



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/My22-May 25/19
Vendor Name** Rob McMonagle		Vendor Number** 1011755
Division** Economic Development & Culture	Work Address** 100 Queen St W 9th Floor E	Postal Code** M5H 2N2
Name and Location of Conference / Seminar / Training / Business Travel** Ontario Association of Architects. QUEBEC CITY, QC		Invoice Date** (m/d/yyyy) June 18, 2019
Start Date** (m/d/yyyy) Wednesday, May 22, 2019		End Date** (m/d/yyyy) Saturday, May 25, 2019
		Payment Amount** \$ 706.95

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **
Registration Fees	4256					N/A
Travel 12-sept @ 2:45pm; 13-sept @ 8:20pm <input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus	4215					N/A
Baggage Fees / Insurance						
Use of Personal Vehicle Kms X <input checked="" type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.54/km						N/A
Accommodation 2 days @ \$ 278.47 /day	4252 4210	ED0056 cash	1540100000	556.92 532.73	524.22	556.95
Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO	4220					N/A
Ground Transportation (to and from Airport) ie: taxis and car rental DESTINATION	4220					N/A
Foreign Transactions- NO TAX						
Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental	4220					N/A
Foreign Transactions- NO TAX						
Per Diem (See Bus. Expense Policy) 4 days @ \$ from template See PerDiem Calculation sheet	4230	ED0056 cash	1540100000	150.00		150.00
Other (Please specify)						N/A
Training	4310					N/A
TOTAL EXPENSES						\$706.95

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						
Air Travel	4215						
Accommodation	4210						
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**							\$0.00
TOTAL PAYABLE TO INDIVIDUAL / CITY							\$706.95

Employee Name: Rob McMonagle
Title: Sector Development Officer
Date: June 18, 2019
Telephone: _____
Signature: _____

Authorized by: John Alderdice
Title: Director (Acting), Business Growth Services
Date: _____
Telephone: _____
Signature: _____

****This form may not be altered in any manner. All mandatory fields must be completed and filed 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

RECEIVED
AUG 01 2019
Updated: June 2015

REPORT ON CONFERENCE

Rob McMonagle

Employee Name: _____
Division: Economic Development & Culture
Date Submitted: June 18, 2019

Name of Conference: Ontario Association of Architects Conference
Location: Quebec City, QC
Date(s) Attended: May 22-25, 2019

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

Personal Development:
Increased my understanding of recent developments in the planning and building of city buildings and the trends that are developing in the development of new buildings and the technologies that are integrated into them.

Networking:
Meet municipal staff from other Ontario municipalities and discussed challenges and opportunities in growing the local green building sector. Discussed economic opportunities with local architects on integrating Toronto made solar technologies into future development and opportunities for the architecture sector for international trade. Meet with a number of green tech firms that are located in the GTA.

City Benefits (including financial benefits):
- Recognition of the City as a leader in sustainable economic development
- Increased connections with the business community in Ontario and the local governments that attended the conference.

Employee's signature: _____ **Date:** 18-June-19

Approved by (please print): Michael H. Williams
Division Head or Designate

Signature: _____ **Date:** JUN 20 2019

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

RECEIVED
JUN 19 2019


DELTA
 HOTELS
 MARRIOTT
 QUÉBEC

690, boul. Rene-Levesque East, Quebec, Quebec, G1R 5A8
 Telephone: 418-647-1717 Fax: 418-647-2146

Rob Mcmonagle
 Any street1 Any street2
 Any city MA 98004
 United States

Room: 1090
 Folio:
 Cashier: 75
 Arrival: 22/05/19
 Departure: 25/05/19

Date	Description	Additional Information	Charges	Credits
22/05/19	Tarif Commerce Electronique // eChannel R		249.00	
22/05/19	TPS - Chambre/ Rooms-GST		12.89	
22/05/19	TVQ - Chambre / Rooms - PST		25.72	
22/05/19	Taxe d'Hebergement / Housing Tax		8.72	
23/05/19	Tarif Commerce Electronique // eChannel R		219.00	
23/05/19	TPS - Chambre/ Rooms-GST		11.33	
23/05/19	TVQ - Chambre / Rooms - PST		22.62	
23/05/19	Taxe d'Hebergement / Housing Tax		7.67	
24/05/19	Tarif Commerce Electronique // eChannel R		259.00	
24/05/19	TPS - Chambre/ Rooms-GST		13.40	
24/05/19	TVQ - Chambre / Rooms - PST		26.75	
24/05/19	Taxe d'Hebergement / Housing Tax		9.07	
24/05/19	Master Card		556.95	865.17

Total	-865.17	865.17
Balance Due	0.00	CDN

GST Summary	
Registration No: 769979287	
Room	37.62
F&B	0.00
Other	25.46
Total	63.08

PST Summary	
Registration No: 1225323000	
Room	75.09
F&B	0.00
Other	0.00
Total	75.09

Note: Room for 24/05/19 was covered by the conference organizers & directly reimbursed to me.
Rob

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.

Rob McMonagle

From: Dora Lui <DoraL@oaa.on.ca>
Sent: December 21, 2018 1:50 PM
To: Rob McMonagle; inga@archsolar.org; Inga.ebert@me.com
Subject: OAA Conference 2019 – Call for Presenters - Rob McMonagle, Inga Ebert



Empowering Change

QUÉBEC CITY CONFERENCE May 22-24

Dear Rob,

On behalf of the Ontario Association of Architects and the Continuing Education Committee, we are pleased to inform **your proposal to present at the OAA Conference 2019 was approved.**

Your presentation has now been scheduled for this timeslot.
Kindly both speakers' availability with us by **January 10, 2019.**

Designing solar powered tall buildings for Ontario
Friday, May 24, 2019 --- 4:00 PM - 5:30 PM

Designated Speakers:

- 1) Rob McMonagle
- 2) Inga Ebert

Related details and speaker agreements will be provided at the end of January.

We look forward to having you to the OAA Conference,
and please let us know if there are questions.

With regards,
and Happy Holidays,

Dora Lui
Coordinator, Continuing Education Program
Ontario Association of Architects
1 Duncan Mill Rd., Toronto, ON M3B 1Z2
Tel: 416 449 6898, ext. 237

Rob McMonagle | Green Sector | Sector Development Office | Economic Development & Culture
City of Toronto | 9th Floor, East Tower | 100 Queen St. W. | Toronto, ON | M5H 2N2

From: Dora Lui [mailto:DoraL@oaa.on.ca]

Sent: December 21, 2018 1:50 PM

To: Rob McMonagle <[REDACTED]>; inga@archsolar.org; Inga.ebert@me.com

Subject: OAA Conference 2019 – Call for Presenters - Rob McMonagle, Inga Ebert



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With regards,
and Happy Holidays,

Dora Lui

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:	Rob McMonagle		
Division:	Economic Development and Culture		
Work Address:	100 Queen St W, 9th floor		
Name of Conference/Seminar/Training:	Ontario Association of Architects Annual Conference		
	Within GTA <input type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input checked="" type="checkbox"/>
Destination:	Quebec City, QC		
Start Date:	Wednesday, May 22, 2019	End Date:	Saturday, May 25, 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)			
Breakfast and lunch included, dinner for Friday May 24th included. See the attached per diem calculation template.			
Purpose: Use space provided below for full description			
I have been asked to provide a continuing education session for Ontario Association of Architects members on designing solar powered tall buildings in Ontario during their annual conference. The conference is attended by architects, builders and developers from across Ontario and they anticipate that about 50 delegates will attend the session I will teach. This is a 1 1/2 hr session occurring Friday, May 24th. The OAA will reimburse me directly for all travel costs and 1 night of accomodation.			
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 unit local currency =		
	1 unit local currency =	\$	
Registration Fees: (Conference/Seminar/Training)			N/A
Accommodation: (Standard Single Room)	OAA reimburses me directly for 1 night		
Number of Days:	2	X \$206.00 /day incl. taxes	\$406.00
Travel Method:	OAA reimburse me directly		
	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: to/from home to airport & to/from airport to OAA		
	me directly		N/A
Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)			
Number of Days:	4	X template CAD or USD	\$150.00
Sub-Total Estimated Costs:			\$556
- Other Business Meeting expenses outside of Conference costs, please specify:			0
TOTAL ESTIMATED COST:			\$556.00

Cost Centre/ WBS Element to be charged:	ED0056
Functional Area to be charged:	15402000

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

Signature of Employee:

[Redacted Signature]

29-Apr-19

(date)

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

Approval for Proposed Expense

Division Head or **Mike Williams**
(print name)

[Redacted Signature]

MAY 06 2019

(date)

Deputy City Manager: **Giuliana Carbone**
(print name)

(signature)

(date)

City Manager/Mayor: **Chris Murray**
(print name)

(signature)

(date)

Committee & Report No. (if applicable)

(date)

Robert McMonagle
Sector Development Officer, Green Economy

Economic Development & Culture
Toronto City Hall, 9th Floor, East Tower
100 Queen Street West
Toronto, Ontario M5H 2N2

Tel: 416-397-7141
Fax: 416-392-3374
Email: mcmona@toronto.ca

April 29, 2019

To: Mike Williams

Cc: Leslie Fink

From: Rob McMonagle

Re: Invitation to present at the Ontario Architects Association's annual conference on designing solar powered tall buildings in Ontario, Quebec City, QC, May 22-25, 2019

This is essential because my attendance will educate decision makers and thought leaders of high rise building construction in Toronto on the opportunities to integrate clean energy technologies during the building design process. It will help in marketing the technology and building the local market for products and services offered by Toronto's clean energy firms.

I have been invited by the Ontario Association of Architects (OAA) to deliver a continuing education session on "Designing Solar Powered Tall Building in Ontario" on Friday, May 24, 2019 during their annual conference held this year in Quebec City. The OAA will cover all travel costs and hotel accommodations for 1 night as well as provide me a complimentary registration for the conference (which includes breakfast and lunch).

This will support one of the City of Toronto's Transform Toronto Climate Change Plan goals to have 75% of the energy for buildings supplied by renewable energy by 2050. Toronto has more high-rise building construction than any other city in North America and integrating solar technologies during the building's design stage represents an opportunity to develop leadership and create a competitive edge for Toronto based solar firms which could create export opportunities globally.

The conference will be attended by approximately 300 Ontario architects, builders and developers along with academic thought leaders and federal and provincial government representatives. It is expected that my session will draw up to 50 conference delegates. I will also have the opportunity to meet with all the conference delegates during the conference to promote Toronto's green industries.

I will be working with the City's Environment and Energy Division along the federal Ministry of Natural Resources and local solar companies to prepare the 1 ½ hour long session.

