



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.


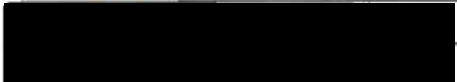

Attach original approved "Request for Authorization Form" and all original receipts.

Foreign Currency Exchange Rate** Exchange Rate applied to convert from local currency to CAD = _____ (if applicable)			Invoice Number** <b>EXP/MR11-MR12/19</b>
Vendor Name** Susan Viegas			Vendor Number** <b>1005711</b>
Division** Economic Development and Culture	Work Address** 9E, City Hall, 100 Queen St. W., Toronto	Postal Code** M5H 2N2	Invoice Date** (m/d/yyyy) March 22, 2018
Name and Location of Conference / Seminar / Training / Business Travel** ICTC Smart Cities Labour Deman Task Force; Inaugural Meeting, Ottawa			Payment Amount** <b>5 Nil</b>
Start Date** (m/d/yyyy) Monday, March 11, 2019	End Date** (m/d/yyyy) Tuesday, March 12, 2019		

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **
<b>Registration Fees</b>						
<b>Travel</b> <input checked="" type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus	4215	EDO168	1540100000	\$465.24	\$60.49	\$525.73
<b>Baggage Fees / Insurance</b>						
<b>Use of Personal Vehicle</b> Kms X <input checked="" type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.54/km						
<b>Accommodation</b> 1 days @ \$165.36 /day	4210	EDO168	1540100000	\$165.36	\$21.50	\$186.86
<b>Ground Transportation (to and from Airport) ON</b> ie: taxis and car rental TORONTO	4220	EDO168	1540100000	19.93 <sup>2219</sup>	2.21	\$22.14
<b>Ground Transportation (to and from Airport)</b> ie: taxis and car rental DESTINATION *Foreign Transactions- NO TAX*	4220	EDO168	1540100000			
<b>Ground Transportation (DESTINATION-LOCAL)</b> ie: taxis, bus, subway & car rental *Foreign Transactions- NO TAX* OTTAWA	4220			68.41 <sup>2601</sup>	7.60	76.01
<b>Per Diem (See Bus. Expense Policy)</b> 1 @ 305 & 3 @ 555 days @ \$USD (1.25 Feb 19) / day	<del>4230</del>	<del>EDO168</del>	<del>1540100000</del>			
<b>Other (Please specify)</b>						
<b>Training</b>						
<b>TOTAL EXPENSES</b>						<b>\$810.74</b>

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 **
	<b>Registration Fees</b>	4256					
<b>Air Travel</b>	4215	EDO154168	1540100000	12-15056	- \$465.24	- \$60.49	- 525.73
<b>Accommodation</b>	4210	EDO154168	1540100000	12-13141	- \$165.36	- \$21.50	- 186.86
<b>Grds Transportation (To &amp; Fr. Airport) ON.</b>	4220	EDO154168	1540100000	12-13142-1993	\$22.14	- 2.21	- 22.14
<b>Grds Transportation (To &amp; Fr. Airport) Destination</b>	4220	EDO154	1540100000				
<b>Grds Transportation (local-des. taxi, bus, train, etc.)</b>	4220	EDO168	1540100000	12-15053-2-16766	68.41 <sup>2601</sup>	- 7.60	76.01
<b>Other (Please specify)</b>							
<b>TOTAL ADVANCES &amp; PREPAYMENT AMOUNT**</b>							<b>\$810.74</b>
<b>TOTAL PAYABLE TO INDIVIDUAL</b>							<b>\$0.00</b>

Employee Name: Susan Viegas  
 Title: Sector Development  
 Date: 04/04/2019  
 Telephone:   
 Signature: 

Authorized by: Mike Wilkes  
 Title: BH. EDC  
 Date:   
 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.

# 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

<b>Name:</b>	Susan Viegas		
<b>Division:</b>	Economic Development and Culture		
<b>Work Address:</b>	City Hall, 9th floor east tower		
<b>Name of Conference/Seminar/Training:</b>	ICTC Smart Cities Labor Demand Taskforce: Inaugural meeting		
Within GTA <input type="checkbox"/>	Outside GTA & within Ontario <input checked="" type="checkbox"/>	Outside Ontario/Canada <input type="checkbox"/>	
<b>Destination:</b>	Alt Hotel, 185 Slater Street, Ottawa, Ontario		
<b>Start Date:</b>	March 11, 2019- 8:00 pm	<b>End Date:</b>	March 12, 2019 - 1:00 p+H21m
<b>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)</b>			
ICTC will reimburse for all meals and travel related costs of this meeting.			
<b>Purpose: Use space provided below for full description</b>			
Staff has been invited to participate in the ICTC's inaugural meeting of the Smart Cities Labor Demand Taskforce. The ICTC project will investigate the demand for talent and skills arising as a result of 'smart' developments across the Canadian economy. The objective of the research is to identify and craft transitional pathways for inclusive employment in Canada's future cities and communities by researching: 1) New job growth associated with smart city development in priority areas like health, mobility etc; 2) Skill shifts and other labor demand changes that will emerge for existing occupations as smart technologies and developments become more prevalent. The ultimate goal is to help workers prepare for the emerging industry needs, gain in-demand skills, and ensure that communities are vibrant and inclusive.			
PLEASE NOTE, ICTC WILL REIMBURSE 100% of ALL TRAVEL COSTS ASSOCIATED WITH THE MEETING.			
<b>ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)</b>			
*Use Exchange rate(s):	1 unit local currency =	\$1 USD	CAD
	1 unit local currency =		
	1 unit local currency =	\$	
<b>Registration Fees: (Conference/Seminar/Training)</b>			0
<b>Accommodation: (Standard Single Room)</b>			
Number of Days: 1	X	\$180.00	/day incl. taxes
			\$180.00
<b>Travel Method:</b>			
Air <input checked="" type="checkbox"/>	Train <input type="checkbox"/>	Bus <input type="checkbox"/>	
<b>Personal Vehicle:</b>	km	X \$0.	CAD/km
			\$500.00
<b>Ground transportation: (including car rental, to/from airports) Specify estimates:</b>			
to/from home to airport & to/from airport to hotel			\$100.00
<b>Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)</b>			
Number of Days: 1 day	X	\$65.00	CAD or USD
			\$65.00
<b>Sub-Total Estimated Costs:</b>			\$845
<b>- Other Business Meeting expenses outside of Conference costs, please specify:</b>			
<b>TOTAL ESTIMATED COST:</b>			\$845.00

<b>Cost Centre/ WBS Element to be charged:</b>	EDO168
<b>Functional Area to be charged:</b>	1540100000

I certify that all estimated costs included in this form.

Signature of Employee:

[Redacted Signature]

05-Mar-18

(signature)

(date)

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

**Approval for Proposed Expense**

<b>Division Head or</b>	Mike Williams	[Redacted Signature]	Mar 4 2018
	(print name)	(signature)	(date)
<b>Deputy City Manager:</b>	Giulana Carbone		
	(print name)	(signature)	(date)
<b>City Manager/Mayor:</b>	Chris Murray		
	(print name)	(signature)	(date)

<b>Committee &amp; Report No. (if applicable)</b>			(date)
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CITY OF TORONTO  
ECONOMIC DEVT & CULTURE  
METRO HALL 8TH FLOOR  
55 JOHN STREET  
TORONTO, ON, M5V 3C6  
Attn: LABORA FAJARDO

## INVOICE

ICTC  
ATTN: DON DEL CASTILLO  
116 LISGAR STREET, SUITE 300  
OTTAWA ON K2P 0C2

Account No.: [REDACTED]  
Invoice Date: May 02, 2019  
Invoice No.: 1800038104  
Due Date: June 16, 2019  
A/R Rep Tel: [REDACTED]

Description	Reference	Amount
OTTAWA TRAVEL S. VIEGAS - AIR TRAVEL	COST RECOVERY	525.73
OTTAWA TRAVEL S. VIEGAS - HOTEL	COST RECOVERY	186.86
OTTAWA TRAVEL S. VIEGAS - MISC PD	COST RECOVERY	12.80
OTTAWA TRAVEL S. VIEGAS - TAXI	COST RECOVERY	85.35
	<b>Total Amount Due</b>	<b>810.74</b>

PLEASE RETURN PAYMENT INDICATING INVOICE NUMBER(S) TO THE ADDRESS NOTED ABOVE  
CHEQUES SHOULD BE MADE PAYABLE TO:  
"THE TREASURER, CITY OF TORONTO"

A fee of \$40.00 will be charged for dishonoured payments  
Customer Inquiry: [accountsreceivable@toronto.ca](mailto:accountsreceivable@toronto.ca)



## Booking Receipt

Thank you for booking with Porter.  
Your payment has been received.

Booking date  
Mar 4, 2019

Confirmation number  
Y3SPSY

Susan [REDACTED] Viegas	4520003533	\$525.73 CAD
Flights		\$525.73
PD 267 Toronto (YTZ) to Ottawa (YOW) Flexible Fare	Mar 11, 2019 at 6:35 PM	\$190.00
Taxes, Fees and Charges		\$73.43
Air Traveller Security Charge		\$7.12
NAV and Surcharges		\$21.00
Airport Improvement Fee		\$15.00
Harmonized Sales Tax (HST)		\$30.31
PD 246 Ottawa (YOW) to Toronto (YTZ) Flexible Fare	Mar 12, 2019 at 3:00 PM	\$190.00
Taxes, Fees and Charges		\$72.30
Air Traveller Security Charge		\$7.12
NAV and Surcharges		\$12.00
Airport Improvement Fee		\$23.00
Harmonized Sales Tax (HST)		\$30.18
<b>Total cost</b>		<b>\$525.73 CAD</b>

### Payment summary

Transaction Date	Method of Payment	Payment Status	Payment Amount
Mar 4, 2019	MasterCard xxxx-xxxx-xxxx-8878	Approved 163412	\$525.73
<b>Total paid</b>			<b>\$525.73 CAD</b>
<b>Total owing</b>			<b>\$0.00 CAD</b>

GST/HST Number  
841583271

QST Number  
1212573775



Mrs Susan Viegas

CANADA

Guest Name :  
Company Name : ICTC  
A/R Number :  
Group Name : 1903ICTC

INVOICE

Date : 12-03-19  
Time : 07:26  
Room No. : 1109  
Arrival : 11-03-19  
Departure : 12-03-19  
Conf. No. : 86298890  
Page No. : 1 of 1  
Invoice :  
PO :  
Custom Ref. :

DATE	DESCRIPTION	RÉFÉRENCE	DÉBIT	CRÉDIT
03-11-19	Room charge		159.00	
03-11-19	MAT		6.36	
03-11-19	HST		21.50	
03-12-19	Mastercard	XXXXXXXXXXXX8878 XX/XX		186.86
HST: 834574832 RT0001			<b>TOTAL</b>	<b>186.86</b>
HST Room:			21.50	
HST Other:			0.00	
			<b>SOLDE</b>	<b>0.00 CAD</b>

Did you enjoy your smart stay at Alt Hotel?  
Share your experience on [www.tripadvisor.com](http://www.tripadvisor.com)

185 Slater, Ottawa, ON K1P 0C8  
TEL 613.691.6882 1 844.258.6882  
[www.althotels.com](http://www.althotels.com) [info.ottawa@althotels.ca](mailto:info.ottawa@althotels.ca)

