



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**<br>Exchange Rate applied to convert from local currency to CAD = _____<br><small>(if applicable)</small> |   |  | Invoice Number**<br><b>EXPJA29-FE01/19</b>  |
| Vendor Name**<br>Magali Simard  |   |  | Vendor Number**<br><b>1019363</b>           |
| Division**<br>Economic Development and Culture  | Work Address**<br>100 Queen Street West | Postal Code**                                      | Invoice Date** (m/d/yyyy)<br>March 14, 2019 |
| Name and Location of Conference / Seminar / Training / Business Travel**<br>Prime Time in Ottawa  |   |  | Payment Amount**<br>\$ <b>130.00</b>        |
| Start Date** (m/d/yyyy)<br>Tuesday, January 29, 2019  |   | End Date** (m/d/yyyy)<br>Friday, February 01, 2019 |   |

| Description   | GL Account ** | Cost Centre/ WBS Element/ Internal Order ** | Functional Area ** | Net Amount ** | HST **  | Total Including Taxes ** |
|---|---------------|---|--------------------|---------------|---------|--------------------------|
| Registration Fees   | 4256          | ED0171                                      | 1550100000         | 1300          | 169     | 1,469.00                 |
| Travel<br><input checked="" type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus | 4253 4215     | ED0171                                      | 1550100000         | 293.83        | 538.21  | \$ 332.04                |
| Baggage Fees / Insurance  |               |   |                    |               |         |                          |
| Use of Personal Vehicle<br>Kms X <input type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.54/km     |               |   |                    |               |         |                          |
| Accommodation<br>2 days @ \$ 347.97 /day  | 4252 4210     | ED0171                                      | 1550100000         | 615.88        | \$80.07 | 695.95                   |
| Ground Transportation (to and from Airport) in TORONTO  | 4254 4220     | ED0171                                      | 1550100000         | 30.97         | \$4.03  | 35.00                    |
| Ground Transportation (to and from Airport) @ DESTINATION   | 4255 4220     | ED0171                                      | 1550100000         | 43.14         | \$4.80  | 47.94                    |
| *Foreign Transactions- NO TAX*  |               |   |                    |               |         |                          |
| Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental                                 |               |   |                    |               |         |                          |
| *Foreign Transactions- NO TAX*  |               |   |                    |               |         |                          |
| Per Diem (See Bus. Expense Policy)<br>2 days @ \$ 65 / day<br>2 @ \$40, 1 @ \$60                              | 4255 4230     | ED0171                                      | 1550100000         | N/A           | N/A     | 130.00                   |
| Other (Please specify)<br>Baggage Fees / Insurance  | 4253 4215     | ED0171                                      | 1550100000         | 65.00         | \$8.46  | 73.46                    |
| Training  |               |   |                    |               |         |                          |
| <b>TOTAL EXPENSES</b>   |               |   |                    |               |         | <b>\$2,783.39</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          | ED0171                                      | 1550100000         | 12-58568            | 1,300.00      | 169.00   | 1,469.00                 |
| Air Travel  | 4253 4215     | ED0171                                      | 1550100000         | 12-6301/735/6418    | 309.59        | 22.45    | 332.04                   |
| Accommodation   | 4252 4210     | ED0171                                      | 1550100000         | 12-7352/6418        | \$ 601.66     | \$ 94.29 | \$ 695.95                |
| Grds Transportation (To & Fr. Airport) ON.              | 4254 4220     | ED0171                                      | 1550100000         | 12-7353             | 30.45         | 4.55     | 35.00                    |
| Grds Transportation (To & Fr. Airport) Destination      | 4255 4220     | ED0171                                      | 1550100000         | 12-7035             | 42.52         | 5.42     | 47.94                    |
| Grds Transportation (local-des. taxi, bus, train, etc.) |               |   |                    |                     |               |          |                          |
| Other (Please specify): baggage fees                    | 4253 4215     | ED0171                                      | 1550100000         | 12-7352/6419        | \$65.00       | \$8.46   | 73.46                    |
| <b>TOTAL ADVANCES &amp; PREPAYMENT AMOUNT</b>           |               |   |                    |                     |               |          | <b>\$2,653.39</b>        |
| <b>TOTAL PAYABLE TO INDIVIDUAL</b>                      |               |   |                    |                     |               |          | <b>\$130.00</b>          |

|   |                                     |
|---|-------------------------------------|
| Employee Name: <u>Magali Simard</u>           | Authorized by: <u>Mike Williams</u> |
| Title: <u>Film Sector Development Officer</u> | Title: <u>General Manager, EDC</u>  |
| Date: <u>March 14, 2019</u>                   | Date: <u>MAR 21 2019</u>            |
| Telephone:                                    | Telephone:                          |
| Signature:                                    | 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 covering 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

Updated: June 2015

## 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>   | Magali Simard                       |  |   |
| <b>Division:</b>   | Economic Development & Culture      |  |   |
| <b>Work Address:</b>   | City Hall, 8 East                   |  |   |
| <b>Name of Conference/Seminar/Training:</b>  | Prime Time in Ottawa 2019           |  |   |
|  | Within GTA <input type="checkbox"/> | Outside GTA & within Ontario <input checked="" type="checkbox"/> | Outside Ontario/Canada <input type="checkbox"/> |
| <b>Destination:</b>  | Ottawa, Ontario                     |  |   |
| <b>Start Date:</b>   | Wednesday, January 30, 2019         | <b>End Date:</b>   | Friday, February 1, 2019                        |
| <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>   |                                     |  |   |
| Breakfast and Lunch Only Provided  |                                     |  |   |
| <b>Purpose: Use space provided below for full description</b>  |                                     |  |   |
| Prime Time in Ottawa is the Canadian Media Producers Association's annual national conference and networking event. It brings together over 600 of Canada's most prominent film, television, broadcasting and digital media leaders together alongside american speaker guests. Toronto is one of the two most successful production and post-production jurisdictions in Canada and is the broadcasting center. The Film Sector Officer has the opportunity to meet with Canadian and international guests and update them on Toronto's progress and initiatives and take the pulse on the industry on a variety of industry topics (production and format trends, distribution models and the trickle down to production patterns, other jurisdictions' offerings, technological advancements and implementation, etc). The City's presence at this major industry event is key in showcasing Toronto's connectivity and its desire to stay on top of industry trends and activities. Having attended and hosted an onstage conversation as a guest at last year's Prime Time, I can attest that the industry was very pleased to see the City get involved. They expect us to attend again this year. |                                     |  |   |
| <b>ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)</b>  |                                     |  |   |
| *Use Exchange rate(s):   | 1 unit local currency =             | \$ _____ CAD   |   |
|  | 1 unit local currency =             | \$ _____   | <b>Foreign Currency*</b>                        |
|  | 1 unit local currency =             | \$ _____   | <b>Canadian\$ (incl.tax)</b>                    |
| • Registration Fees: (Conference/Seminar/Training)   |                                     |  | 1,469   |
| • Accommodation: (Standard Single Room)  |                                     |  |   |
| Number of Days: 2  | X                                   | \$316.24 /day incl. taxes  | 632.49  |
| • Travel Method:   |                                     |  |   |
| Air <input checked="" type="checkbox"/>  | Train <input type="checkbox"/>      | Bus <input type="checkbox"/>                                     |   |
| Personal Vehicle: km   | X                                   | \$0. CAD/km  | 272.61  |
| • Ground transportation: (including car rental, to/from airports) Specify estimates:   |                                     |  |   |
| Cabs to and from airport / home  |                                     |  | 140   |
| • Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)  |                                     |  |   |
| Number of Days: 3  | X                                   | \$65.00 Miscellaneous CAD  | \$130.00  |
| <b>Sub-Total Estimated Costs:</b>  |                                     |  | \$2,644.10                                      |
| - Other Business Meeting expenses outside of Conference costs, please specify:   |                                     |  |   |
| <b>TOTAL ESTIMATED COST:</b>   |                                     |  | \$2,644.10                                      |

|  |            |
|--|------------|
| <b>Cost Centre/ WBS Element to be charged:</b> | ED0171     |
| <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:

[Redacted Signature]

(signature)

13-Dec-18

(date)

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

Approval for Proposed Expense

Division Head or Michael H. Williams

(print name)

[Redacted Signature]

Dec 19 18

(date)

Deputy City Manager:

(print name)

(signature)

(date)

City Manager/Mayor:

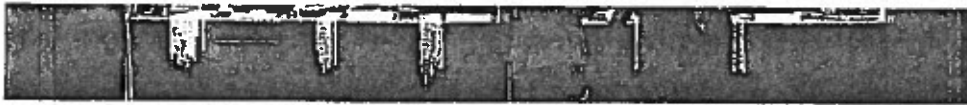
(print name)

(signature)

(date)

Committee & Report No. (if applicable)

(date)



### ALL REGISTRATIONS INCLUDE

- All scheduled conference sessions
- All scheduled conference social events, including complimentary breakfast and lunch on Thursday and Friday as well as networking breaks
- One invitation to the Prime Time Opening Reception, Wednesday, January 30, at the Westin Ottawa.
- One invitation to the Prime Time Party, Thursday, January 31.
- Access to the Prime Time Pitch Market, pre-arranged 10 to 15 minutes with leading Canadian and International industry executives
- "Breakfast with...", a valuable opportunity for delegates to meet in a small group for an extended conversation with a featured industry guest
- Topic Tables, each hosted by an expert in a particular subject matter.
- Delegate lounge - dedicated meeting space, charging stations, beverages
- Exhibitor foyer

### EARLY BIRD PRICING (EXPIRES DECEMBER 7, 2018)

CMPA Member: \$1,000 + 13% HST = **\$1,130** (Don't have your discount code? Log in to access it [here](#) >>>)  
 Non-Member: \$1,100 + 13% HST = **\$1,243**

[Register now >>>](#)

PAYMENT OPTIONS: VISA, MASTERCARD, AMERICAN EXPRESS OR CHEQUE

### REGULAR PRICING

CMPA Member: \$1,100 + 13% HST = **\$1,243** (Don't have your discount code? Log in to access it [here](#) >>>)  
 Non-Member: \$1,300 + 13% HST = **\$1,469**



[Register >>>](#)

PAYMENT OPTIONS: VISA, MASTERCARD, AMERICAN EXPRESS OR CHEQUE

### WELCOME RATE (FIRST TIME ATTENDEES ONLY)

\$900 + 13% HST = **\$1,017**

Contact [Lisa Moreau](#) to access Welcome Rate >>>

### STUDENT RATE

Available for full-time students (12 hours per week minimum, proof of student status required).

\$500 + 13% HST = **\$565**

Contact [Lisa Moreau](#) to access Student Rate >>>

### SPONSORS, PANELISTS AND SPEAKERS

Have your personal voucher ready before commencing registration process, which you will be prompted to enter at the bottom of the registration form. Don't have your registration voucher? [Contact us](#).

[Register now >>>](#)



#### CANCELLATION AND TRANSFER POLICY

Registration cancellations will be allowed until December 3, 2018, with a full refund. The transfer of a registration will be allowed until January 4, 2019. Cancellations and registration transfers must be requested by email to Lisa Moreau at [lisa.moreau@cspe.ca](mailto:lisa.moreau@cspe.ca).

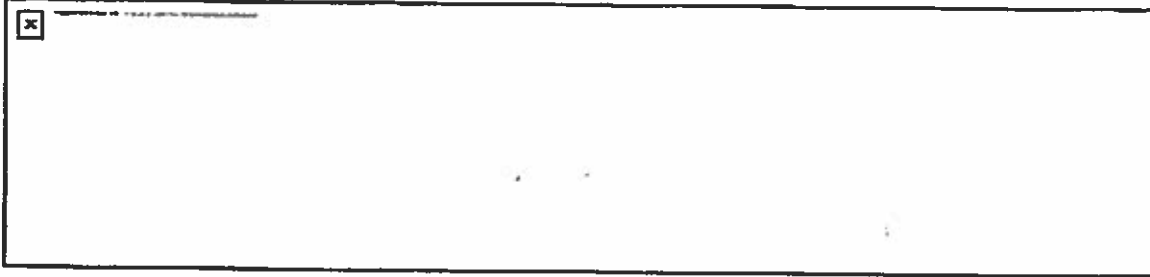


**Magali Simard**

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**From:** bounce-md\_30964066.5c1bb705.v1-2526a9af7b1245149c533902d72be35e@mandrillapp.com  
**Sent:** December 20, 2018 10:37 AM  
**To:** Magali Simard  
**Subject:** Payment Received for Prime Time in Ottawa 2019

\*\*\*This Is An Automated Response\*\*\*



Thank You Magali Simard,

We have just received your payment in the amount of C\$1469.00 (this amount includes 13% HST) for your registration to Prime Time in Ottawa 2019. The Transaction ID is: 32E6589642387094A.

Please print this email as your payment receipt.

If you have any questions, please contact Lisa Moreau at ([lisa.moreau@cmpa.ca](mailto:lisa.moreau@cmpa.ca) / 613-690-0900 or 1-800-656-7440 x329).

HST # 121408322



# Booking Receipt

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

Booking date  
Jan 3, 2019

Confirmation number  
H8VK8D

|   |                            |              |
|---|----------------------------|--------------|
| magali simard   | 1320001013                 | \$405.50 CAD |
| Flights   |                            | \$332.04     |
| PD 211 Toronto (YTZ) to Ottawa (YOW)<br>Flexible Fare | Jan 29, 2019 at 7:30<br>AM | \$144.00     |
| Discount  |                            | -\$14.40     |
| Taxes, Fees and Charges                               |                            | \$65.57      |
| Air Traveller Security Charge                         |                            | \$7.12       |
| NAV and Surcharges                                    |                            | \$21.00      |
| Airport Improvement Fee                               |                            | \$15.00      |
| Harmonized Sales Tax (HST)                            |                            | \$22.45      |
| PD 226 Ottawa (YOW) to Toronto (YTZ)<br>Standard Fare | Feb 3, 2019 at 12:45<br>PM | \$79.00      |
| Taxes, Fees and Charges                               |                            | \$57.87      |
| Air Traveller Security Charge                         |                            | \$7.12       |
| NAV and Surcharges                                    |                            | \$12.00      |
| Airport Improvement Fee                               |                            | \$23.00      |
| Harmonized Sales Tax (HST)                            |                            | \$15.75      |
| Seat Selection  |                            | \$ 0.00      |
| Baggage   |                            | \$73.46      |
| Toronto (YTZ) to Ottawa (YOW)                         | First Checked Bag          | \$32.50      |
|   | HST                        | \$4.23       |
| Ottawa (YOW) to Toronto (YTZ)                         | First Checked Bag          | \$32.50      |
|   | HST                        | \$4.23       |

\$405.50 CAD

✓

### Payment summary

| Transaction Date | Method of Payment                 | Payment Status     | Payment Amount |                |
|------------------|-----------------------------------|--------------------|----------------|----------------|
| Jan 3, 2019      | MasterCard<br>xxxx-xxxx-xxxx-2089 | Approved<br>095151 | \$332.04       | <i>Fuel</i>    |
| Jan 28, 2019     | MasterCard<br>xxxx-xxxx-xxxx-2089 | Approved<br>154136 | \$36.73        | <i>baggage</i> |
| Feb 2, 2019      | MasterCard<br>xxxx-xxxx-xxxx-2089 | Approved<br>150136 | \$36.73        | <i>baggage</i> |
| Total paid       |                                   |                    | \$405.50 CAD   |                |
| Total owing      |                                   |                    | \$0.00 CAD     |                |

GST/HST Number  
841583271

QST Number  
1212573775

Magali Simard  
100 Queen Street West  
Toronto, ON M5H2N2  
CANADA

Date : 01-02-19  
Time : 10:49  
Room No. : 1113  
Arrival : 30-01-19  
Departure : 01-02-19  
Conf. No. : 86188184  
Page No. : 1 of 1  
Invoice :  
PO :

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

**INVOICE**

| Date                 | Description   | Reference              | Charges        | Credits         |
|----------------------|---|------------------------|----------------|-----------------|
| 01/30/19             | Deposit Transferred at C/I<br>(Deposit Ledger to Guest<br>Ledger) |                        |                | 632.48          |
| 01/30/19             | Room Charge   |                        | 341.10         |                 |
| 01/30/19             | MAT - Municipal<br>Accommodation Tax                              |                        | 13.84          |                 |
| 01/30/19             | HST 13%   |                        | 46.12          |                 |
| 01/31/19             | Room Charge   |                        | 251.10         |                 |
| 01/31/19             | MAT - Municipal<br>Accommodation Tax                              |                        | 10.04          |                 |
| 01/31/19             | HST 13%   |                        | 33.95          |                 |
| 02/01/19             | Master Card/Diners  | XXXXXXXXXXXX2089 XX/XX |                | 63.47           |
| HST: 824812994RT0001 |   | 80.07                  | <b>Total</b>   | <b>695.95</b>   |
|                      |   |                        | <b>Balance</b> | <b>0.00 CAD</b> |

Like you, we know it's the little things that mean a lot. So, if you enjoyed your stay with us, please visit [www.tripadvisor.com](http://www.tripadvisor.com) and share your Germain experience.

30 Daly Avenue, Ottawa (Ontario) K1N 6E2  
TEL 613 691 3230 T. Free 1 833 503 0030  
[www.legermainhotels.com](http://www.legermainhotels.com) [reservations.gottawa@legermainhotels.com](mailto:reservations.gottawa@legermainhotels.com)

Your Tuesday morning trip with Uber

Uber Receipts <uber.canada@uber.com>

Tue 2019-01-29 6:58 AM

To: [Redacted]

Uber

Total: CA\$35.00  
Tue, Jan 29, 2019

Thanks for riding, Magali

We hope you enjoyed your ride  
this morning.



Total CA\$35.00

Trip Fare CA\$35.00

Subtotal CA\$35.00

Amount Charged  
[Icon] \*\*\*\* 2089 Switch CA\$35.00

HST ID 782886490 RT0001

Visit the [top page](#) for more information, including invoices (where available)

Download PDF

Download link expires 2/28/19

You rode with Atique



4.89 ★ Rating

Top Driver Compliment

"Excellent Service"

How was your ride?

RATE OR TIP

Issued on behalf of Atique

License Plate: BDQZ474

PTC License 029-4703651

Block 7.29 km | 14 min

06:43am

[Redacted]  
[Redacted] Canada

06:57am

Travel to Airport - YTZ Prime Time - 4220



