



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** EXP/AP14-AP17/19
Vendor Name** David O'Hara		Vendor Number** 1009071
Division** EDC- Museums & Heritage Services	Work Address** 250 Fort York Blvd, Toronto, ON	Postal Code** M5V 3K9
Name and Location of Conference / Seminar / Training / Business Travel** Canadian Museums Association, Toronto, On		Invoice Date** (m/d/yyyy) Friday May 10, 2019
Start Date** (m/d/yyyy) Sunday April 14, 2019		End Date** (m/d/yyyy) Wednesday April 17, 2019
Payment Amount** \$ <u>0</u>		

Description	GL Account**	Cost Centre/ WBS Element/ Internal Order**	Functional Area**	Net Amount**	HST**	Total Including Taxes**
Registration Fees	4256	AH0091 David's Pcard	1570200000	750.00	\$97.50	847.50
Travel <input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus	4215					
Baggage Fees / Insurance						
Use of Personal Vehicle Kms X <input 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	4220					
Ground Transportation (to and from Airport) ie: taxis and car rental DESTINATION *Foreign Transactions- NO TAX*	4220					
Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental *Foreign Transactions- NO TAX*	4220					
Per Diem (See Bus. Expense Policy) _____ days @ \$ _____ / day	4230					
Other (Please specify)						
Training	4310					
TOTAL EXPENSES						\$847.50

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**
Registration Fees	4256	AH0091	1570200000	44520006	-\$750.00	-\$97.50	847.50
Air Travel	4215			1200015361	-	-	-
Accommodation					-	-	-
Grds Transportation (To & Fr. Airport) ON.					-	-	-
Grds Transportation (To & Fr. Airport) Destination					-	-	-
Grds Transportation (local-des. taxi, bus, train, etc.)					-	-	-
Other (Please specify)					-	-	-
TOTAL ADVANCES & PREPAYMENT AMOUNT**							-\$847.50
TOTAL PAYABLE TO INDIVIDUAL / CITY							\$0.00

Employee Name: David O'Hara
 Title: Manager, Fort York National Historic Site
 Date: Friday May 10, 2019
 Telephone: [REDACTED]
 Signature: [REDACTED]

Authorized by: Cheryl Blackman
 Title: Director, Museums & Heritage Services
 Date: May 14 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.

REPORT ON CONFERENCE

David O'Hara

Employee Name: _____
Division: Economic Development and Culture
Date Submitted: May 8, 2019
Name of Conference: Canadian Museum Association
Location: Toronto (Hilton Hotel)
Date(s) Attended: April 15-17

Describe the benefits from attending the Conference (including any benefits to you and to the City): As a representative of the City of Toronto Museums, I was part of the conference organizing committee. I also participated as a presenter/panelist at one of the sessions and I attended the remainder of the conference, including evening events on the 16 and 17th.

Personal Development:

Participating in the conference planning was a learning experience for me. Participating as a panelist provided an opportunity for me to present and discuss some of the innovative projects we're working on in MHS at the City. It also provided me with an opportunity to learn more about what other individuals and institutions are doing in the museum field.

Networking: Networking opportunities presented themselves through the conference planning process (planning committee included McMichael Gallery, ROM, Burlington Art Gallery etc. etc.) as well as at the conference itself. Panelists I accompanied included a Moderator from Lord Cultural Resources and staff from the Halifax Regional Municipality and from the Assiniboine Park Conservancy (Diversity Gardens).

City Benefits (including financial benefits): My participation in the conference allowed me to represent the City within the CMA conference planning committee – which was important given the conference took place in Toronto. It also provided me with an opportunity to present some of the innovative work we're doing here at Fort York specifically and in Museums and Heritage Services overall (I did highlight all we do and some of our Divisional priorities and initiatives).

Employee's signature: _____ **Date:** May 6, 2019

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

Signature: _____ **Date:** MAY 22 2019

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

RECEIVED
MAY 21 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

Name:	David O'Hara		
Division:	Economic Development and Culture		
Work Address:	250 Fort York Blvd		
Name of Conference/Seminar/Training:	Canadian Museum Association Conference		
Within GTA	Outside GTA & within Ontario	Outside Ontario/Canada	
Destination:	Toronto		
Start Date:	14-Apr	End Date:	17-Apr-19
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)			
included			
Purpose: Use space provided below for full description			
This is the CMA conference - I have been the City of Toronto representative on the conference organizing committee and I am also presenting at one of the sessions: Exhibition Interpretation: Beyond the Museum Moderator: Lisa Wright, Lord Cultural Resources Panelists: Kellie McIvor, Halifax Regional Municipality; David O'Hara, Fort York National Historic Site; Gerald Dieleman, Assiniboine Park Conservancy Exhibitions can play an important role in broadening and deepening understanding and relationships within our communities. Exhibitions do not only need to happen within museum buildings. In fact, exhibits may be even more effective when encountered in the community itself. Interpreting culture, history, art, or science in a non-museum space has its challenges but also provides great opportunities. In this panel discussion, representatives from three non-traditional museums will speak about their experiences developing and interpreting exhibitions			
ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)			
*Use Exchange rate(s):	1 unit local currency =	\$ _____ CAD	
	1 unit local currency =	\$ _____	Foreign Currency*
	1 unit local currency =	\$ _____	Canadian\$ (incl. tax)
Registration Fees: (Conference/Seminar/Training)			847.5
Accommodation: (Standard Single Room)			
Number of Days:	_____ X	\$ _____ /day incl. taxes	
Travel Method:			
Air	<input type="checkbox"/>	Train	<input type="checkbox"/>
Bus	<input type="checkbox"/>		<input type="checkbox"/>
Personal Vehicle:	_____ km	X \$0. _____ CAD/km	
Ground transportation: (including car rental, to/from airports) Specify estimates:			
Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)			
Number of Days:	_____ X	\$ _____ CAD or USD	
Sub-Total Estimated Costs:			
Other Business Meeting expenses outside of Conference costs, please specify:			
TOTAL ESTIMATED COST:			
			847.5

Cost Centre/ WBS Element to be charged:	AH0091
Functional Area to be charged:	157020000

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

Signature of Employee:

(signature)

Mar 1, 2019

(date)

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

Approval for Proposed Expense

Division Head or Mike William _____
(print name) (signature) (date)

Deputy City Manager: _____
(print name) (signature) (date)

City Manager/Mayor: _____
(print name) (signature) (date)

Committee & Report No. (if applicable) _____
(date)



RECEIPT

SEND TO:

David O'Hara
Fort York National Historic Site - City of Toronto

RECEIPT NO: 20598
DATE PAID: 6-Mar-2019

CMA 2019 National Conference

DESCRIPTION	AMOUNT
David O'Hara	
All Inclusive Conference fee (member rate) - \$750.00 All Inclusive Multi-Delegate Rate (plus tax)	\$750.00
EventTax13 on \$750.00	\$97.50
Total	\$847.50
Total Paid	\$847.50

Transaction #	Date	Paid by	Amount
060319A43-78A70E59-8053-45DB-87BF-41B94531E160	03/06/2019 12:53	MC	\$847.50

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