

2019 ACCRUALS



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 = _____ (if applicable)			Invoice Number** EXP/OC19-0026/19
Vendor Name** Sally Han		Vendor Number** 1014639	
Division** EDC	Work Address** City Hall, 9th Floor, East Tower, 100 Queen St.	Postal Code** M5H 2N2	Invoice Date** (m/d/yyyy) 22-Nov-19
Name of Conference / Seminar / Training / Business Travel** World City Culture Summit - 2019 in Lisbon			Payment Amount** \$1,295.55
Start Date** (m/d/yyyy) 22-Oct-19		End Date** (m/d/yyyy) 25-Oct-19	

Description	GL Account**	Cost Centre/ WBS Element/ Internal Order**	Functional Area**	Net Amount**	HST**	Total Including Taxes**
Registration Fees	n/a	covered by membership in WCCF	n/a	n/a	n/a	0.00
Travel <input checked="" type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus	4253	A110035	1560400000	1,292.30	3.25	1295.55
Use of Personal Vehicle kms X \$0. /km						0.00
Accommodation days @ \$ /day	n/a	n/a	n/a	n/a	n/a	0.00
Ground Transportation ie: taxis and car rental	4254	A110035		0.25		0.25
Ground Transportation ie: taxis and car rental *Foreign Transactions- NO TAX*						0.00
Per Diem (See Bus. Expense Policy) 4 days @ \$ 65 /day	4255	A110035		260.00		260.00
Other (Please specify)						0.00
Training	4310					0.00
TOTAL EXPENSES					\$1,295.55	\$1,564.80
Less: Advances & Prepayments: *Mandatory if applicable		SAP Document Number / Pcard transaction Number:				
Registration Fees				-	-	-
Air Travel				-	-	-
Advances (Conf/Sem)	4250			-	-	-
Advances (Bus. Travel)	4204			-	-	-
Total Advances & Prepayment Amount**						
TOTAL PAYABLE TO					INDIVIDUAL CITY	\$1,295.55

Employee Name: **SALLY HAN**
Title: **Manager, Cultural Partnerships**
Date: **3 Dec 2019**
Telephone: [REDACTED]
Signature: [REDACTED]

Authorized by: **PATRICK TUBIN**
Title: **DIRECTOR, ARTS + CULTURE**
Date: **December 3, 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.

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:	Sally Han		
Division:	Economic Development & Culture		
Work Address:	100 Queen St. W. - City Hall - 9E		
Name of Conference/Seminar/Training:	World Cities Culture Summit 2019		
Within GTA <input type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input checked="" type="checkbox"/>	
Destination:	Lisbon, Portugal		
Start Date:	19-Oct-19 (Saturday)	End Date:	26-Oct-19 (Saturday)
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)			
3 Accommodation would be covered by the sponsor for October 22, 23, 24, Employee would cover accommodation October 20, 21 and 25			
Purpose: Use space provided below for full description			
The City of Toronto is a member of the World Cities Culture Forum (WCCF) and has participated in the last 7 summits. The summits are organized by the 38 member cities of WCCF. At the 2019 World Cities Culture Summit Lisbon, Sally will report back on the results of the Sydney-Toronto Knowledge Exchange on Indigenous Placemaking that EDC has led with Sydney's Urban Design team for the past 2 years. The exchange was funded through a program administered by the WCCF. (In September, the Sydney delegation visits Toronto for a week.) Sally will also have the opportunity to learn about innovative solutions to cultural policy and planning issues that other major metropolitan areas face: affordable space, climate change and culture; racism, diversity and inclusion in the cultural sector, precarious employment and income disparity, festivals, public access and participation, culture and democracy. The Summit is also an opportunity to promote Toronto as a global centre of culture and the creative economy. The City of Toronto has also partnered with the Collision conference, and this trip represents a unique opportunity to learn how cultural programming was effectively employed as part of the global tech conference to build Lisbon's brand internationally, and how Toronto can learn from Lisbon's experience.			
ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)			
*Use Exchange rate(s)	1 unit local currency =	1 USD =	\$1.33 CAD
	1 unit local currency =	\$	
	1 unit local currency =	\$	* The City of Toronto is
Registration Fees (Conference/Seminar/Training)	Covered by Toronto's membership in World Cities Culture Forum	Foreign Currency*	Canadian\$ (incl. tax)
Accommodation (Standard Single Room)		N/A	N/A
Number of Days	N/A X N/A /day incl. taxes	covered by Sponsor/Employee	covered by Sponsor/Employee
Travel Method:	Air <input checked="" type="checkbox"/> Train <input type="checkbox"/> Bus <input checked="" type="checkbox"/>		
Personal Vehicle	km X \$0 CAD/km	N/A	\$915.27
Ground transportation (including car rental, to/from airports) Specify estimates	\$100 X 4 Both Ways Taxi to Airports	\$200 USD	\$200 + \$265.37 (Lisbon)
Sundry Expenses (See Business Expense Policy; Meals provided are deducted)	Number of Days 5X \$55.00 \$275.00 USD	\$275 USD	\$366.15
	Sub-Total Estimated Costs:	\$475 USD	\$1,746.79
- Other Business Meeting expenses outside of Conference costs, please specify Business meetings and ground travel in Lisbon outside of the conference			
		N/A	N/A
TOTAL ESTIMATED COST:		\$475 USD	\$1,746.79

Cost Centre/ WBS Element to be charged:	AIH0035
Functional Area to be charged:	[Redacted]
I certify that all estimated costs are correct.	
Signature of Employee:	[Redacted] 19/10/19
I have confirmed that approved funds are available for this purpose.	
Approval for Proposed Expense	
Division Head or	MIKE WILLIAMS (print name) [Redacted] Aug 20 19
Deputy City Manager:	GIULIANA CARBONE (print name) [Redacted] AUG 22 2019
City Manager/Mayor:	[Redacted] (print name) [Redacted] (signature) [Redacted] (date)
Committee & Report No. (if applicable):	[Redacted] (date)

REPORT ON CONFERENCE

Employee Name: Sally Han
Division: Economic Development and Culture, Arts and Culture Services

Date Submitted: 31 October 2019

Name of Conference: World Cities Culture Summit Lisbon
Location: Lisbon, Portugal
Date(s) Attended: October 22 – 25, 2019

Describe the benefits from attending the Conference (including any benefits to you and to the City): Toronto's attendance at the annual meeting of major global cities maintains Toronto's visibility as a city of culture; and contributes to its reputation as a global leader of cultural policy around core issues affecting all cities such as migration, diversity and inclusion, public space and culture, and Indigenous rights, truth and reconciliation.

City Benefits (including financial benefits): World Cities Culture Forum announced a partnership with Bloomberg Philanthropies which led to an exchange program between Sydney, Australia and Toronto. City policy makers also share program information about how cultural services (public art, festivals and events, local programming, arts education, museums, etc.) are delivered in their cities and we are able to learn and steal ideas from each other. I also took the opportunity to visit the studio of Joana Vasconceles, a major Portuguese artist working in the public realm, in the hopes that we may be able to negotiate a short term loan of her giant rooster sculpture, Pop Galo, that was commissioned for the Web Summit, during the Collision conference in 2021, which is also the Year of Public Art.

Personal Development: The Lisbon summit was a superb opportunity to reconnect with municipal colleagues, discuss common issues such as controversial public art, working across the city with other colleagues in divisions such as Planning, Parks, Energy and Environment, etc. It was an also an opportunity to experience an incredibly old and beautiful city and see how the multiple narratives of the city shape its public realm, the history of the Moors and the Islamic period, the Christian monasteries and cathedrals, the medieval castles, the 18th Century urban planning which overtook parts of Lisbon following a catastrophic earthquake in 1755, the erasure of its recent fascist history in the 20th Century under Salazar, and its current dynamic democratic republic. Lisbon has more museums than any small city I've ever visited.

Employee's signature: 

Date: 31 Oct
2019

Division Head or Designate

Signature: 

Date: Dec 4/19

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



Sally Han [redacted]

Air Canada - 18 Oct: Toronto - Lisbon (Booking Reference: SC5UKR)

3 messages

Air Canada <confirmation@aircanada.ca>

5 September 2019 at 14:33

To: [redacted]



Booking Confirmation

Booking Reference: **SC5UKR**

Date of issue: 05 Sep, 2019



Select Seats



Check in



Provide Passport Info



Manage my booking



Sign up for flight notifications

Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

IMPORTANT: Your official Itinerary/Receipt is attached to this email. 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.

Passengers



Sally [redacted] Han

Travel Options

Regular meal

Seats

AC1916 18A

AC1917 18F

Ticket Number:

0142118747974

Air Canada - Aeroplan:

[redacted]



Depart

Economy - Standard

Friday
18 Oct, 2019

23:10

11:10

+ 1 day

Toronto

Toronto-Pearson Int. (YYZ),
Terminal 1



Lisbon

Lisbon Portela (LIS),
Terminal 1



7hr00

Economy K

AC1916

Operated by: Air Canada | 767-300ER

Meal



AC1916 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.

Return

Economy - Standard

Sunday
27 Oct, 2019

12:55

Lisbon

Lisbon Portela (LIS),
Terminal 1



17:15

Toronto

Toronto-Pearson Int. (YYZ),
Terminal 1



8hr20

Economy S

AC1917

Operated by: Air Canada | 767-300ER

Meal



AC1917 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.

Purchase summary

Visa XXXX-XXXX-XXXX- XXXXXXXXXX Amount paid: \$1295.55		1 adult
	Air Transportation Charges	1116.00
	Seat selection	84.00
	Taxes, fees and charges	95.55
	GRAND TOTAL (Canadian dollars)	\$1295⁵⁵

Tax information

GST/HST no. 10009-2287
RT0001 \$3.25

Account Activity

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

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



Current Balance

Pending Transactions

Available Credit

Credit Limit

Balance Date as of

\$ [REDACTED]
[REDACTED]
[REDACTED]
Dec 03, 2019

Statement

Oct 23, 2019 - Nov 22, 2019

Payment Due

Dec 13, 2019

Statement balance

[REDACTED]

Minimum Payment

\$10.00

Last Payment **\$2,431.53** on Nov 13, 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

Aug 23, 2019 - Sep 23, 2019

Transactions

Statement balance for the selected period
Minimum payment and due date

\$4,474.05
\$10.00 by Oct 15, 2019

Date	Transaction Description	Debit	Credit	Balance
Aug 23, 2019	LONGO'S # 18	27.37		\$2,303.33
Aug 23, 2019	PARAMOUNT FINE FOODS	63.98		\$2,239.35
Aug 23, 2019	CEMETRES 1	77.33		\$2,162.02
Aug 24, 2019	T&T SUPERMARKET #016	269.84		\$1,892.18
Aug 26, 2019	BRITAINIA REPUBLIC 6725	79.09		\$1,813.09
Aug 26, 2019	ONTARIO NORTH/DAND/ONTA	54.08		\$1,759.01
Aug 26, 2019	INDIGO 267	36.23		\$1,722.78
Aug 26, 2019	STY FOR. FERRY DOCKS-DNL	19.56		\$1,703.22
Aug 27, 2019	EMCO CHALET 1705 QPS	50.97		\$1,652.25
Aug 27, 2019	NIKE CANADA COOKSTOWN		94.91	\$1,747.16
Aug 27, 2019	NIKE CANADA COOKSTOWN	62.98		\$1,684.18
Aug 27, 2019	PUMA COOKSTOWN	37.00		\$1,647.18
Aug 27, 2019	MOUNTAIN EQUIPMENT CO OF	29.88		\$1,617.30
Aug 27, 2019	AMSA Cellar, Dear Beach		12.00	\$1,629.30
Aug 27, 2019	SHELL 8705 HWY 11 N.	39.40		\$1,589.90
Aug 27, 2019	GMPT L'ARNOE MICHONA	1,340.78		\$2,230.68
Aug 28, 2019	SHILOH'S #01-0709	227.14		\$2,003.54
Aug 31, 2019	WMA BELL SUPERMARTEN 45743	58.11		\$1,945.43
Aug 31, 2019	SHILOH'S #01-0709	66.81		\$1,878.62
Aug 31, 2019	THE ROM	12.12		\$1,866.50
Sep 01, 2019	LAKE OF BAYS BREWING CO	15.40		\$1,851.10
Sep 01, 2019	LAKE OF BAYS BREWING CO	16.04		\$1,835.06
Sep 03, 2019	TRON SERVICE CASH ONLINE	58.88		\$1,776.18
Sep 04, 2019	WRETO	30.00		\$1,746.18
Sep 04, 2019	WRETO #PERI-855-088572	116.89		\$1,629.29
Sep 04, 2019	LONGO'S # 18	26.51		\$1,602.78
Sep 05, 2019	AIR CAN* 0142118747974	1,211.55		[REDACTED]
Sep 05, 2019	AIR CAN* 0142118747974	84.00		[REDACTED]
Sep 06, 2019	LONGO'S # 18	7.96		\$0,202.95
Sep 07, 2019	STY FOR. FERRY DOCKS-DNL	29.88		\$0,173.07
Sep 08, 2019	LIBERTY CASHMERE #01-0709	30.67		\$0,142.40