



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/NO25-NO26/19
Vendor Name** Elena Bird		Vendor Number** FBD 1011674
Division** EDC	Work Address** 100 Queen Street West, 8th Floor, East Tower	Postal Code** M4H 2N2
Name and Location of Conference / Seminar / Training / Business Travel** Successfully Managing in a Unionized Work Environment -- Schulich Executive Education Centre, York University		Invoice Date** (m/d/yyyy) January 16, 2020
Start Date** (m/d/yyyy) 11/25/2019		End Date** (m/d/yyyy) 11/26/2019
		Payment Amount** \$ 0.00

Description	GL Account**	Cost Centre/ WBS Element/ Internal Order**	Functional Area**	Net Amount**	HST**	Total Including Taxes**
Registration Fees	4310 4250	EDO160	1540200000	2,650.00 2,994.50	344.50	2,994.50
Travel <input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus	N/A	N/A	N/A	N/A		
Baggage Fees / Insurance						
Use of Personal Vehicle Kms X <input type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.58/km	N/A	N/A	N/A	N/A		
Accommodation days @ \$ _____ /day	N/A	N/A	N/A	N/A		
Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO	N/A	N/A	N/A	N/A		
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*						
Per Diem (See Bus. Expense Policy) days @ \$ _____ / day	N/A	N/A	N/A	N/A		
Other (Please specify)						
Training	4310					
TOTAL EXPENSES						\$2,994.50

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	4310 4250	EDO160	1540200000		2,650.00 2,994.50	344.50	2,994.50
Air Travel							
Accommodation							
Grds Transportation (To & Fr. Airport) ON.							
Grds Transportation (To & Fr. Airport) Destination							
Grds Transportation (local-des. taxi, bus, train, etc.)							
Other (Please specify)							
TOTAL ADVANCES & PREPAYMENT AMOUNT**							\$2,994.50
TOTAL PAYABLE TO INDIVIDUAL / CITY							\$0.00

Employee Name: <u>Elena Bird</u>	Authorized by: <u>Pam Roberts</u>
Title: <u>Policy Development Officer</u>	Title: <u>Director, Program Support</u>
Date: <u>January 16, 2020</u>	Date: <u>January 16, 2020</u>
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.

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:	Elena Bird		
Division:	Economic Development and Culture		
Work Address:	100 Queen Street West, East Tower, 8th Floor		
Name of Conference/Seminar/Training:	Successfully Managing in a Unionized Work Environment		
	Within GTA <input checked="" type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input type="checkbox"/>
Destination:	Miles S. Nadal Management Centre, 222 Bay Street, Toronto, ON M5K 1H6		
Start Date:	25-18-Nov-19	End Date:	26-18-Nov-19
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			
York University, Schulich Executive Education Centre, offers a two-day program about successfully managing in a unionized work environment. The training covers the Labour Relations Act, understanding collective agreements, controlling absenteeism and managing disciplinary issues. Also included in the course are practical modules on how to set expectations and improvement goals for unionized staff.			
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)			
\$2,650 x \$344.50 (13% tax) = \$2,994.50			\$2,994.50
• Accommodation: (Standard Single Room)			
Number of Days: _____ X \$ _____ /day incl. taxes			
• Travel Method:			
Air <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/>			
Personal Vehicle: _____ km X \$0. _____ CAD/km			
• Ground transportation: (including car rental, to/from airports) Specify estimates:			
• Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)			
Number of Days: _____ X \$.00 CAD or USD			
Sub-Total Estimated Costs:			\$2,994.50
- Other Business Meeting expenses outside of Conference costs, please specify:			
TOTAL ESTIMATED COST:			\$2,994.50

Cost Centre/ WBS Element to be charged:	ED0160
Functional Area to be charged:	1540200000

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

Signature of Employee: _____ Nov. 15, 2019
(date)

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

Approval for Proposed Expense

Division Head or	Mike Williams <small>(print name)</small>		Nov 15 / 19 <small>(date)</small>
Deputy City Manager:		<small>(signature)</small>	<small>(date)</small>
City Manager/Mayor:		<small>(signature)</small>	<small>(date)</small>
Committee & Report No. (if applicable)			<small>(date)</small>



Schulich
School of Business
Executive Education Centre
Tel (416) 736-5079 Fax (416) 736-5689



Invoice Number: SEEC55355
Invoice Date: October 18, 2019
Reference PO:
Participant ID#: 181664

INVOICE

Bill To: City of Toronto
8 East Tower - 100 Queen Street West
Toronto, ON M5H 2N2
Canada

Order #: 155659

Participant: Ms. Elena Bird
Senior Policy Advisor
City of Toronto

Att: Ms. Elena Bird
Senior Policy Advisor

Description				# of Units	Unit Price	Total Charges
Program Information: Successfully Managing in a Unionized Work Environment 2 Day Program, Nov 25/19 - Nov 26/19 Miles S. Nadal Management Centre, Toronto, Canada Course Break-Down 0646191118/300 (25-Nov-19 - 26-Nov-19) Successfully Managing in a Unionized Work Environment <i>PRE-WORK REQUIRED: This course requires pre-work which must be completed and sent in for evaluation before you attend the session. Please contact us at 416-736-5079 if you need further information.</i>				1	2,650.00 H	2,650.00
Payment: MC (Auth #010742, 0***[REDACTED] Payment Received, Thank you Oct 18/2019 <i>Larissa's pcard</i> <i>Bat-Trx ID</i> <i>5371-68</i>						(2,994.50)
Account Number	Subtotal	Tax (13%)	Total	Amount Received	Amount Due Upon Receipt of Invoice	
181664	\$2,650.00	\$344.50	\$2,994.50	\$2,994.50	\$ 0.00 CAD	

HST/GST # R11930 6736 RT 0001

T GST Taxable E Tax Exempt
H HST Taxable

Notes: NOT A TAX RECEIPT. An official tax receipt for the portion of fees eligible under CRA T2202A guidelines will be issued separately upon request.

Cheque payable to: York University - Schulich Executive Education Centre

Forward to: SEEC Finance Department
Miles S. Nadal Management Centre
222 Bay Street, Suite 500
Toronto, Ontario M5K 1K2



PLEASE INCLUDE A COPY OF YOUR INVOICE
OR INVOICE NUMBER WITH PAYMENT

