

2019 ACCRUALS

Accounting Services Division Corporate Accounts Payable		Corporate Business Expense Claim Attendance at Conference/ Seminar/ Training, and Business Travel					
<input checked="" type="checkbox"/> Conference <input type="checkbox"/> Seminar <input type="checkbox"/> Training <input type="checkbox"/> 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/0C24-0C25/A			
Vendor Name** CHRIS SELMAN				Invoice Number** 3128609			
Division** Economic Development & Culture		Work Address** 98 Atlantic, Toronto, Ontario		Postal Code** M6K 1X9		Invoice Date** (m/d/yyyy)	
Name and Location of Conference / Seminar / Training / Business Travel** Ontario Museum Association Annual Conference, Best Western Brantford, Brantford Ontario, N3R 7J4						Payment Amount** \$ 601.11	
Start Date** (m/d/yyyy) Thursday October 24, 2019			End Date** (m/d/yyyy) Friday October 25, 2019				
Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **	
Registration Fees	4256	AH0059	15700000	399.00	51.87	450.87	
Travel <input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus Baggage Fees / Insurance Use of Personal Vehicle 212 Kms <input checked="" type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.54/km Accommodation _____ days @ \$ _____ /day	4251	AH0059	15700000	110.24		110.24	
Ground Transportation (to and from Airport) ON ie: taxi and car rental TORONTO Ground Transportation (to and from Airport) ie: taxi and car rental DESTINATION *Foreign Transactions- NO TAX* Ground Transportation (DESTINATION-LOCAL) ie: taxi, bus, subway & car rental *Foreign Transactions- NO TAX* Per Diem (See Bus. Expense Policy) _____ days @ \$ 40.00 / day	4255	AH0059	15700000	40.00		40.00	
Other (Please specify) Hotel parking Training	4310						
TOTAL EXPENSES						5601.11	
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							
Air Travel							
Accommodation							
Ground Transportation (To & Fr. Airport) ON							
Ground Transportation (To & Fr. Airport) Destination							
Ground Transportation (local-dm. taxi, bus, train, etc.)							
Other (Please specify)							
TOTAL ADVANCES & PREPAYMENT AMOUNT**							
TOTAL PAYABLE TO INDIVIDUAL / CITY						5601.11	

Employee Name: <u>Chris Selman</u> Title: <u>Registration Assistant</u> Date: <u>November 14, 2019</u> Telephone: [REDACTED] Signature: [REDACTED]	Authorized by: <u>Cheryl Blackman</u> Title: <u>Director, MHS</u> Date: <u>Nov 21, 2019</u> Telephone: [REDACTED] Signature: [REDACTED]
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****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

Updated: June 2015

JUN 27 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:	Chris Selman		
Division:	Economic Development & Culture		
Work Address:	98 Atlantic Avenue, Toronto, Ontario		
Name of Conference/Seminar/Training:	Ontario Museums Association Annual Conference		
Within GTA	<input type="checkbox"/>	Outside GTA & within Ontario	<input checked="" type="checkbox"/>
Outside Ontario/Canada	<input type="checkbox"/>		
Destination:	19 Holiday Drive, Brantford, ON N3R 7J4		
Start Date:	22-Oct-19 (Tuesday)	End Date:	25-Oct-19 (Friday)
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)			
A full conference registration includes: 1 dinner (THU), 2 lunches (THU/FRI), and 1 breakfast (FRI). No meals provided on WED or TUE travel day.			
Purpose: Use space provided below for full description			
This is a request to attend the Ontario Museum 2019 Conference. This includes many discussions and workshops that directly pertain to my workscope. The conference also offers a chance to interact and engage with a diverse group of museum professionals from a host of different organizations in order to discuss, problem solve, and better understand the issues and events currently affecting the museum field in Ontario.			
Additionally, my colleague, Gabrielle Major, and I have been selected to present at this conference. This presents a great opportunity to highlight the important work that City staff City undertake on a regular basis. It also provides an excellent venue to showcase our professional practices within the field.			
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)			397 \$498 + HST = 450.87
Accommodation: (Standard Single Room)			
Number of Days: 3	X \$127	/day incl. taxes	\$441.96
Travel Method:			
Air <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/>			
Personal Vehicle: 106 km	X \$0.52	CAD/km	\$55.12
Ground transportation: (including car rental, to/from airports) Specify estimates:			N/A
Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)			
Number of Days: 1.5	X \$65.00	1 x \$25.00 1 x \$40.00	\$162.50
Sub-Total Estimated Costs:			\$1,060
- Other Business Meeting expenses outside of Conference costs, please specify:			\$1,110.45
TOTAL ESTIMATED COST:			\$1,060 - 1,110.45

Cost Centre/ WBS Element to be charged:	AH0059
Functional Area to be charged:	1570100000

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

Signature of Employee:

[Redacted Signature]

(signature)

June 13, 2019

(date)

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

Approval for Proposed Expense

Division Head or Mike Williams (print name)

[Redacted Signature]

July 2/19

(date)

Deputy City Manager: Giuliana Carbone (print name)

(signature)

(date)

City Manager/Mayor: (print name)

(signature)

(date)

Committee & Report No. (if applicable)

(date)

June 25, 2019

NOV 22 2019

REPORT ON CONFERENCE

Chris Selman

Employee Name: _____
Division: EDC -- Museums & Heritage Services
Date Submitted: November 13, 2019

Name of Conference: Ontario Museum Association Annual Conference

Location: Bantford, Ontario
Date(s) Attended: October 24-25, 2019

Describe the benefits from attending the Conference (including any benefits to you and to the City):

Personal Development:

The presentations and workshops offered at this conference covered a range of topics that will be useful in my day-to-day responsibilities as Registration Assistant. Specifically, I was able to learn about new collections management processes and standards, creating sustainable collections, and displaying artifacts in non-traditional exhibition spaces. Being a speaker at this conference also offered me a change to expand my skillset.

Networking:

The conference provided an excellent opportunity for engage with heritage professionals from across the province.

City Benefits (including financial benefits):

Learning new processes and standards which can be shared with my colleagues should help streamline our existing departmental workflow and develop new work methods. Being a speaker at the conference also provided exposure for the City's Heritage Services department and the excellent work we do within the wider context of the national museum system.

Employee's signature: _____

Date: Nov 13, 2019

Approved by (please print): _____

Mike Williams

Division Head or Designate

Signature: _____

Date: Nov 22/19

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

You have been invited to the following event.

Speakers Register for OMA Conference

When Fri Jun 28, 2019

Calendar [REDACTED]

Who (Guest list has been hidden at organizer's request)

Dear Speakers at the OMA Conference 2019,

Please ensure at least one speaker in your session is registered by July 1.

Speaker rate: \$399 + HST - only available over the phone. Call us toll-free: 1 866 662 8672

+ 51.87 (HST)

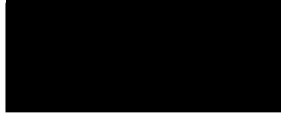


ONTARIO MUSEUM
ASSOCIATION
MUSÉES DE L'ONTARIO

PAYMENT RECEIPT

Date: Jul 29, 2019

Re: Chris Selman



Canada

Receipt #: OMA-E-2019-07-000956

Ontario Museum Association

Description	Name	Price
OMA Annual Conference 2019: Net[works] Benefit - Committees and Speakers Rate: Full Conference	Chris Selman	\$399.00 + 13% HST
	Amount	\$399.00
	13% HST	\$51.87
	Total	\$450.87

Method of Payment: Mastercard

XXXX-XXXX-XXXX-

Thank you for your payment!

HST No. R107798522
Charitable No. 10779 8522 RR



50 BALDWIN | TORONTO ONTARIO | M5T 1L4 | CANADA
416-348-8672 | 1-866-OMA-8672 | 416-348-0438
OMA@MUSEUMSONTARIO.CA | MUSEUMSONTARIO.CA OR/OU MUSÉESONTARIO.CA

BMO CashBack Mastercard

Card Number XXXXXXXXXX
Customer Name CHRISTOPHER SELMAN

Statement Date

Dec. 18, 2019

Best Western Brantford Hotel and Conf

Add destination

Leave now

OPTIONS

Send directions to your phone

via ON-403 W **35 min**
 Fastest route, the usual traffic
 52.9 km

DETAILS

via ON-5 and ON-403 W **46 min**
 58.4 km

via Lincoln M. Alexander Pkwy W and ON-403 W **45 min**
 66.6 km

