



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 = USD <span style="float:right">(if applicable)</span>			Invoice Number** <b>EXP/MY31-JN02/19</b>
Vendor Name** Marguerite Pigott			Vendor Number** <b>1020551</b>
Division** Economic Development & Culture	Work Address** 100 Queen St West, 9 East	Postal Code** M5H 2N2	Invoice Date** (m/d/yyyy) <b>06/17/19</b> <b>EXP/MY31-JN02/19</b>
Name and Location of Conference / Seminar / Training / Business Travel** Film Commissioners Summit			Payment Amount** <b>\$ 361.10</b>
Start Date** (m/d/yyyy) Friday, May 31, 2019		End Date** (m/d/yyyy) Sunday, June 02, 2019	

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **	
Registration Fees	N/A	ED0142	1550100000	N/A	N/A	N/A	
Travel <input checked="" type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus	4215	ED0142	1550100000	386.88	\$146.89	533.77	
Baggage Fees / Insurance							
Use of Personal Vehicle <input type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.54/km	N/A	N/A	N/A	N/A	N/A	N/A	
Accommodation 1 days @ 280.16/day	4210	ED0142	1550100000	249.18	\$30.98	280.16	
Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO	4220	ED0142	1550100000	158.52	\$19.28	177.80	
Ground Transportation (to and from Airport) ie: taxis and car rental DESTINATION <b>*Foreign Transactions- NO TAX*</b>	4220	ED0142	1550100000	N/A	N/A	N/A	
Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental <b>*Foreign Transactions- NO TAX*</b>	4230	ED0142	1550100000	N/A	N/A	N/A	
Per Diem (See Bus. Expense Policy) 3 days @ \$65.00 CAD/day Less Any Meals	4230	ED0142	1550100000	183.30	N/A	183.30	
Other (Please specify) Delegate Fee	4230	ED0142	1550100000	690.00	\$34.50	724.50	
Training	N/A	ED0142	1550100000	N/A	N/A	N/A	
<b>TOTAL EXPENSES</b>						<b>\$1,899.53</b>	
<b>Less: Advances &amp; Prepayments:</b>							
<b>*Mandatory if applicable</b>							
	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	SAP Document Number	Net Amount **	HST **	Total Including Taxes **
Registration Fees	N/A	ED0142	1550100000				N/A
Air Travel	4215	ED0142	1550100000	PCARD	\$386.88	\$146.89	533.77
Accommodation	4210	ED0142	1550100000	PCARD	\$249.18	\$30.98	\$280.16
Grds Transportation (To & Fr. Airport) ON.	4220	ED0142	1550100000				N/A
Grds Transportation (To & Fr. Airport) Destination	4220	ED0142	1550100000				N/A
Grds Transportation (local-des. taxi, bus, train, etc.)	4230	ED0142	1550100000				N/A
Other (Please specify): Delegate Fee	4230	ED0142	1550100000	PCARD	\$690.00	\$34.50	\$724.50
<b>TOTAL ADVANCES &amp; PREPAYMENT AMOUNT**</b>							<b>\$1,538.43</b>
<b>TOTAL PAYABLE TO INDIVIDUAL</b>							<b>\$361.10</b>

Employee Name: Marguerite Pigott  
 Title: Film Commissioner and Director, Entertainment Ind  
 Date: June 17, 2019  
 Telephone:   
 Signature:

Authorized by: Michael H. Williams  
 Title: General Manager, EDC  
 Date: JUN 19 2019  
 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.

RECEIVED

JUN 19 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

<b>Name:</b>	Marguerite Pigott		
<b>Division:</b>	Economic Development and Culture		
<b>Work Address:</b>	City Hall, 100 Queen Street West, 9th Floor, East Tower		
<b>Name of Conference/Seminar/Training:</b>	2nd Canadian Film Commissions Summit		
Within GTA <input type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input checked="" type="checkbox"/>	
<b>Destination:</b>	Vancouver, British Columbia		
<b>Start Date:</b>	31-May-19	<b>End Date:</b>	02-Jun-19
<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>			
Although some meals will be provided, due to special diet will not be consuming.			
<b>Purpose: Use space provided below for full description</b>			
Networking and sharing best practices with other Film Commissioners. The Quebec Film and Television Council, in partnership with the Vancouver Economic Film Commission, are currently piloting a joint project to bring together all Canadian Film Commissions around common goals:			
<ul style="list-style-type: none"> <li>- Promote the Canadian Landscape as a world class Multi Screen production center</li> <li>- Increase dialogue and knowledge transfer between the Canadian Film Commissions</li> <li>- Increase the volume of business coming from the US</li> <li>- Improve the current federal offer accordingly.</li> </ul>			
<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 \$1.28
	1 unit local currency =		
	1 unit local currency =	\$	
Registration Fees: (Conference/Seminar/Training)		Covered by Fee Below	\$690.00
Accommodation: (Standard Single Room)			
Number of Days: 2	X \$300.00	/day incl. taxes	\$600.00 less \$300.00 = \$300.00
Travel Method:			
Air <input checked="" type="checkbox"/>	Train <input type="checkbox"/>	Bus <input type="checkbox"/>	
Personal Vehicle: km	X \$0.	CAD/km	\$847.31 less \$700.00 = \$147.31
Ground transportation: (including car rental, to/from airports) Specify estimates:			
Home/Hotel ↔ Airport & Airport ↔ Hotel/Home			\$234.00
Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)			
Number of Days: 3	X \$65.00	CAD/USD	\$195.00
<b>Sub-Total Estimated Costs:</b>			\$1566.31
- Other Business Meeting expenses outside of Conference costs, please specify:			
<b>TOTAL ESTIMATED COST:</b>			\$1,566.31

<b>Cost Centre/ WBS Element to be charged:</b>	ED0142
<b>Functional Area to be charged:</b>	1550100000

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

Signature of Employee: \_\_\_\_\_ (signature) \_\_\_\_\_ April 30 2019 (date)

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

### Approval for Proposed Expense

Division Head or Mike Williams \_\_\_\_\_ April 30 2019  
(print name) (date)

Deputy City Manager: \_\_\_\_\_ (print name) \_\_\_\_\_ (signature) \_\_\_\_\_ (date)

City Manager/Mayor: \_\_\_\_\_ (print name) \_\_\_\_\_ (signature) \_\_\_\_\_ (date)

Committee & Report No. (if applicable) \_\_\_\_\_ (date)



**City of Toronto**

Marguerite Pigott

100 Queen St. West Toronto,  
Ontario, Canada M6H 2N2

**Invoice**

**Bureau du cinéma et de la  
télévision du Québec**

204, rue Saint-Sacrement, Bureau 500  
Montréal (Québec) H2Y 1W8  
CANADA

Invoice number: 12753

Date: 5/15/19

Description	QTY	Unit price	Total
Travelling expenses for the 2nd Canadian Film Commissions Summit			
Plane ticket fees: \$1233,77			
	1	533.77	533.77
Included in the delegate fee: \$700			
Balance: \$533,77			

**TOTAL 533.77\$**

Travelling expenses for the 2nd Canadian Film Commissions Summit

Rose Low

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To: Marguerite Pigott  
Subject: RE: Paiement reçu par le BCTQ

From: [info@bctq.ca](mailto:info@bctq.ca) [mailto:[info@bctq.ca](mailto:info@bctq.ca)]  
Sent: May 15, 2019 4:12 PM  
To: Marguerite Pigott [REDACTED]  
Subject: Paiement reçu par le BCTQ

Receipt From Bureau du cinema et de la television du Quebec

**Paid \$533.77**

Invoice #34



Nous avons bien reçu votre paiement.

Marguerite Pigott  
City of Toronto  
May 15, 2019

<b>Product</b>	<b>Total</b>
Travelling fees	\$533.77
<b>Total:</b>	<b>\$533.77</b>
<b>Paid</b>	<b>\$533.77</b>

Merci,

**Bureau du cinema et de la television du Quebec**  
204 rue Saint Sacrement Montréal Quebec H2Y 1W8  
+1 (514) 499-7070


**Booking Reference: Q68YWM**
**Date of issue: 14 May, 2019**

This is your official 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 tariffs** 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 - Flex**

 Friday  
31 May 2019

**09:00**  
**Toronto**  
 Toronto-Pearson Int. (YYZ),  
 ON  
 Terminal 1

**10:49**  
**Vancouver**  
 Vancouver Int. (YVR), BC  
 Terminal M

**4hr49**  
 Economy W  
 Operated by Air Canada | **777-300ER**  
 | **Wi-Fi**  
 Air Canada Bistro


**- Return**
**Economy - Flex**

 Sunday  
02 Jun 2019

**10:30**  
**Vancouver**  
 Vancouver Int. (YVR), BC  
 Terminal M

**18:01**  
**Toronto**  
 Toronto-Pearson Int. (YYZ),  
 ON  
 Terminal 1

**4hr31**  
 Economy G  
 Operated by Air Canada | **767-300ER**  
 Air Canada Bistro

⚠️ **AC1562** This flight is operated by Air Canada Rouge. You'll want to [learn more](#) about Air Canada Rouge's in-flight services and amenities, as these differ from those of Air Canada.

**Passengers**

👤 <b>Marguerite Pigott</b>  Ticket Number 014XXXXXXXXXX	Seats <b>AC105 18J</b> <b>AC1562 20F</b>
--	--

## Avis de modification d'itinéraire

**\*\*VEUILLEZ NOUS CONTACTER IMMÉDIATEMENT AU NUMÉRO MENTIONNÉ CI-DESSOUS SI VOUS AVEZ DES QUESTIONS CONCERNANT CE CHANGEMENT D'HORAIRE.\*\***

Merci d'avoir choisi Air Canada.

Veillez imprimer ce nouvel itinéraire et le conserver avec l'original pour vos dossiers.

### Coordonnées principales

Numéro de réservation: **Q68YWM**

Nom: **Marguerite Pigott**  
 Adresse électronique: **[REDACTED]**

#### Service au client

Réservations d'Air Canada  
 1 888 247-2262

Renseignements sur les vols  
 d'Air Canada  
 1 888 422-7533

[Réservations à l'international](#)

Me signaler les changements à  
 l'horaire [Avis sur les vols](#)

### Nouvel itinéraire

Vol	De	A	Appareil	Cabine (Classe de service)	Statut
AC105	Toronto Pearson (YYZ)	Vancouver (YVR)	77W	Classe économique Flex (W)	confirmé
	ven 31-Mai 2019 09:00 - TERMINAL T1	ven 31-Mai 2019 10:49 - TERMINAL M -MAIN			
Place(s) sélectionnée(s): 18J					
AC112	Vancouver (YVR)	Toronto Pearson (YYZ)	333	Classe économique Flex (G)	confirmé
	dim 02-Juin 2019 10:30 - TERMINAL M -MAIN	dim 02-Juin 2019 18:00 - TERMINAL T1			
Place(s) sélectionnée(s): 43A					

### Passagers

Passager : 1 **Marguerite Pigott**  
 Numéro de billet: **014 2112 888962**

Si le vol pour lequel vous aviez un surclassement confirmé a été annulé et que nous n'avons pu vous réserver une nouvelle place dans la **cabine de Classe affaires**, les Crédits d'eSurclassement ou encore les milles ou les points d'un programme de fidélisation



## Purchase summary

### Tax Information

GST no. 10009-2287 RT0001  
 \$1.00  
 GST/HST no. 10009-2287 RT0001  
 \$145.89

1 adult

### Air Transportation Charges

Base Fare - Depart - Economy - Flex	988.00
Surcharges	46.00

### Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	1.00
Harmonized Sales Tax - Canada (GST/HST #10009-2287 RT0001)	139.52
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	45.00
<b>Total airfare and taxes before options</b>	<b>\$1233<sup>77</sup></b>

### Seat selection

MARGUERITE Pigott	
AC105 18J - Preferred Seat	49.00
Harmonized Sales Tax - Canada (GST/HST #10009-2287 RT0001)	6.37
<b>Total with options and seat selection fee.</b>	<b>\$1289<sup>14</sup></b>

<b>GRAND TOTAL (Canadian dollars)</b>	<b>\$1289<sup>14</sup></b>
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## Check-in and boarding gate deadlines

Within Canada

90

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

minutes<sup>1</sup>

### 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

### 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.

AUTOGRAPH COLLECTION<sup>®</sup>  
HOTELS

Motion Picture Community Initiative  
Ms Marguerite Pigott  
Canada

Room: 0862  
Folio No: 205511  
CRS No: 70796959  
Arrival: 05-31-19  
Departure: 06-02-19  
Reference:  
Cashier: 145

Group: The Quebec Film & Television Council

Date	Description	Additional Information	Charges	Credits
05-31-19	Deposit Transfer at C/I			280.16
06-01-19	Room Charge		239.00	
06-01-19	Destination Marketing Fee (DMF)		3.03	
06-01-19	Room PST		19.06	
06-01-19	Room MRDT		7.15	
06-01-19	Room GST		11.92	

GST Summary	
GST# 843550120RT0003	
Room	11.92
F&B	0.00
Other	0.00
<b>Total</b>	<b>11.92</b>

PST Summary	
Room	26.21
F&B	0.00
Other	0.00
<b>Total</b>	<b>26.21</b>

<b>Total</b>	280.16	280.16
<b>Balance Due</b>	0.00	CDN



Marguerite Pigott

Date : 05-30-19  
Time : 09:46  
Room :  
Receipt No.: 3085

ADVANCE DEPOSIT			
Date	Description	Exp Date	Amount
05-27-19	Master Card XXXXXXXXXXXX [REDACTED]	XX/XX	280.16CAD
	Arrival	Departure	Group ID / Room Type
	05-31-19	06-02-19	170180

\_\_\_\_\_  
Guest Signature

\_\_\_\_\_  
Cashier No. 11

BEL AIR TAXI  
2121 HARTLEY AVENUE  
COQUITLAM BC V3K 6Z3  
6045241111

**SALE**

Server #: 004455

REF#: 00000003

Batch #: 029 SEQ: 029001001003

05/31/19 11:29:13

APPR CODE: 073911

VISA

\*\*\*\*\* [REDACTED] \*\*/\*\*

AMOUNT \$35.00  
TIP \$5.26  
TOTAL \$40.25

00 - APPROVED - 001

VISA CREDIT

AID: A000000031010

TVR: 00 00 00 00 00

Thank You  
Please Come Again  
BEL AIR TAXI #009  
COQUITLAM BC

MACLURE'S CAB 173  
1275 75TH AVE W  
VANCOUVER BC

CARD \*\*\*\*\* [REDACTED]

CARD TYPE VISA

DATE 2019/06/02

TIME 9 11 3 09:27:41

CLERK ID 1

RECEIPT NUMBER

C85006171-001-242-003-0

PURCHASE

AMOUNT \$33.55

TIP \$5.00

TOTAL

**\$38.55**

VISA CREDIT

A0000000031010

BD7E9A6B5CF31DDD

8080008000-6800

46E9839853415958

8080008000-7800

**APPROVED**

AUTH# 022361 01-027

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

\*\*\*\*\*604\*831\*1111\*\*\*\*\*

GTAA Toronto CAN L5P 182  
RETAIN FOR YOUR RECORD  
HST / GST 139759708

PS-509-WL 02/06/19 18:16  
Receipt 049714

Short-term parking tkt  
T1DAY - No. 067978  
31/05/19 07:42  
03/06/19 07:41  
Period 3d0h0'  
(HST) \$99.00

Total \$99.00

Payment Received  
Type: PURCHASE \$ 99.00

VISA CREDIT

CARD: \*\*\*\*\* [REDACTED]

REF: 663282930013122000C

AUTH #: 010711

A0000000031010

8080008000 7800

VERIFIED BY PIN

01 APPROVED-THANK YOU 027

Sub Total \$87.61

HST 13% \$11.39

*Cdn Film Com. Summit*

084F3985 - 141

**Marguerite Pigott**

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**To:** info@bctq.ca  
**Subject:** RE: Paiement reçu par le BCTQ

**From:** info@bctq.ca [mailto:info@bctq.ca]  
**Sent:** May 10, 2019 2:20 PM  
**To:** Marguerite Pigott [REDACTED]  
**Subject:** Paiement reçu par le BCTQ

Receipt From Bureau du cinema et de la television du Quebec

**Paid \$724.50**

Invoice #18



Nous avons bien reçu votre paiement.

Marguerite Pigott  
City of Toronto  
May 10, 2019

<b>Product</b>	<b>Total</b>
2nd Canadian Film Commissions Summit	\$690.00
TPS 850148123RT0001 / TVQ 1209501933TQ0001 :	\$34.50
<b>Total:</b>	<b>\$724.50</b>
<b>Paid</b>	<b>\$724.50</b>

Merci,

**Bureau du cinema et de la television du Quebec**  
204 rue Saint Sacrement Montréal Quebec H2Y 1W8  
+1 (514) 499-7070

Cdn Film Commissioners Summit



STARBUCKS COFFEE DTB C  
VANCOUVER INT AIRPORT

396919 Mar09:09

CHK 4831 GST 1  
JUN09 10 09:46AM

TO GO

1 RTE SLD COFFEE	8.49
1 COFF MEDIUM	2.65

SUBTOTAL 11.14

GST 5% (1.02) 0.56

AMOUNT PAID 11.70

A109342 1X26037

VISA CF 11.70

--396919 closed 09:46AM--

WE WANT TO HEAR YOUR FEEDBACK!  
PLEASE CONTACT 1 877-672-7467  
OR CUSTOMERSERVICE@HNSHOST.COM

STOR1111 NT 1S1A06

GST # 12712961

# Account Activity

[Help](#) | [Print](#)

Account **TD AEROPLAN VISA INFINITE - [REDACTED]**



OWNER

### Current Balance

Pending Transactions  
Available Credit  
Credit Limit  
Balance Date as of



Statement **Apr 30, 2019 - May 27, 2019**

Payment Due **Jun 17, 2019**

Minimum Payment **[REDACTED]**

Last Payment **[REDACTED] May 21, 2019**

### Seeing a Transaction in two places?

Transactions may sometimes temporarily show under Pending and Posted at the same time. This has no effect on your Current Balance or Available Credit.

View **May 28, 2019 to today (Since last statement)**

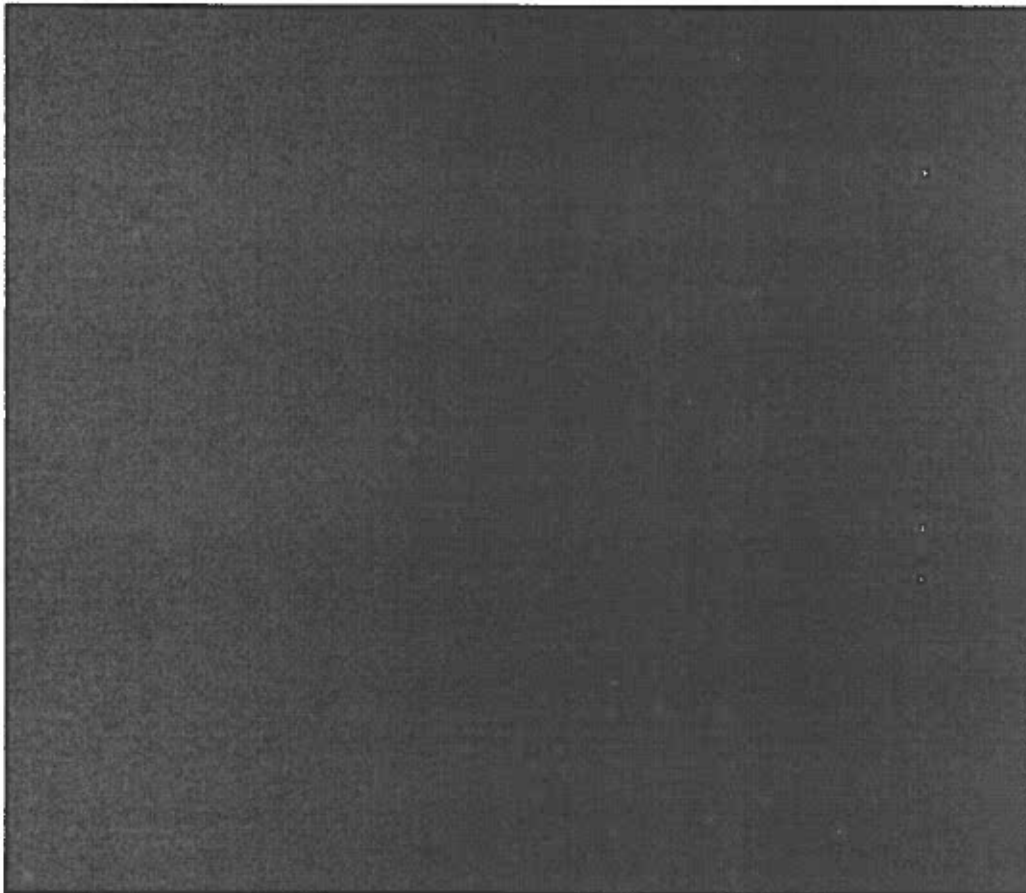
Transactions

Date +	Transaction Description	Debit	Credit	Balance
--------	-------------------------	-------	--------	---------

#### Pending Transactions



#### Posted Transactions



Jun 02, 2019	STARBUCKS PIER C	11.70		[REDACTED]
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Jun 02, 2019	PEARSON PARKING T1	99.00		[REDACTED]
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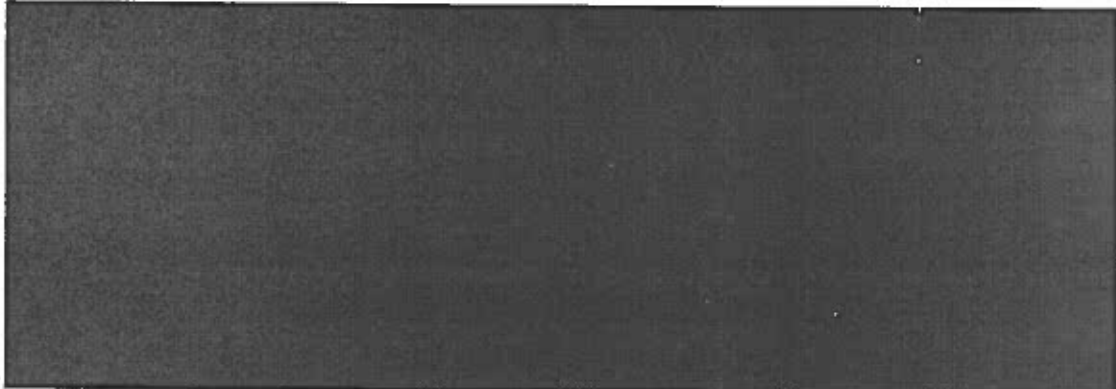
Jun 02, 2019	MACLURE'S CAB 173	38.55		[REDACTED]
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Date ↓	Transaction Description ↓	Debit ↓	Credit ↓	Balance
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May 31, 2019	BEL-AIR TAXI 009	40.25		
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Select Download Format Download

Please note: We have discovered a temporary issue that occurs while you are downloading your credit card activity to your preferred version of accounting software. This may cause some transactions to appear more than once. We are working to correct this issue and apologize for any inconvenience. It's important for you to verify your information and remove any duplicate entries.

Recently posted payments may not be included in your download.

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