



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 =			1.32USD <small>(if applicable)</small>	Invoice Number** EXP/FE23- FE26/19
Vendor Name** Alok Sharma			Vendor Number** 1017983	
Division** Economic Development & Culture	Work Address** City Hall, 8 West	Postal Code**	Invoice Date** (m/d/yyyy) 4/4/2019	
Name and Location of Conference / Seminar / Training / Business Travel** RHI Sociable City Summit Conference, Philadelphia, Pennsylvania, USA			Payment Amount** \$ 307.32 258.08	
Start Date** (m/d/yyyy) 02/23/2019		End Date** (m/d/yyyy) 02/26/2019		

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **
Registration Fees	4256	ED0142	1550100000	N/A	N/A	Covered by RHI Project
Travel <input checked="" type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus	4215	ED0142	1550100000	357.63	3.25	\$ 360.88
Baggage Fees / Insurance					\$15.06	
Use of Personal Vehicle 12.1 Kms <input type="checkbox"/> \$0.52/km or <input checked="" type="checkbox"/> \$0.54/km	4205	ED0142	1550100000	6.53		7.02
Accommodation 3 days @ \$ 199.00 USD	4210	ED0142	1550100000	694.68 USD		942.35
Ground Transportation (to and from Airport) ie: taxis and car rental in TORONTO	4220	ED0142	1550100000	25.14	\$3.27	28.41
Ground Transportation (to and from Airport) ie: taxis and car rental @ DESTINATION	4220	ED0142	1550100000	32.72 USD		44.41
Foreign Transactions- NO TAX		ED0142	1550100000	4.90 USD		6.65
Ground Transportation (DESTINATION-LOCAL) ie: taxi, bus, subway & car rental	4230	ED0142	1550100000	USD 11.03		14.91
Foreign Transactions- NO TAX						
Per Diem (See Bus. Expense Policy) 3 days @ \$ 65.00 USD / day 1 day @ 32.50 USD	4230	ED0142	1550100000	195.00 USD		300.30
Other (Please specify)						231.55
Training	4310					

TOTAL EXPENSES \$1,604.63

Less: Advances & Prepayments:							1,704.93
*Mandatory if applicable							
Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	SAP Document Number	Net Amount **	HST **	Total Including Taxes **
Registration Fees	4256	ED0142	1550100000				N/A
Air Travel	4215	ED0142	1550100000	12-9279	357.63	3.25	360.88
Accommodation	4210	ED0142	1550100000	12-1125			942.35
Grds Transportation (To & Fr. Airport) ON.	4220	ED0142	1550100000	12-14124	25.14	3.27	28.41
Grds Transportation (To & Fr. Airport) Destination	4220	ED0142	1550100000	12-13880			44.41
Grds Transportation (local-des. taxi, bus, train, etc.)	4230	ED0142	1550100000	12-13881			6.65
Other (Please specify)				12-13998			14.91
							1,397.61

TOTAL ADVANCES & PREPAYMENT AMOUNT** \$1,746.55

TOTAL PAYABLE TO INDIVIDUAL / CITY \$258.08

Employee Name: Alok Sharma	Authorized: [Redacted]	Mike Williams
Title: Manager, Tourism Services	Title: [Redacted]	General Manager, EDC
Date: April 4, 2019	Date: [Redacted]	
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

Updated: June 2015

RECEIVED
APR 09 2019

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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:	Alok Sharma		
Division:	Economic Development and Culture		
Work Address:	100 Queen St. West, 8th Floor West Tower		
Name of Conference/Seminar/Training:	2019 Sociable City Summit		
Within GTA <input type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input checked="" type="checkbox"/>	
Destination:	Philadelphia, Pennsylvania, U.S.A		
Start Date:	23-Feb-19	End Date:	26-Feb-19
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)			
None			
Purpose: Use space provided below for full description			
Over the past year Economic Development and Culture has been working with TABIA, Toronto Association of Business Improvement Areas, and other City Divisions on a Nighttime Economy Evaluation Project led by the Responsible Hospitality Institute (RHI), an American not-for-profit organization. There have been four sets of consultations over 10 months with a final forum scheduled on January 24th, 2019. The draft report and recommendations will be presented to the participants for final discussion and the report will be given to TABIA by the end of Q1 2019. Toronto was chosen by RHI as one of three cities alongside Dublin, Ireland and Cancun, Mexico. It is an opportunity to meet with the other Project leads from Dublin and Cancun in person and to hear from other international cities on how they have supported their nightlife development. RHI is providing four complimentary registrations for members of the internal team leading the project in each city. Alok Sharma (EDC) with Spencer Sutherland (TABIA), Brian Kelly (Toronto Police) and Sandra Bahoua (Ryerson University) are the members representing the City of Toronto. Rose Burrows from Municipal, Licensing & Standards will also be attending.			
ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)			
*Use Exchange rate(s):	1 unit local currency =	\$1 USD	CAD \$1.29
	1 unit local currency =		
	1 unit local currency =	\$	
		Foreign Currency*	Canadian\$ (incl.tax)
· Registration Fees: (Conference/Seminar/Training)			
Pre-Summit (Sunday) / Monday & Tuesday are cover by RHI Project		\$120.00 USD	\$154.80
· Accommodation: (Standard Single Room)			
Number of Days: 3 X \$231.56 /day incl. taxes		\$694.68 USD	\$896.13
· Travel Method:			
Air <input checked="" type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/>			
Personal Vehicle: km X \$0. CAD/km			\$401.01
· Ground transportation: (including car rental, to/from airports) Specify estimates:			
Home/Hotel ↔ Airport & Airport ↔ Hotel/Home		\$60 USD (\$77.40 CAD)	77.40 + 80 = \$157.40
· Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)			
Number of Days: 4 X \$65.00 CAD/USD		\$195.00 USD	\$251.55
	Sub-Total Estimated Costs:	\$1069.68 USD	\$1860.89 CAD
- Other Business Meeting expenses outside of Conference costs, please specify:			
	TOTAL ESTIMATED COST:	\$1069.68 USD	\$1860.89 CAD
Cost Centre/ WBS Element to be charged:	ED0080		
Functional Area to be charged:	1550400000		

I certify that all estimated costs are correct and that I have read and understand the terms and conditions of this form.

Signature of Employee: _____

Dec 21/18
(date)

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

Approval for Proposed Expense

Division Head or Mike Williams
(print name)

Dec 28/18
(date)

Deputy City Manager: Giuliana Carbone
(print name)

Jan 20/19
(date)

City Manager/Mayor: Chris Murray
(print name)

(signature)

(date)

Committee & Report No. (if applicable)

(date)



Booking Confirmation



Booking Reference: **QEU6A5**

Date of Issue: 14 Jan, 2019

This is your itinerary/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 terms that apply to the tickets, bookings and air services detailed below as well as baggage, dangerous goods 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 or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.

Depart

Economy - Standard

Saturday
23 Feb. 2019

14:30
Toronto
Toronto-Pearson Int. (YYZ),
ON
Terminal 1



15:59
Philadelphia
Philadelphia Int. (PHL), PA
Terminal D



AC7534

1hr29
Economy K
Operated by: Air Canada Express - Sky
Regional | E175 | B, W-F

Return

Economy - Standard

Tuesday
28 Feb. 2019

16:35
Philadelphia
Philadelphia Int. (PHL), PA
Terminal D



18:10
Toronto
Toronto-Pearson Int. (YYZ),
ON
Terminal 1



AC7537

1hr35
Economy K
Operated by: Air Canada Express - Sky
Regional | E175 | B, W-F

Passengers

Alok Sharma
Ticket Number
0142106237316

Seats
AC7534 -
AC7537 -



Purchase summary

MasterCard *****8318 Amount paid \$360.88 Tax information GST/HST no. 10009-2287 RT0001 \$11.81 GST/HST no. 10009-2287 RT0001 \$3.25	1 adult FARE Base Fare - Depart - Economy - Standard 112.00 Base Fare - Return - Economy - Standard 112.00 TAXES AND FEES Passenger Civil Aviation Security Service Fee - U.S. 7.41 Goods and Services Tax - Canada no. 100092287 RT0001 11.81 Immigration User Fee - United States 9.26 Animal and Plant Health Inspection Service (APHIS) User Fee - United States 5.24 Harmonized Sales Tax - Canada (GST/HST #10009-2287 RT0001) 3.25 Customs User Fee - United States 7.64 Air Travelers Security Charge - Canada 12.10 Airport Improvement Fee - Canada 25.00 Passenger Facility Charge - United States 6.95 Transportation Tax - United States 49.22 Total airfare and taxes before options \$360.88 GRAND TOTAL (Canadian dollars) \$360.88
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Check-in and boarding gate deadlines

W/In Canada To/Fr/om the U.S.

90
minutes

120
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

60
minutes

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

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

The Westin Philadelphia
 99 South 17th St.
 Philadelphia, PA 19103
 United States
 Tel: 215-563-1600 Fax: 215-564-9559

WESTIN

HOTELS & RESORTS

ALOK SHARMA
 100 Queen St. W.
 Toronto, ON, M5H2N2
 Canada
 RH1218 - RHI-2019 RESPONSIBLE CITY ATT

Page Number	:	1	Invoice Nbr	:	576388
Guest Number	:	1049751			
Folio ID	:	A			
Arrive Date	:	23-FEB-19	15 38		
Depart Date	:	26-FEB-19	13 25		
No. Of Guest	:	1			
Room Number	:	702			
Barvoy Number	:	6642			

Westin Philade PHLWI FEB-26-2019 13:30 JASMINEO

Date	Reference	Description	Charges (USD)	Credits (USD)
23-FEB-19	RT702	Room Chrg - Grp - Association	199.00	
23-FEB-19	RT702	State Tax	14.03	
23-FEB-19	RT702	City Occupancy Tax	17.04	
23-FEB-19	RT702	Phila Hospitality Levy	1.49	
24-FEB-19	RT702	Room Chrg - Grp - Association	199.00	
24-FEB-19	RT702	State Tax	14.03	
24-FEB-19	RT702	City Occupancy Tax	17.04	
24-FEB-19	RT702	Phila Hospitality Levy	1.49	
25-FEB-19	RT702	Room Chrg - Grp - Association	199.00	
25-FEB-19	RT702	State Tax	14.03	
25-FEB-19	RT702	City Occupancy Tax	17.04	
25-FEB-19	RT702	Phila Hospitality Levy	1.49	
26-FEB-19	MC	Mastercard-8316		-694.68
For Authorization Purpose Only				
xxxxx8316				
Date	Code	Authorized		
23-FEB-19	153852	805.95		

Continued on the next page

The Westin Philadelphia
99 South 17th St.
Philadelphia, PA 19103
United States
Tel: 215-563-1600 Fax: 215-564-9559

WESTIN[®]

HOTELS & RESORTS

ALOK SHARMA
100 Queen St. W.
Toronto, ON, M5H2N2
Canada
RH1218 - RHI-2019 RESPONSIBLE CITY ATT

Page Number	:	2	Invoice Nbr	:	576388
Guest Number	:	1049751			
Folio ID	:	A			
Arrive Date	:	23-FEB-19	15:38		
Depart Date	:	26-FEB-19	13:25		
No. Of Guest	:	1			
Room Number	:	702			
Bonvoy Number	:	6642			

** Total	694.68	-694.68
*** Balance	0.00	

I agreed to pay all room & incidental charges.



Signature _____



Tax invoice issued by Rasier Operations B.V. on behalf of:

Syed Hussain
HST ID: 730934916RT0001

Invoice Number: GBUCTZJC-03-2019-0000583
Invoice Date: February 26, 2019

Tax Point Date	Description			Tax Amount	Net Amount
Feb 26, 2019	Transportation service				
	Fare	HST	13 %	3.27	25.14 CAD
				Total Net	25.14 CAD
				Total HST Amount	3.27 CAD
				Gross Amount	28.41 CAD

Issued on behalf of Syed Hussain by:

Rasier Operations B.V. / Mr. Treublaan 7, 1097DP Amsterdam / VAT: NL853682318B01 / COC #: 59688261

Thanks for tipping, Alok

Here's your updated Saturday afternoon ride receipt.

Total **\$37.62**

Trip Fare **\$26.68**

Subtotal **\$26.68**

Tolls, Surcharges, and Fees **\$6.04**

Tip **\$4.90**

Amount Charged

 8316 **\$32.72**

 8316 **\$4.90**

You rode with Victoria

UberXL 11.98 miles | 23 min

■ **04:16pm** | 8500 Essington Ave, Philadelphia, PA

■ **04:40pm** | 22-30 S 17th St, Philadelphia, PA

Thanks for riding, Alok

We hope you enjoyed your ride this evening.

Total	\$11.03
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Trip Fare	\$8.63
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Subtotal	\$8.63
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Tolls, Surcharges, and Fees	\$2.40
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Amount Charged

 8316	\$11.03
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You rode with Ahmed

UberXL 1.31 miles | 9 min

■ 07:35pm | 1701 Chestnut St, Philadelphia, PA

■ 07:45pm | 1020 Hamilton St, Philadelphia, PA