

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 33 500 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: Matt Oates	
Division: Economic Development & Culture	
Work Address: 100 Queen Street West Toronto, ON M5G 1P5	
Name of Conference/Seminar/Training: FIFA meeting in Montreal	
Within GTA <input type="checkbox"/> Outside GTA & within Ontario <input checked="" type="checkbox"/> Outside Ontario/Canada <input checked="" type="checkbox"/>	
Destination: Montreal Quebec	
Start Date: 05-Aug	End Date: 06-Aug
Are breakfast, lunch and/or dinner meals provided by the sponsor? Please specify (Meal cost to be doubled from per Diem as stated in Business Expense Policy): Not provided to my knowledge	
Purpose: Use space provided below for full description: Meeting in Montreal August 6 to discuss current status and issues so that the three cities can develop a strategy to move forward with FIFA 26, especially federal and provincial resourcing and advanced local planning. Mike Williams will also be attending this meeting.	
ESTIMATED COSTS: (The estimated costs should include GST and all other applicable taxes)	
Use of Business Vehicle (Use local currency): 0 CAD	Foreign Currency*
Travel local currency: 0	Canadian \$ (incl tax)
Registration Fees (Conference/Seminar/Training): 0	
Accommodation (single/double rooms): Number of Days: 2 X 0 /day incl taxes	
Travel Method: Air <input checked="" type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> Personal Vehicle: 0 km X 0 \$0 CAD/km	
Ground transportation (including rental (by from airports) Special Airlines): Taxi to and from airport in Toronto & Montreal	200
Sundry Expenses (See Business Expense Policy, Meals provided by sponsor): Number of Days: 2 X 0 CAD or USD	0
Other Business Meeting Expenses outside of Conference costs, please specify:	
TOTAL ESTIMATED COST:	590.18
Cost Centre/WBS Element to be charged:	ED0141
Functional Area to be charged:	1550100000

806.27

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

Signature of Employee: _____ (date) **18-Jul-19**

I have confirmed that approved funds are available for this purpose

Approval for Proposed Expense: _____ (signature) _____ (date)

Division Head or Mike Williams _____ (signature) _____ (date) **18-Jul-19**

Deputy City Manager: Chibana Carbone _____ (signature) _____ (date)

City Manager Mayor: _____ (signature) _____ (date)

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

RECEIVED
JUL 16 2019



Booking Receipt

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

Booking date
Jul 12, 2019

Confirmation number
B2SIUI

Matthew Ootes

\$325.18 CAD

Flights

\$293.54

PD 453 Toronto (YTZ) to Montréal (YUL)
Standard Fare

Aug 6, 2019 at 6:45
AM

\$94.00

Taxes, Fees and Charges

\$44.00

Air Traveller Security Charge

\$7.12

NAV and Surcharges

\$6.00

Airport Improvement Fee

\$15.00

Harmonized Sales Tax (HST)

\$15.88 ~

PD 480 Montréal (YUL) to Toronto (YTZ)
Standard Fare

Aug 6, 2019 at 6:00
PM

\$94.00

Taxes, Fees and Charges

\$61.54

Air Traveller Security Charge

\$7.12

NAV and Surcharges

\$6.00

Airport Improvement Fee

\$30.00

Goods and Services Tax (GST)

\$1.50 ~

Quebec Sales Tax (QST)

\$2.99

Harmonized Sales Tax (HST)

\$13.93 ~

Seat Selection

\$ 31.64

Toronto (YTZ) to Montréal (YUL)

7B

\$14.00

HST

\$1.82 ~

Montréal (YUL) to Toronto (YTZ)

16C

\$14.00

HST

\$1.82 ~

Total cost

\$325.18 CAD

Payment summary

Transaction Date	Method of Payment	Payment Status	Payment Amount
Jul 12, 2019	MasterCard xxxx-xxxx-xxxx-██████	Approved 111414	\$325.18
Total paid			\$325.18 CAD
Total owing			\$0.00 CAD

GST/HST Number
841583271

QST Number
1212573775

Matt Ootes

From: Uber Receipts <uber.canada@uber.com>
Sent: August 6, 2019 5:55 AM
To: Matt Ootes
Subject: [Business] Your Tuesday morning trip with Uber

Uber

Total: CA\$20.74
Tue, Aug 06, 2019

Thanks for riding, Matt

We hope you enjoyed your ride
this morning.



Total

CA\$20.74

Trip Fare	CA\$15.60
Subtotal	CA\$15.60
HST	CA\$2.39
Tolls, Surcharges, and Fees 	CA\$2.75

Amount Charged



..... Switch

CA\$20.74

GST Registration Number 710146887RT0001

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

You rode with Zam (Zamarai)



4.92 ★ Rating

Zam (Zamarai) is known
for:
Excellent Service

How was your ride?

RATE OR TIP

License Plate: CCJR505

PTC License D29-4914600



Every rideshare trip in Toronto is insured for a covered auto accident by Intact. [Learn more.](#)

Matt Ootes

From: Uber Receipts <uber.canada@uber.com>
Sent: August 6, 2019 7:42 PM
To: Matt Ootes
Subject: [Business] Your Tuesday evening trip with Uber

Uber

Total: CA\$21.47
Tue, Aug 06, 2019

Thanks for riding, Matt

We hope you enjoyed your ride
this evening.



Total

CA\$21.47

Trip Fare	CA\$16.25
Subtotal	CA\$16.25
HST	CA\$2.47
Tolls, Surcharges, and Fees 	CA\$2.75

Amount Charged



Switch

CA\$21.47

GST Registration Number 788876738RT0001

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

You rode with Omaid



4.88 ★ Rating

Omaid is known for:
Excellent Service

How was your ride?

RATE OR TIP

License Plate: CFDB233

PTC License D29-4841184



Every rideshare trip in Toronto is insured for a covered auto accident by Intact. [Learn more.](#)

- 07:20pm
10 Eireann Quay, Toronto,
ON M5V 3N2, Canada
- 07:41pm
32 Woodlee Rd, Toronto, ON
M4E 2R1, Canada



Invite your friends and family.

Get \$5 off your next ride when you refer a friend to try Uber. Share code: `matto4841ue`

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Uber B.V.
Mr. Treubiaan 7
1097 DP Amsterdam

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Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

DATE
J/D M/M A/Y
06/26/14

REÇU DE **TAXI** RECEIPT

No de vignette 7002
515 963 6799
No. du permis de travail 27937
Driver's work permit #

COMMENTAIRES
COMMENTS



MONTANT - AMOUNT
Toutes les taxes incluses
All taxes included
60.1

Signature [Redacted]

Montreal - Taxi Hotel to Airport