



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: JN04-JN06/19
Vendor Name** Joe Sellers		Vendor Number** 1013531
Division** EDC	Work Address** City Hall - 100 Queen St. W.	Postal Code** June 11, 2019
Name and Location of Conference / Seminar / Training / Business Travel** Design sprint for new digital platform for public artworks - Saskatoon, SK		Payment Amount** \$ Nil
Start Date** (m/d/yyyy) Tuesday, June 04, 2019	End Date** (m/d/yyyy) Thursday, June 06, 2019	

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **
Registration Fees	4256				0	-
Travel <input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus						
Baggage Fees / Insurance						\$ -
Use of Personal Vehicle Kms X <input type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.58/km						
Accommodation days @ \$ _____ /day						
Ground Transportation (to and from Airport) ON le: taxis and car rental TORONTO						
Ground Transportation (to and from Airport) le: taxis and car rental DESTINATION *Foreign Transactions- NO TAX*						
Ground Transportation (DESTINATION-LOCAL) le: taxis, bus, subway & car rental *Foreign Transactions- NO TAX*						
Per Diem (See Bus. Expense Policy) days @ \$ _____ /day						
Other (Please specify)						
Training	4310					
<b>TOTAL EXPENSES</b>						<b>\$0.00</b>

Less: Advances & Prepayments:							
*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						
Air Travel							
Accommodation							
Grds Transportation (To & Fr. Airport) ON.							
Grds Transportation (To & Fr. Airport) Destination							
Grds Transportation (local-des. taxi, bus, train, etc.)							
Other (Please specify)							
<b>TOTAL ADVANCES &amp; PREPAYMENT AMOUNT**</b>							<b>\$0.00</b>
<b>TOTAL PAYABLE TO INDIVIDUAL CITY</b>							<b>\$0.00</b>

Employee Name: Joe Sellers  
 Title: A/Manager of Programming, City Cultural Events  
 Date: June 11, 2019  
 Telephone: [Redacted]  
 Signature: [Redacted]

Authorized by: PATRICK TUBIN  
 Title: DIRECTOR ARTS + CULTURE  
 Date: JUNE 11, 2019  
 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 #030 02

## REPORT ON CONFERENCE

**Employee Name:** Joe Sellors  
**Division:** Economic Development & Culture, City Cultural Events  
**Date Submitted:** June 11, 2019

**Name of Conference:** Design sprint for new digital platform for public artworks  
**Location:** Saskatoon, Saskatchewan  
**Date(s) Attended:** June 4-6, 2019

### **Personal Development:**

Using a design thinking approach (Design Sprint), we worked to develop a custom digital platform that helps citizens interact with artworks, stories, related experiences, and user-generated content. All partners represent several large-scale organizations dedicated to accessible contemporary art including Nuit Blanche (Toronto), Supercrawl (Hamilton), Beakerhead (Calgary), and Art YYC (Calgary) – everyone involved have come together to improve the access to public art, both permanent and temporary.

Background Knowledge of "Design Sprint": Created by Jake Knapp (when working at Google Venture) a Design Sprint is a method of problem-solving through designing, prototyping, and testing with users – typically 3 to 5 days long. A Design Sprint typically consists of 6 phases.

Phase 1: Understand. The team develops a "shared brain" by looking at research, hearing from experts, and mapping out the problem.

Phase 2: Define. The team narrows in on the most important user to target, and the most important part of the problem to address.

Phase 3: Sketch. The team generates possible solutions to the problem.

Phase 4: Decide. The team narrows in on which ideas will best solve the problem, support the goals, and help answer critical questions. This gives direction to the prototype.

Phase 5: Prototype. The team divides and conquers to prototype the concept agreed upon in the Decide phase. The prototype needs to be just real enough (i.e., "Goldilocks" quality) to elicit genuine responses from users.

Phase 6: Validate. The moment of truth! You let users interact with the prototype and record their feedback. At the end of testing, you'll either have a validated concept, or an invalidated concept to improve on.

The week was intense, productive, and inspiring. Working with a diverse team to create a digital solution for all Canadian's to enjoy and learn about public art is a benefit to Toronto and the rest of the country as a whole.

June 2, 2019

**TO:** Mayor, Deputy Mayor & Members of Council  
Giuliana Carbone, Deputy City Manager, Community and Social Services

**FROM:** Mike Williams, General Manager

**RE:** Out of Office Coverage – June 4 -17, 2019

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I will be out of the office June 4-17, 2019.

During my absence Cheryl Blackman will be Acting General Manager and will have full signing authority. Listed below are Cheryl's coordinates.

Cheryl Blackman, Director, Museums & Heritage Services

Phone [REDACTED]

Email: [REDACTED]

Any requests or concerns which may arise during my absence should continue to be processed through my office and will be directed to the Acting General Manager, as required.

Thank you,

[REDACTED]  
Mike Williams  
General Manager

**Copy to:** EDC SMT and AAs  
Chris Murray, City Manager  
Tracey Cook, Deputy City Manager, Infrastructure & Development Services  
Josie Scioli, Deputy City Manager, Corporate Services  
Heather Taylor, CFO & Treasurer, Finance & Treasury Services



Accounting Services Division  
Corporate Accounts Payable

## 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:	Joe Sellors		
Division:	Economic Development & Culture		
Work Address:	100 Queen St. W. - City Hall - 6W		
Name of Conference/Seminar/Training:			
	Within GTA <input type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input checked="" type="checkbox"/>
Destination:	Saskatoon, Saskatchewan		
Start Date:	Tuesday June 4, 2019	End Date:	Thursday June 6, 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)			
All meals and per diem will be paid for by the sponsor.			
Purpose: Use space provided below for full description			
As part of a grant submission accepted by the Canada Council for the Arts, Joe was involved in the consultation and application submission as an Initiative Project Partner representing the City of Toronto, specifically Nuit Blanche. This is a request to send Joe Sellors, A/Manager of Programming City Cultural Events, to Saskatoon Saskatchewan (June 4 - 6, 2019) to participate in a design sprint for a new digital platform for public artworks – both temporary and permanent. A full briefing note with details is attached.			
<b>ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)</b>			
*Use Exchange rate(s):	1 unit local currency =	\$ 1.00 CAD	
	1 unit local currency =	\$ .721 Pound Sterling	Foreign Currency*
	1 unit local currency =	\$ USD	Canadian\$ (incl. tax)
Registration Fees: (Conference/Seminar/Training)		0	0
Accommodation: (Standard Single Room)			
Number of Days:	X	/day incl. taxes	\$0.00
Travel Method:			
Air	<input checked="" 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	\$0.00
Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)			
Number of Days:	X		0
<b>Sub-Total Estimated Costs:</b>		0	\$0.00
- Other Business Meeting expenses outside of Conference costs, please specify:			
		0	0
<b>TOTAL ESTIMATED COST:</b>		0	\$0.00
Cost Centre/ WBS Element to be charged:	SE0019		
Functional Area to be charged:	156020000		

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

Signature of Employee: \_\_\_\_\_

30-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)

17/6/2019

(date)

Deputy City Manager:

(print name)

(signature)

(date)

City Manager/Mayor:

(print name)

(signature)

(date)

Committee & Report No. (if applicable)

(date)