusion, with discussions focused on examples at the ROM and Ward Museum. The MMFA's work with thousands of equity-seeking communities annually provides an innovative and relevant model for community engagement at the City's museums.

Employee's signature: _____

Date: May 15/2019

Approved by (please print): _____

Mike Williams

Division Head or Designate

Signature: _____

Date: _____

MAY 22 2019

RECEIVED

MAY 21 2019

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:	Jennifer Harrington		
Division:	Economic Development & Culture		
Work Address:	Metro Hall, 55 John Street, 8th Floor		
Name of Conference/Seminar/Training:	Canadian Museums Association National Conference 2019 (CMA)		
	Within GTA <input checked="" type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input type="checkbox"/>
Destination:	Hilton Toronto, 145 Richmond Street West, Toronto, ON, M5H 2L2 and various locations w/in GTA		
Start Date:	Sunday April 14, 2019	End Date:	Wednesday April 17, 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)			
Yes, The CMA provides, Breakfast, Breaks, and Lunches			
Purpose: Use space provided below for full description			
This is a request to attend the 2019 Canadian Museums Association National Conference in Toronto. CMA 2019 offers a hub for knowledge sharing and a showcase for best practices, including reviews of successful case studies and directions for museums for the future. It is a great venue for building knowledge that is national in scope. The sessions that deal with community engagement, visitor experience and relationship building are very relevant to my role as Manager, Museums. Given EDC's strategic focus on Equity and Inclusion, these sessions will be provide inspiration and fresh insight into the state of the field while providing skills and knowledge to promote the achievement of this divisional priority. As the conference is being held in Toronto, I will not require any additional travel, accomodation, or per diem costs.			
ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)			
Use Exchange rate(s):	1 unit local currency =	\$1.30 CAD	Foreign Currency
	1 unit local currency =	\$1.00 USD	
	1 unit local currency =	\$ _____	
			Canadian\$ (incl. tax)
Registration Fees: (Conference/Seminar/Training)			
\$750+\$195=\$945 \$945x1.13 HST= \$1067.85			1067.85
Accommodation: (Standard Single Room)			
Number of Days:	X CAD	/day incl. taxes	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
Ground transportation: (including car rental, to/from airports) Specify estimates:			
CAD			N/A
Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)			
Number of Days:	X \$65 CAD		N/A
Sub-Total Estimated Costs:			\$1,068
Other Business Meeting expenses outside of Conference costs, please specify:			
			N/A
TOTAL ESTIMATED COST:			\$1,068

Cost Centre/ WBS Element to be charged:	AH0122
Functional Area to be charged:	1570200000

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

Signature of Employee:  (signature) Feb 27, 2019 (date)

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

Approval for Proposed Expense  (signature) Mar 4 2019 (date)

Division Head or Mike Williams (print name)

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

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

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

RECEIVED
MAR 04 2019



RECEIPT

SEND TO:

Jennifer Harrington
Museums and Heritage Services, City of Toronto

RECEIPT NO: 20597
DATE PAID: 6-Mar-2019

CMA 2019 National Conference

DESCRIPTION	AMOUNT
Jennifer Harrington	
All Inclusive Conference fee (member rate) - \$750.00 All Inclusive Multi-Delegate Rate (plus tax)	\$750.00
EventTax13 on \$750.00	\$97.50
Total	\$847.50
Total Paid	\$847.50

Transaction #	Date	Paid by	Amount
060319E3C-6E26A098-3751-4EFE-B77A-20CBB9AFADD0	03/06/2019 12:50	MC	\$847.50

Business No.: 10686 4374 RT0001
THANK YOU FOR YOUR PAYMENT

Canadian Museums Association
280 Metcalfe Street Suite 400
Ottawa, ON K2P 1R7
Phone: 613-567-0099