



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 = _____ <small>(if applicable)</small>			Invoice Number** EXP/AP14-AP17/19
Vendor Name** Roppolo, Erica <small>Canadian Museums Association</small>			Vendor Number** 3047875
Division** Economic Development and Culture	Work Address** 250 Fort York Blvd., Toronto, ON	Postal Code** M5V 3K9	Invoice Date** (m/d/yyyy) March 6, 2019
Name and Location of Conference / Seminar / Training / Business Travel** CMA 2019 National Conference / Hilton Toronto, Toronto, ON			Payment Amount** \$ 8
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	AH0091	1570200000	650.00	\$84.50	734.50
Travel <input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus						
Baggage Fees / Insurance						
Use of Personal Vehicle Kms X <input checked="" 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						
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						\$734.50

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	AH0091	1570200000	115530806	-\$650.00	-\$84.50	734.50
Air Travel				120015517	-	-	-
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**							-\$734.50
TOTAL PAYABLE TO INDIVIDUAL / CITY							\$0.00

Employee Name: Erica Roppolo
Title: Museum Outreach Officer
Date: May 2, 2019
Telephone: [REDACTED]
Signature: [REDACTED]

Authorized by: Cheryl Blackman
Title: Director
Date: _____
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.
ASF:0030.02

REPORT ON CONFERENCE

Employee Name: Erica Roppolo
Division: Economic Development & Culture
Date Submitted: May 2, 2019

Name of Conference: CMA 2019 National Conference
Location: Hilton Toronto, Toronto, ON
Date(s) Attended: April 16 & 17, 2019

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

Personal Development: Of the sessions I attended, the most beneficial were:

1) Keynote Address: Maayan Ziv – Maayan's openness about her journey of a person living with a disability was extremely engaging and thought provoking. The work that Maayan is doing through her app Access Now encouraged me to think about the accessibility of my workplace – Fort York – and how the physical and intellectual barriers that may be presented to individuals visiting the museum can be eradicated.

2) The Art of Engagement: How Museums Can Use Artist Residencies to Help Tell Their Stories – This panel discussion offered a multitude of advice on how to start and maintain an artist in residence program. This advice included 'Tips for Artist Residencies', and living examples from the Canadian Museum of Immigration at Pier 21, City of Waterloo, The Rooms, and the Aga Khan Museum.

3) Community Engaged Research – This educational session focused on the different ways in which a museum or similar institution can create and maintain relationships with their immediate or target communities. A particularly poignant discussion offered advice on building relationships before any resources from that community is needed.

Networking: I was able to connect with exhibitors during networking breaks as well as museum colleagues from across Canada during educational sessions.

City Benefits (including financial benefits): As a CMA 2019 National Conference delegate, I represented the City of Toronto's Museums and Heritage Services unit and Fort York NHS.

Employee's signature: _____ **Date:** May 2, 2019

Approved by (please print): Mike Williams
Division Head or Designate

Signature: _____ **Date:** MAY 14 2019

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

RECEIVED
MAY 13 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:	Erica Roppolo		
Division:	Economic Development and Culture		
Work Address:	250 Fort York Blvd, Toronto, ON M5V 3K9		
Name of Conference/Seminar/Training:	Canadian Museums Association National Conference		
	Within GTA <input checked="" type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input type="checkbox"/>
Destination:	Toronto & GTA		
Start Date:	14-Apr-19	End Date:	17-Apr-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)			
Yes, meals are included.			
Purpose: Use space provided below for full description			
This will be my first opportunity to attend a CMA National Conference as a Museum Outreach Officer at Fort York NHS. A short event description is below:			
"CMA 2019 will offer a hub for knowledge sharing, providing you ample opportunity to network with your peers and colleagues from across Canada. Our goal is to showcase today's best practices, to shine a light on the museum of tomorrow; the 2019 theme will explore how museums can learn from what is happening today to successfully plan the future."			
I look forward to learning from my colleagues in the museums community, making new connections, and hearing from keynote speakers, particular Kent Monkman and Thomson Highway.			
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 =	\$ _____	Foreign Currency*
	1 unit local currency =	\$ _____	Canadian\$ (incl. tax)
• Registration Fees: (Conference/Seminar/Training)			734.5
• Accommodation: (Standard Single Room)			
Number of Days: _____ X \$ _____ /day incl. taxes			0
• Travel Method:			
Air <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/>			
Personal Vehicle: _____ km X \$0.____ CAD/km			0
• Ground transportation: (including car rental, to/from airports) Specify estimates:			0
• Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)			
Number of Days: _____ X \$____.00 CAD or USD			0
Sub-Total Estimated Costs:			734.5
- Other Business Meeting expenses outside of Conference costs, please specify:			0
TOTAL ESTIMATED COST:			734.5

Cost Centre/ WBS Element to be charged:	AH0091
Functional Area to be charged:	1570200000

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

Mar 1, 2019

Signature of Employee:

[Redacted Signature]

(signature)

21-Feb-19

(date)

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

Approval for Proposed Expense

[Redacted Signature]

(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)



RECEIPT

SEND TO:

Erica Roppolo
Fort York National Historic Site - City of Toronto

RECEIPT NO: 20596
DATE PAID: 6-Mar-2019

CMA 2019 National Conference

DESCRIPTION	AMOUNT
Erica Roppolo	
Basic Conference fee (member rate) - \$650.00	\$650.00
Basic Multi-Delegate Rate (plus tax)	
EventTax13 on \$650.00	\$84.50
Total	\$734.50
Total Paid	\$734.50

Transaction #	Date	Paid by	Amount
060319E3C-803A3E95-6053-4FEC-B4AB-613124D24ED3	03/06/2019 12:40	MC	\$734.50

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