

2019 ACCRUALS



Corporate Business Expense Claim

Attendance at Conference/ Seminars/ Training, and Business Travel

JAN 29 2020

Accounting Services Division
Corporate Accounts Payable

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/DE01-DE02/19	
Vendor Name** Jagdish Yadav			Vendor Number** 1014074	
Division** Economic Development & Culture	Work Address** City Hall, 100 Queen Street West, Toronto	Postal Code** M5H 2N2	Invoice Date** (m/d/yyyy) 12/10/2019	
Name of Conference / Seminar / Training / Business Travel** Higher Education Summit - Transformations			Payment Amount** \$0.00	
Start Date** (m/d/yyyy) 12/01/2019		End Date** (m/d/yyyy) 12/02/2019		

Description	GL Account**	Cost Centre/ WBS Element/ Internal Order**	Functional Area**	Net Amount**	HST**	Total Including Taxes**	
Registration Fees	4256	ED0054	1540100000	1145.00	148.85	1293.85	
Travel <input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus				0.00	0.00	0.00	
Use of Personal Vehicle _ kms x \$0.58 / km				0.00	0.00	0.00	
Accommodation _ 2 days @ \$118.48/day						0.00	
Ground Transportation ie: taxis and car rental				0.00	0.00	0.00	
Ground Transportation ie: taxis and car rental *Foreign Transactions- NO TAX*				0.00	0.00	0.00	
Per Diem (See Bus. Expense Policy) _ @ \$65/day				0.00	0.00	0.00	
Other (Gala Reception)	4255	ED0054	1540100000	175.00	22.75	197.75	
Training	4310					0.00	
TOTAL EXPENSES						\$1,491.60	
Less: Advances & Prepayments: *Mandatory if applicable		SAP Document Number / ID: 5383-94 Peard transaction Number: 12-59222					1293.85
Registration Fees	4256	ED0054 - 1540100000	ReCard	1145.00	148.85	1293.85	
Air Travel				0.00	0.00	0.00	
Advances (Conf/Sem)	4250			0.00	0.00	0.00	
Advances (Bus. Travel)	4204			0.00	0.00	0.00	
Other - Gala Reception	4255	ED0054 - 1540100000	12-59222	175.00	22.75	197.75	
Total Advances & Prepayment Amount**						1491.60	
TOTAL PAYABLE TO INDIVIDUAL/CITY						\$0.00	

Employee Name: Jagdish Yadav (Print Name) Authorized by: Mike Williams Sunil Johal (Print Name)

Date: 10-Dec-19 Date: _____

Telephone: _____ Telephone: _____

Signature: _____ Signature: _____

****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

Mike Williams, GM. EDC

May 2011 (ASD)
Jan 29/20
Date.

OCT 23 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:	Jagdish Yadav		
Division:	Economic Development & Culture Division		
Work Address:	City Hall, East Tower, 9th Floor, 100 Queen Street West, Toronto M5H 2N2		
Name of Conference/Seminar/Training:	2019 Higher Education Summit - TRANSFORMATIONS		
	Within GTA <input checked="" type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input type="checkbox"/>
Destination:	Sheraton Centre Toronto Hotel		
Start Date:	Sunday, December 1, 2019	End Date:	Monday, December 2, 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)			
N/A			

Purpose: Use space provided below for full description

Participation in '2019 Higher Education Summit - Transformations' Conference is essential to support Toronto's education and training sector and academic institutions who have large number of students across disciplines. The Higher Education Summit is an annual event that explores the top issues affecting post-secondary education today. Highlights include featured talks from world-renowned leaders and networking opportunities at the most senior level. Colleges Ontario also organizes the annual Higher Education Summit, one of North America's premier conference on post-secondary education. Colleges Ontario is the association representing the province's 24 public colleges. With a focus on networking and information sharing, the conference is inspired by new insights and ideas in post-secondary education. This is the place to expand the knowledge about the sector and its ramifications into the local economy.

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

Use Exchange rate(s):	1 unit local currency =	CAD	Foreign Currency	Canadian\$ (incl. tax)
	1 unit local currency =			
	1 unit local currency =	\$		
Registration Fees: (Conference/Seminar/Training)		\$1,145		1,145.00
Accommodation: (Standard Single Room)				
Number of Days:	X	/day incl. taxes		0.00
Travel Method:				
Drive <input checked="" type="checkbox"/>	Train <input type="checkbox"/>	Bus <input type="checkbox"/>		
Personal Vehicle:	X	CAD/km		0
Ground transportation: (including car rental, to/from airports) Specify estimates:				
N/A				0
Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)				
Number of Days:	X	CD		0.00
Sub-Total Estimated Costs:				1,145.00
- Other Business Meeting expenses outside of Conference costs, please specify:				
Gala reception				175.00
TOTAL ESTIMATED COST:				1,320.00

Cost Centre/ WBS Element to be charged:	ED0054
Functional Area to be charged:	1540100000

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

Signature of Employee: _____ (signature) _____ 22-Oct-19 (date)

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

Approval for Proposed Expense

Division Head or _____ Mike Williams _____ (signature) _____ 25/19 (date)

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

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

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

REPORT ON CONFERENCE

Employee Name: Jagdish Yadav
Division: Economic Development and Culture
Date Submitted: December 10, 2019

Name of Conference: Higher Education Summit - Transformations
Location: Sheraton Centre Toronto Hotel, St. W., Toronto
Date(s) Attended: December 1 – 2, 2019

About the Conference:

The Higher Education Summit is an annual event that explores the top issues affecting post-secondary education today. Highlights include featured talks from world-renowned leaders and networking opportunities at the most senior level. Colleges Ontario, an association representing the province's 24 public colleges, organizes the Higher Education Summit, one of North America's premier conference on post-secondary education. This annual event includes the awards gala for outstanding college graduates. The 2019 Summit took place at Sheraton Centre Toronto Hotel.

Benefits from attending the Conference:

Personal Development: The conference provided an opportunity to listen to some thought leaders and professionals in higher education from Canada and other countries. It was also an opportunity to understand the mindset of stakeholders as it relates to higher education. One key understanding that came out from different presentations and discussions was that the recruitment of international students heavily focused on revenue generation. Some of the participants also talked about the issues related to international students and long term sustainability of the current recruitment models.

Networking: During the conference, there was an opportunity to meet people from different academic institutions and got to speak to them about their specific focus areas. I used the conference time to strengthen some of the ongoing institutional relations, and obtain diverse perspectives on current educational issues.

City Benefits (including financial benefits):

Participation in '2019 Higher Education Summit - Transformations' Conference was essential to support Toronto's education and training sector and academic institutions who have large number of programs and students across disciplines. With a focus on networking and information sharing, the conference was inspirational in exploring new insights and ideas in post-secondary education. There was an opportunity to listen to some of today's most dynamic and influential speakers, attend concurrent sessions and interact with some of the stakeholders providing educational services. In particular, I was impressed by the presence of some of the

companies engaged in the areas of jobs and skills, which is also one of the programs I am involved in my current assignment.

I will be working with our educational institutions and other stakeholders to support their initiatives on higher education and help them in addressing challenges in the institutions and students may have. I believe the City has a big role in this area and should further strengthen collaboration with our academic institutions.

Employee's signature: _____

Date: December 10, 2019

Manager's signature: _____

Date: Dec 11/19

Director's Initial

Approved by (please print): _____

Michael H. Williams, GM EDC
Division Head or Designate

Signature: _____

Date: Dec 19/19

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



2019 HIGHER EDUCATION SUMMIT TRANSFORMATIONS

November 30 – December 2, 2019
Sheraton Centre Toronto Hotel

ATTENDEE INFORMATION

Reference number 45744989
Registrant email [REDACTED]
First name Jagdish
Last name Yadav
Title Education Sector Advisor
Office/department Economic Development and Culture Division
Company City of Toronto
Address line 1 City Hall, 9E, 100 Queen Street West
City Toronto
Postal code M5H 2N2
Province/State Ontario
Country Canada
cc email [REDACTED]
Dietary Vegetarian

SELECTION

COST

December 1, 2019	Higher Education Summit	\$CAD1,145.00
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December 1, 2019 3:45 pm - 5:00 pm	Concurrent session Blockchain's adoption by and impact on education	
December 2, 2019 9:15 am - 10:15 am	Concurrent session Brand transformations	
December 2, 2019 10:45 am - 11:45 am	Concurrent session Transforming post-secondary education through outcomes-based funding	
December 2, 2019 12:00 pm - 2:30 pm	Lunch / Presentation of the Minister's Lifetime Achievement Award Keynote: Privacy and digital security in an age of secret mass surveillance - Edward Snowden in conversation with Peter Mansbridge	
December 2, 2019 5:15 pm - 6:00 pm	Gala reception	
December 2, 2019 6:15 pm - 9:00 pm	2019 Premier's Awards gala	\$CAD175.00

Total Selections **\$CAD1,320.00**

HST #123639569 RC0001 **\$CAD171.60**

Total **\$CAD1,491.60**

DATE	TRANSACTION TYPE	
November 5, 2019	Transaction Amount	\$CAD1,320.00
November 5, 2019	HST #123639569 RC0001	\$CAD171.60
November 5, 2019	Online Credit Card Payment(XXXXXXXXXXXX██████████)	\$CAD-1,491.60
	Balance	\$CAD0.00