



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** <b>EX/14-AP17/19</b>
Vendor Name** Chris Selman			Vendor Number** <b>1018534</b>
Division** Economic Development & Culture	Work Address** 98 Atlantic Avenue, Toronto, Ontario	Postal Code** M6K 1X9	Invoice Date** (m/d/yyyy) <b>05/01/2019</b>
Name and Location of Conference / Seminar / Training / Business Travel** Canadian Museums Association National Conference, 145 Richmond Street West, Toronto, Ontario M5H 2L2			Payment Amount** \$ <b>904.00</b>
Start Date** (m/d/yyyy) Monday, April 14, 2019		End Date** (m/d/yyyy) Wednesday, April 17, 2019	

Description	GL Account**	Cost Centre/ WBS Element/ Internal Order**	Functional Area**	Net Amount**	HST**	Total Including Taxes**	
Registration Fees	4256	AH0059	157010000			904.00	
Travel <input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus							
Baggage Fees / Insurance							
Use of Personal Vehicle Kms X <input checked="" type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.54/km							
Accommodation days @ \$ _____ /day							
Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO							
Ground Transportation (to and from Airport) ie: taxis and car rental DESTINATION *Foreign Transactions- NO TAX*							
Ground Transportation (DESTINATION-LOCAL) ie: 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>\$904.00</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	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 AMOUNTS</b>							<b>\$0.00</b>
<b>TOTAL PAYABLE TO INDIVIDUAL / CITY</b>							<b>\$904.00</b>

Employee Name: Chris Selman  
 Title: Registration Assistant  
 Date: May 1, 2019  
 Telephone: [REDACTED]  
 Signature: [REDACTED]

Authorized by: Cheryl Blackman  
 Title: Director  
 Date: \_\_\_\_\_  
 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.0030.02

Updated: June 2015

RECEIVED  
MAY 28 2019

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**REPORT ON CONFERENCE**

Chris Selman

**Employee Name:** \_\_\_\_\_  
**Division:** EDC – Museums & Heritage Services  
**Date Submitted:** May 1, 2019

**Name of Conference:** Canadian Museums Association National Conference

**Location:** Toronto, Ontario  
**Date(s) Attended:** April 15-18, 2019

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

**Personal Development:**

The presentations and workshops offered at this conference covered a range of topics that will be useful in my day-to-day responsibilities as Registration Assistant. Specifically, I was able to learn about new collections management processes and standards, creating sustainable collections, and displaying artifacts in non-traditional exhibition spaces.

**Networking:**

The conference provided an excellent opportunity for engage with heritage professionals from across Canada, including those working at federal, provincial, and municipal institutions.

**City Benefits (including financial benefits):**

Learning new processes and standards which can be shared with my colleagues should help streamline our existing departmental workflow and develop new work methods. Attending the conference also provided exposure for the City's Heritage Services department and the excellent work we do within the wider context of the national museum system.

Employee's signature: \_\_\_\_\_ Date: May 1, 2019

Approved by (please print): Mike Williams  
Division Head or Designate

Signature: \_\_\_\_\_ Date: May 15/19

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



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:	Chris Selman		
Division:	Economic Development & Culture		
Work Address:	98 Atlantic Avenue, Toronto, Ontario		
Name of Conference/Seminar/Training:	Canadian Museums Association National Conference		
	Within GTA <input checked="" type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input type="checkbox"/>
Destination:	145 Richmond Street West, Toronto, Ontario, M5H 2L2		
Start Date:	Monday, April 14, 2019	End Date:	Wednesday, April 17, 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 are provided during the days. Because the conference is in Toronto, I will be able to return home for dinners after the conference has concluded for the day.			
Purpose: Use space provided below for full description			
This is a request to attend the 2019 Canadian Museums Association National Conference. CMA 2019 offers a hub for knowledge sharing and a showcase of best practices. This includes many discussions and workshops that directly pertain to my work scope, such as: collection management standards, digital museums, sustainable collecting, and displaying collections in non-traditional spaces. The conference also offers a chance to interact and engage with a diverse group of museum professionals from a host of different organizations in order to discuss, problem solve, and better understand the issues and events currently affecting the museum field across the nation. Attendance at a CMA conference also helps to convey the City and its staff as being engaged in museum practice on a national scale. Because the conference is being held in Toronto, I will not require that any additional travel, accomodation, or per diem costs be covered by the City.			
<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 =	\$ _____	
	1 unit local currency =	\$ _____	
Registration Fees: (Conference/Seminar/Training)			
Includes \$150 in addition to conference flat rate for attendance to full-day workshop			\$800
Accommodation: (Standard Single Room)			
Number of Days: _____ X \$ _____ /day incl. taxes			N/A
Travel Method:			
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:			N/A
Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)			
Number of Days: _____ X \$ _____ CAD or USD			N/A
	<b>Sub-Total Estimated Costs:</b>		\$800
- Other Business Meeting expenses outside of Conference costs, please specify:			
	<b>TOTAL ESTIMATED COST:</b>		\$800

Cost Centre/ WBS Element to be charged:	AH0059
Functional Area to be charged:	1570100000

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

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

Feb 27, 2019  
(date)

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

Approval for Proposed Expense

Division Head or Mike Williams  
(print name)

(signature)

(date)

Deputy City Manager: Giuliana Carbone  
(print name)

(signature)

(date)

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

(signature)

(date)

Committee & Report No. (if applicable)

(date)

Updated: March 2016

RECEIVED  
MAR 04 2019



# RECEIPT

**SEND TO:**  
Chris Seiman

RECEIPT NO: 20602  
DATE PAID: 6-Mar-2019

**CMA 2019 National Conference**

DESCRIPTION	AMOUNT
Chris Seiman	
Basic Conference fee (member rate) - \$650.00	\$650.00
Basic Multi-Delegate Rate (plus tax)	
Please select the price below. - \$75.00 Collection Management in Canadian Museums (plus tax)	\$75.00
Please select the price below. - \$75.00 Prioritizing Inclusion to Create Accessible Exhibits (plus tax)	\$75.00
EventTax13 on \$800.00	\$104.00
<b>Total</b>	<b>\$904.00</b>
<b>Total Paid</b>	<b>\$904.00</b>

Transaction #	Date	Paid by	Amount
060319A43-FE32F090-3644-4893-90AF-DF8C79A637F2	03/06/2019 13:42	MC	\$904.00

*Business No.: 10686 4374 RT0001*  
**THANK YOU FOR YOUR PAYMENT**

**Canadian Museums Association**  
280 Metcalfe Street Suite 400  
Ottawa, ON K2P 1R7  
Phone: 613-567-0099

Use the drop-down menus below to view transactions since your last statement, view one of your last three statements or to sort your transactions by account access if applicable.

Transaction amounts displayed for pending transactions may differ from actual purchase amounts. This is common with merchants such as hotels, gas stations or car rental companies who charge a pre-authorized amount. The final purchase amount will display when the transaction is posted to your account, usually within 3-5 business days.

[Download Account Details](#) [Request a Statement Copy](#)

March 18, 2019

Overall Account

Transaction Date ▲	Posting Date	Description	Amount
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06/03/2019

07/03/2019

CANADIAN MUSEUM ASSOCI [REDACTED] : \$904.00  
ON

**BMO**  **Bank of Montreal**

**BMO CashBack Mastercard**

**Statement Date**

**Mar. 18, 2019**

**Customer Name**      **CHRISTOPHER SELMAN**

.....  
Mar. 6

.....  
Mar. 7

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CANADIAN MUSEUM ASSOCI 888-8222907 ON

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904.00