



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 =		<u>1.5245</u> <del>1.755</del> CAD\$ (if applicable)	Invoice Number** EXP/Fe 11-Feb 16/19
Vendor Name** Laurie Belzak		Vendor Number** 1003140	
Division** Economic Development and Culture	Work Address** 9E, City Hall, 100 Queen St. W., Toronto	Postal Code** M5H 2N2	Invoice Date** (m/d/yyyy) April 3, 2019
Name and Location of Conference / Seminar / Training / Business Travel** TFI FW19 UK Mission, Canada House, London, UK			Payment Amount** \$ 405.90
Start Date** (m/d/yyyy) Monday, February 11, 2019		End Date** (m/d/yyyy) Saturday, February 16, 2019	

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **
Registration Fees	4256					N/A
Travel <input checked="" type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus	4215	EDO154	1540400000	\$996.51	\$3.25	\$999.76
Baggage Fees / Insurance						
Use of Personal Vehicle Kms X <input checked="" type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.54/km						N/A
Accommodation 4 days @ \$307.14 /day	4210	EDO154	1540400000			\$1,228.57
Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO	4220	EDO154	1540400000			\$111.00
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*	4230	EDO154	1540400000			£35(SCAD 1.755) \$61.43
Per Diem (See Bus. Expense Policy) 1@ \$32.50 & 5@ \$55 days @ USD (132 Feb'19) / day	4230	EDO154	1540400000			\$405.90
Other (Please specify)						
Training	4310					
<b>TOTAL EXPENSES</b>						<b>\$2,806.66</b>

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						N/A
Air Travel	4215	EDO154	1540400000	12-7415	\$996.51	\$3.25	999.76
Accommodation	4210	EDO154	1540400000	12-7414	\$1,228.57		1,228.57
Grds Transportation (To & Fr. Airport) ON.	4220	EDO154	1540400000	12-12283/12021	\$111.00		111.00
Grds Transportation (To & Fr. Airport) Destination							
Grds Transportation (local-des. taxi, bus, train, etc.)	4230	EDO154	1540400000	12-12284	\$61.43		61.43
Other (Please specify)							
<b>TOTAL ADVANCES &amp; PREPAYMENT AMOUNT**</b>							<b>\$2,400.76</b>
<b>TOTAL PAYABLE TO INDIVIDUAL</b>							<b>\$405.90</b>

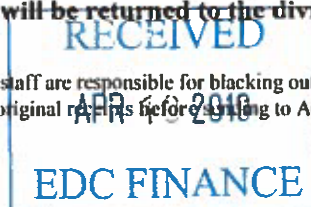
Employee Name: Laurie Belzak  
 Title: Sector Development Officer, Fashion & Design  
 Date: April 4, 2019  
 Telephone: [REDACTED]  
 Signature: [REDACTED]

Authorized by: Mike Williams  
 Title: GM EDC  
 Date: [REDACTED]  
 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.**

APP 5 2019

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  
 APP 04 2019

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## REPORT ON BUSINESS TRAVEL

**Employee Name:** Laurie Belzak, Sector Development Officer, fashion & design  
**Division:** Economic Development & Culture  
**Date Submitted:** April 4, 2019

**Name of Business Travel:** City Co-sponsored Toronto Fashion Incubator (TFI) UK Trade Mission  
**Location:** Canada House, London, UK  
**Date(s) Attended:** Feb. 11-16, 2019

**Describe the benefits from the business travel (including any benefits to you and to the City):**

**Personal Development:** I increased my understanding of the London fashion market, and of London fashion's interest in Canada and in Canadian fashion through preparation for the mission, meetings with High Commission of Canada and Global Affairs Canada staff, the London representative of UK Canada Foundation, in-market research and attending several London Fashion Week events. I established working relationship with these individuals and other industry members I met while in London.

**Networking:** In advance of the mission, meetings and e-meetings were held with staff at Canada House, the London pr agency hired to work on the project, and with individuals familiar with TFI and the London fashion market, to prepare for the trip. I was part of the jury choosing lines to be featured, along with a panel of industry exports including former fashion director at the Daily Telegraph, Hilary Alexander. Also participating in the trade mission were the Executive Director of the Toronto Fashion Incubator, and 15 representatives of 8 participating fashion companies. Five of the companies are based in Toronto. In London we met with the representative of the Canada UK Foundation, as well as holding meetings with additional staff at Canada House.

The event at Canada House was included on the official calendar for London Fashion Week. Held on February 14<sup>th</sup>, from 18:30 to 20:30, approximately 180 media, buyers, sales agents, and top industry VIPs attended, along with the Deputy High Commissioner of Canada to the UK, and senior members of staff. An informal fashion presentation was included, along with a step-and-repeat, which resulted in an increase in social media activity. London Fashion Week venues provided free space and refreshments for a networking evening after the event-set-up on Feb. 13<sup>th</sup>, and a post-event networking opportunity for all of the guests on Feb. 14<sup>th</sup>. The event was held over two days again this season. So on February 15<sup>th</sup>, participating companies were able to hold follow-up one-on-one meetings onsite.

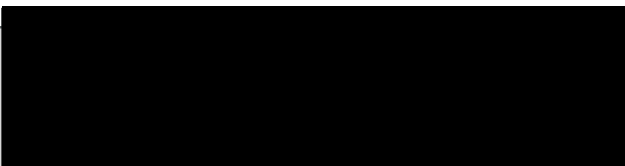
Key attendees included buyers from Matches, Amazon, Alibaba, ASOS and Net-a-Porter. UK and international media attending included Vogue, Drapers, Globe and Mail, CTV, BBC, Huffington Post, Forbes and others.

**City Benefits (including financial benefits):** City co-sponsorship was required in order for the mission to take place, so our funding helped leveraged the financial and in-kind contributions of all the other project partners, and all of the project benefits. The City's support was acknowledged in all marketing materials including the call to enter, 3 media releases, the event program, event signage and the official remarks. In addition to the above market intelligence and relationship building, benefits to the city will flow from increased UK and global awareness of the capabilities of Toronto's, and Canada's, fashion industry, resulting media coverage, and any sales and/or exports which result from the mission, but are not expected until after each company's second or third mission. Retail buyers and agents typically do not pick up new lines the first time they see them, but rather wait to see if they will show consistently in market and how the line evolves by season. A participant survey was undertaken, and results will be monitored over time as we prepare for the next mission in September 2019.

**Media coverage:** Four media articles have run to date in Forbes, Hello!, FabUK, and Drapers. Ronald Tam was called one of the 'Top Twelve New Womenswear Brands To Watch For at London Fashion Week' by Forbes. Hello! ran a story about the Duchess of York wearing Ron White's shoes, which was a direct result of the event. Once again, Getty images sent a photographer to cover the event and the resulting images are available online. There have been numerous mentions on social media, including posts by Canada House, the Toronto Fashion Incubator, and other mission participants. Additional coverage may follow. 553,539,410 total gross impressions have been received to date, including: 552,000,000 Forbes article; 871,648 LFW FW19 schedule views; 240,729 Social media hits; 209,400 FabUK article; 117,020 #TFILondon hits; 46,800 TFI social media hits; 28,152 Drapers article; 22,743 (3 media releases); 2,318 Invitees, 421 rsvps and 179 attendees.

**Sales:** Except for one, all of the companies participating this season were new to this initiative. Experience suggests that fashion lines need to show a minimum of 3 times in before expecting to receive an order. However, two designers confirmed UK account orders. One has a trunk show planned with a UK retailer. Participants also reported 5 UK retailers were interested to buy their lines!

Employee's signature



Date: April 4, 2019

Approved by (please print):

Mike Williams  
Division Head or Designate

Signature:



(Michael H. Williams, GM EDC)

APR 05 2019

Date: \_\_\_\_\_

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

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APR 04 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>	Laurie Belzak		
<b>Division:</b>	Economic Development & Culture		
<b>Work Address:</b>	100 Queen St W, 9th floor		
<b>Name of Conference/Seminar/Training:</b>	City co-sponsored TFI UK Export Development Trade Mission		
	Within GTA <input type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input checked="" type="checkbox"/>
<b>Destination:</b>	London, UK		
<b>Start Date:</b>	Mon. Feb 11, 2019	<b>End Date:</b>	Sat. Feb 16, 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>			

**Purpose: Use space provided below for full description**


The TFI export development trade show at Canada House in London is being co-sponsored by the City of Toronto and the High Commission of Canada to the United Kingdom. Up to 9 fashion design entrepreneurs will participate in the mission, many from the City of Toronto. The trade show will take place on Feb. 14th & 15th, in tandem with London Fashion Week. TFI has requested help from City staff to assist with the preparation for, set up first thing on Sept 13th, delivery of the trade show, tear down and follow-up in London. This trip will also allow staff the opportunity to promote Toronto's fashion and design sectors to a key international trade audience, and help to identify other potential international collaborations for firms in Toronto's cluster.

**ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)**

*Use Exchange rate(s):	1 unit local currency =				
		£ 1.70	CAD		
			Euro	<b>Foreign Currency*</b>	<b>Canadian\$ (incl. tax)</b>
		\$1.34	USD		
• Registration Fees: (Conference/Seminar/Training)					N/A
• Accommodation: (Standard Single Room)					
Number of Days: 4	X	238.52	/day incl. taxes		\$954.07
• Travel Method:					
Air <input checked="" type="checkbox"/>	Train <input type="checkbox"/>	Bus <input type="checkbox"/>			
Personal Vehicle: km	X	\$0.	CAD/km		\$723.51
• Ground transportation: (including car rental, to/from airports) Specify estimates:					
Taxi to/from home to airport & to/from airport to hotel					\$250
• Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)					
Number of Days: 5.5	X	\$65.00	USD	\$357.50	\$479.05
<b>Sub-Total Estimated Costs:</b>					\$2,406.63
- Other Business Meeting expenses outside of Conference costs, please specify:					
B2B Meetings in London (ground transportation)					\$200
<b>TOTAL ESTIMATED COST:</b>					2,606.63




<b>Cost Centre/ WBS Element to be charged:</b>	ED0154
<b>Functional Area to be charged:</b>	154040000

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

Signature of Employee:  (date) 08-Jan-19

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

**Approval for Proposed Expense**

<b>Division Head or</b>	Mike Williams		JAN 15 2019
	(print name)	(signature)	(date)
<b>Deputy City Manager:</b>	Giuliana Carbone		JAN 21 2019
	(print name)	(signature)	(date)
<b>City Manager/Mayor:</b>	Chris Murray		
	(print name)	(signature)	(date)
<b>Committee &amp; Report No. (if applicable)</b>			(date)

Passenger: 1 Ticket number 014 2106 844396

Date of issue	24-Jan 2019
Fare Amount in Canadian dollars: <i>(including navigational &amp; other charges)</i>	331.00
<b>Taxes, Fees &amp; Charges</b>	
Air Travellers Security Charge (CA)	25.91
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001) (RC)	3.25
Combined Taxes *see fare calculation below (XT)	639.60
<b>Total Fare in Canadian dollars:</b>	<b>999.76</b>

Ticket particularities:  
VLD AC TRANSATLANTIC ONLY  
-REFUNDABLE/CXLFFEE/CHGFEE  
-BG:AC

\*Fare calculation:  
11FEB19YTO AC LON R54.17AC YTO R195.24NUC249.41 END  
ROE1.329125 XT400.00YQ25.00SQ134.32GB80.28UB

Canadian tax registration numbers:  
XG Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)  
RC Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)  
XQ Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)

### Fare Rules Summary

- 
- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
  - If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
  - Tickets are non transferable.
  - Seat selection charges are per passenger and apply to each individual one-way flight segment in your itinerary. Flight segments are identified by a change in flight number, with each new flight number representing a flight segment. Taxes are not included.
  - Please note that you may be moved from your selected seat without notice in the event of an involuntary schedule or airport change (e.g. flight disruption, cancellation), to accommodate a passenger with a disability, or for any other reason that requires Air Canada to move you prior to departure or during the flight. If you are moved from your seat for one of these reasons, you may request a refund for your seat charges. We invite you to read additional [terms and conditions](#) related to seat selection

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

### Baggage Information

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Please see below for details on the bags you plan on checking at the baggage counter.

# Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.  
 Please bring your itinerary-receipt to the airport.

**Main Contact Information**

**Booking reference: S2AWSM**

**Name:** Ms Laurie Belzak  
**E-mail:** LAURIE.BELZAK@TORONTO.CA  
**Payment:** CC CAXXXXXXXXXXXXXX1816

**Customer Care**  
 Air Canada Reservations  
 1-888-247-2262

**Air Canada Flight Information**  
 1-888-422-7533  
[International Reservations](#)

Alert me of flight changes  
[Flight notification](#)

**Flight Itinerary**

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC858	Toronto Pearson (YYZ) Mon 11-Feb 2019 23:55 - TERMINAL T1 INTL	London Heathrow (GB) (LHR) Tue 12-Feb 2019 11:50 - TERMINAL 2	789	Economy (K)	Confirmed
AC859	London Heathrow (GB) (LHR) Sat 16-Feb 2019 18:00 - TERMINAL 2	Toronto Pearson (YYZ) Sat 16-Feb 2019 20:55 - TERMINAL T1 INTL	789	Economy (T)	Confirmed

**Passenger Information**

**Passenger: 1** Ms Laurie Belzak  
**Ticket number:** 014 2106 844396

**Purchase Summary**

**Laurie Belzak**

**From:** reservations@strandpalacehotel.co.uk  
**Sent:** January 25, 2019 5:14 PM  
**To:** Laurie Belzak  
**Cc:** reservations@strandpalacehotel.co.uk  
**Subject:** Reservation Confirmation 1041530 For Ms. Laurie Belzak at Strand Palace Hotel



**RESERVATION CONFIRMATION**

Confirmation No: 1041530

Dear Ms. Laurie Belzak,

Thank you for choosing Strand Palace Hotel. We are delighted to confirm your reservation as follows.

Hotel	Strand Palace Hotel	Rate type	Stay 4 to Save More with Breakfast
Guest name	Ms. Laurie Belzak	Room type	Superior Cosy Double
Occupants	1 Adult(s), 0 Children, 0 Infants)	Room Cost	CAD 939.33
Arrival date	Tue 12 Feb 2019	Cooked and Continental Buffet Breakfast	CAD 13.04
Departure date	Sat 16 Feb 2019	Cooked and Continental Buffet Breakfast	CAD 13.04
Check in	14:00	Cooked and Continental Buffet Breakfast	CAD 13.04
Check out	12:00	Cooked and Continental Buffet Breakfast	CAD 13.04
		Room Taxes/VAT	CAD 198.30
		Estimated Subtotal *	CAD 1189.82

1228.57  
- 198.30  
-----  
1030.27

**Currency and Total GBP 684.00**

Your reservation has been guaranteed to your MasterCard credit card ending with:XXXXXXXXXXXX1816

**Cancellation This reservation is non-cancellable, full amount will be charged**

BECK TAXI  
1 CREDIT UNION DR  
Toronto ON, M4A 2S6  
www.becktaxi.com  
(416)751-5555

**SALE**

MID: 4340699  
TID: A4340699      REF#: 00000003  
Batch #: 028      SEQ: 028001001003  
02/11/19      21:34:59  
APPR CODE: 213459  
MASTERCARD  
\*\*\*\*\*816C      \*\*/\*\*

**AMOUNT      \$57.00**

00 - APPROVED - 001

MasterCard  
AID: A0000000041010  
TVR: 00 00 00 80 00  
TST: EB 00

Thank You for Choosing  
Beck Taxi  
3 Ways to Order  
PHONE-WEB-APP

-----  
BK  
CAB 1981

CUSTOMER COPY

Taxi from home ( [REDACTED] )  
to Lester B. Pearson airport



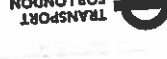
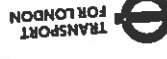
This side up. Not for resale. Issued subject to conditions - see over.  
This side up. Not for resale. Issued subject to conditions - see over.

NOT FOR TRAVEL SALE £35.00

MASTERCARD 1511 00 8873325 146632

6:10/17 8:01/22 101442 A0000000041010

1511 00 8873325 146632



**AEROFLEET SERVICES**  
2601 MATHESON BOULEVARD E  
MISSISSAUGA ON  
G2  
905-678-7077  
CAR 11

**SALE**

Clerk #: 004211  
TID: PS321119      REF#: 00000007  
Batch #: 624      SEQ: 001624007  
02/16/19      21:43:50  
Invoice #: 7  
APPR CODE: 214940  
MASTERCARD      Chip  
\*\*\*\*\*1816      \*\*/\*\*

**AMOUNT      \$54.00**

**APPROVED**

MasterCard  
AID: A000000041010  
TVR: 00 00 00 80 00  
TS: E8 00

BY ENTERING A VERIFIED PIN  
CARDHOLDER AGREES TO PAY ISSUER  
SUCH TOTAL IN  
ACCORDANCE WITH ISSUER'S  
AGREEMENT  
WITH CARDHOLDER

Thank You  
Please Come Again

CUSTOMER COPY

Taxi from Lester B. Pearson  
airport home to [REDACTED]  
Ave.