

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** EXPSE22-SE24/19	
Vendor Name** John Preece			Vendor Number** 1018619	
Division** Economic Development and Culture	Work Address** 9E 100 Queen Street West, Toronto, Ontario	Postal Code** M5H 2N2	Invoice Date** (m/d/yyyy) 11/26/2019	
Name and Location of Conference / Seminar / Training / Business Travel** The MedTech Conference 2019   Boston, United States of America			Payment Amount** <b>\$30.60</b>	
Start Date** (m/d/yyyy) 9/22/2019		End Date** (m/d/yyyy) 9/24/2019		

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **	
Registration Fees	4256					N/A	
Travel <input checked="" type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus	4215	ED0154	1540400000	745.92	\$34.26	\$ 780.18	
Baggage Fees / Insurance							
Use of Personal Vehicle 12.5 km x <input checked="" type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.54/km	4205	ED0154	1540400000	6.50	-	6.50	
Accommodation 2 days @ \$221.40/day	4210	ED0154	1540400000	USD 442.80	-	603.59 + 42.80	
Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO	4220	ED0154	1540400000	3.10	-	3.10	
Ground Transportation (to and from Airport) ie: taxis and car rental DESTINATION *Foreign Transactions- NO TAX*	4225	ED0154	1540400000	4.90	-	4.90	
Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental *Foreign Transactions- NO TAX*	4230	ED0154	1540400000	USD 4.90	-	6.66	
Per Diem (See Bus. Expense Policy) _days @ / day						N/A- staff forfeited per diem	
Other (Please specify) US ESTA	4230	ED0154	1540400000	USD 14.00	-	19.08 + 4.00	
Dinner 2019-09-23 (PCard not accepted)	4230	ED0154	1540400000	USD 15.43	-	21.00	
Training	4310						
<b>TOTAL EXPENSES</b>						<b>\$1,440.11</b>	<b>\$1,272.48</b>

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	4256				-	-	N/A
Air Travel	4215	ED0154	1540400000	12-50391	\$745.92	\$34.26	780.18
Accommodation	4210	ED0154	1540400000	12-50707	USD \$442.80	-	603.59 + 42.80
Grds Transportation (To & Fr. Airport) ON.							
Grds Transportation (To & Fr. Airport) Destination	4225	ED0154	1540400000		\$4.90	-	4.90
Grds Transportation (local-des. taxi, bus, train, etc.)	4230	ED0154	1540400000	12-51443, 12-51443	4.90 USD	-	6.66
Other (Please specify) US ESTA	4230	ED0154	1540400000	12-50708	USD \$14.00	-	19.08 + 4.00
<b>TOTAL ADVANCES &amp; PREPAYMENT AMOUNT**</b>						<b>\$1,409.51</b>	<b>\$1,241.88</b>
<b>TOTAL PAYABLE TO INDIVIDUAL CITY</b>							<b>\$30.60</b>

Employee Name: <u>John Preece</u>	Authorized by: <u>Sunil Johal</u>
Title: <u>Sector Development Officer, Life Sciences</u>	Title: <u>Director</u>
Date: <u>November 27, 2019</u>	Date: <u>November 27, 2019</u>
Telephone: <u>[Redacted]</u>	Telephone: <u>[Redacted]</u>
Signature: <u>[Redacted]</u>	Signature: <u>[Redacted]</u>

**\*\*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

<b>Name:</b>	John Preece		
<b>Division:</b>	Economic Development and Culture		
<b>Work Address:</b>	100 Queen Street West, East Tower, 9th Floor, Toronto, Ontario M5H 2N2		
<b>Name of Conference/Seminar/Training:</b>			
Within GTA <input type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input checked="" type="checkbox"/>	
<b>Destination:</b>	Boston, Massachusetts, United States of America		
<b>Start Date:</b>	Sunday 22 September 2019	<b>End Date:</b>	Wednesday 25 September 2019
<b>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)</b>			
Breakfasts and lunches are provided, but dinners are not.			
<b>Purpose: Use space provided below for full description</b>			
Travel to and accommodation at The MedTech Conference 2019. Deputy Mayor Thompson has requested that a staff member accompany him for some or all of this event, which he has been invited to speak at.			

**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 =	\$			
<b>Registration Fees: (Conference/Seminar/Training)</b>					N/A
<b>Accommodation: (Standard Single Room)</b>					
Number of Days:	3	X	\$600 /day incl. taxes		1800
<b>Travel Method:</b>					
Air <input checked="" type="checkbox"/>	Train <input type="checkbox"/>	Bus <input type="checkbox"/>			
Personal Vehicle:	0 km	X	\$0. CAD/km		685
<b>Ground transportation: (including car rental, to/from airports) Specify estimates:</b>					
GO train or taxi to/from	YTY	Train or taxi to/from	BOS		200
<b>Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)</b>					
Number of Days:	3	X	\$40.00 USD		158.4
<b>Sub-Total Estimated Costs:</b>					2843.4
<b>- Other Business Meeting expenses outside of Conference costs, please specify:</b>					0
<b>TOTAL ESTIMATED COST:</b>					2843.4

<b>Cost Centre/ WBS Element to be charged:</b>	ED0154
<b>Functional Area to be charged:</b>	

I certify that all estimated costs relating to this form.

Signature of Employee: \_\_\_\_\_ 16-Sep-19 (date)

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

**Approval for Proposed Expense**

<b>Division Head or</b>	Pam Roberts for Mike Williams (print name)		16/Sept/19 (date)
<b>Deputy City Manager:</b>	Guila Carbone (print name)		SEP 17 2019 (date)
<b>City Manager/Mayor:</b>	Chris Murray (print name)	(signature)	(date)
<b>Committee &amp; Report No. (if applicable)</b>			(date)



## Booking Receipt

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

Booking date  
Sep 19, 2019

Confirmation number  
X3CSRL

John [REDACTED] Preece

\$780.18 CAD

Flights \$780.18

PD 951 Toronto (YTZ) to Boston (BOS) Sep 22, 2019 at 8:45 PM \$342.00  
Flexible Fare

Taxes, Fees and Charges \$103.01

Air Traveller Security Charge \$12.10

NAV and Surcharges \$9.00

Airport Improvement Fee \$15.00

Harmonized Sales Tax (HST) \$1.95

US Transportation Tax \$24.64

US Immigration Tax \$9.27

US Agriculture Tax \$5.25

US Customs Processing Fee \$7.64

Goods and Services Tax (GST) \$18.16

PD 944 Boston (BOS) to Toronto (YTZ) Sep 24, 2019 at 3:40 PM \$283.00  
Flexible Fare

Taxes, Fees and Charges \$52.17

US Transportation Tax \$24.64

US Passenger Facility Charge \$5.96

US September 11th Security Charge \$7.42

Goods and Services Tax (GST) \$14.15

Seat Selection \$ 0.00

Total cost \$780.18 CAD

### Payment summary

Transaction Date	Method of Payment	Payment Status	Payment Amount
Sep 19, 2019	MasterCard xxxx-xxxx-xxxx-████	Approved 065480	\$780.18
Total paid			\$780.18 CAD
Total owing			\$0.00 CAD

GST/HST Number      QST Number  
841583271              1212573775

Found Hotel Boston Common  
 78 Charles Street South  
 Boston, MA 02116

**Check-out receipt**

Name: John Preece  
 Check-in: Sunday Sep 22, 2019  
 Check-out: Tuesday Sep 24, 2019  
 Confirmation #: 1345648937  
 Invoice number: 36475  
 Invoice date: 09/24/2019

Unit assignment: 313

Attn: John Preece  
 Expedia Hotel Collect  
 MA  
 United States

Date	Description of services	Cost(USD)
09/22/2019	Unit 313: Single - OTA - Expedia - 10% Non-refundable	143.10
09/23/2019	Unit 313: Single - OTA - Expedia - 10% Non-refundable	242.10
<b>Sub-total</b>		385.20
<b>CCF Fee</b>		10.60
<b>Room Tax</b>		25.04
<b>State Tax</b>		21.96
<b>Total</b>		442.80
<b>MasterCard: Sep 19, 2019 - XXXX XXXX XXXX</b>		442.80
<b>Amount owing (USD)</b>		0.00

Customer signature: \_\_\_\_\_

Passenger Drop Off and Pick Up, Toronto  
 [Redacted]

Address destination  
 [Redacted]

Leave now OPTIONS

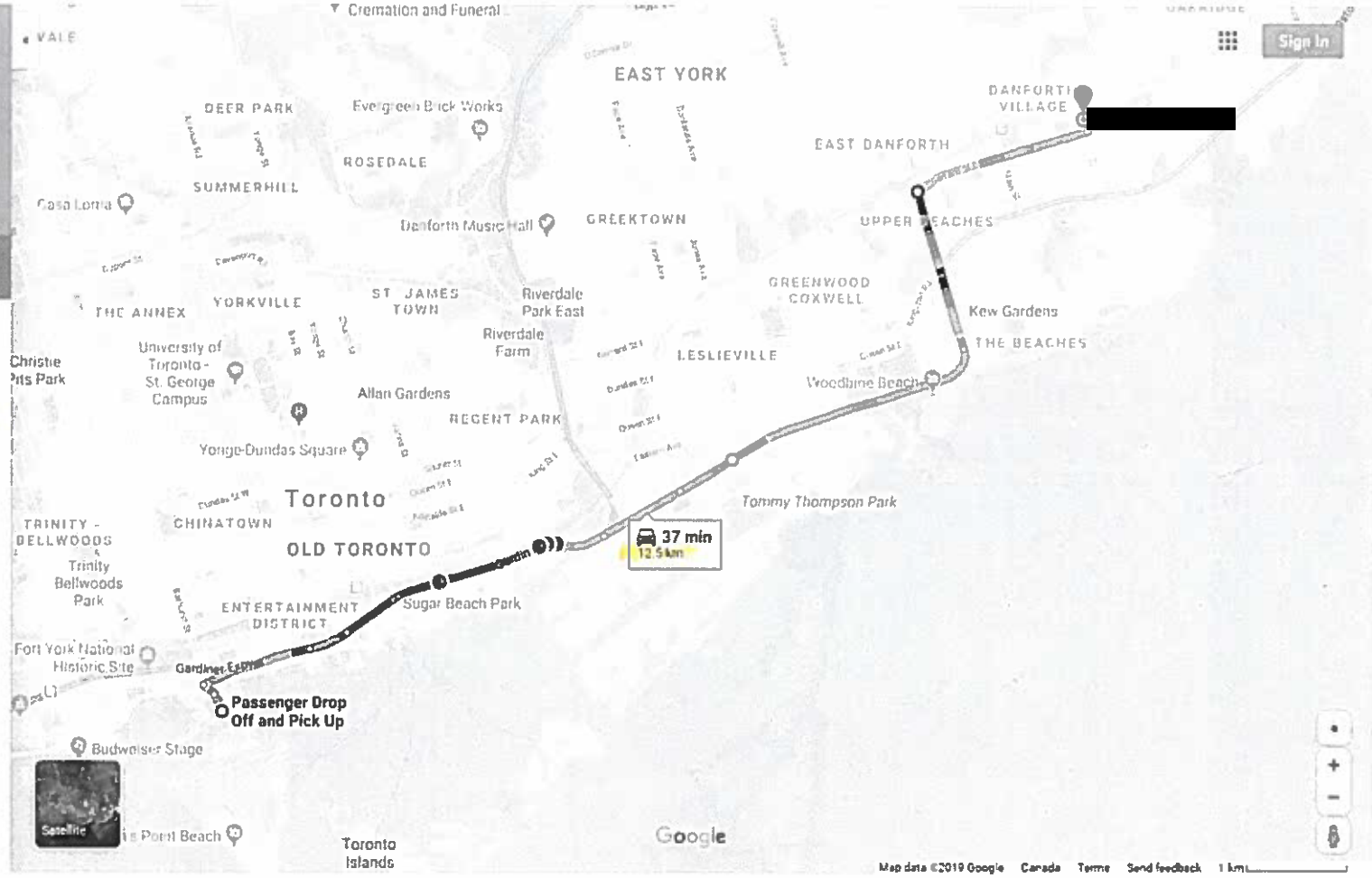
Send directions to your phone

**via Lake Shore Blvd E** **37 min**  
 20 min without traffic **12.5 km**

DETAILS

Explore [Redacted]

Restaurants Hotels Gas stations Parking Lots More







LOAD

MANAGE

About PRESTO

Customer Service Outlets

Contact Us

Take Our Survey!

JOHN \$17.17

SIGN OUT

BALANCE ON JOHN

\$17.17

Manage Autoload

Fare Type: Adult

Last Updated on: November 22, 2019

QUICK LINKS

- + \$ Load My Card
- AutoLoad Settings
- Autorenew Transit Pass Settings
- Saved Payment Method Settings
- Card Activity
- Loyalty Summary
- Transit Usage Report
- Report Lost Card
- Transfer Card information
- Manage My Cards
- Account Profile

Having trouble? Have questions? Please

give us a call at:

1-877-378-6123

General

- Home
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- Privacy
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MY PRESTO

- Purchase a Card
- Activate a Card
- Create an Account
- Load My Card
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- Using PRESTO
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TRANSACTION HISTORY REPORT VIEW

TRANSIT USAGE REPORT VIEW

My PRESTO Card Activity

Please see below to view your PRESTO card balance and transaction activity. You can change the time period and transit agency in the dropdown menu to view all available reports.

Transit Agency: Toronto Transit Commi | Date Range: 09/22/2019 - 09/25/201 | Transaction Type: ALL | View

Date	Transaction Number	Transit Agency	Location	Type	Service Class	Discount	Amount	Balance
9/22/2019 6:59:07 PM	543	Toronto Transit Commission	[REDACTED]	Fare Payment	Regular	\$0.00	\$13.10	\$13.94

Print | Export to CSV

RECEIPT  
09/24/2019 02:05 PM

# MBTA

World Trade Center  
FMM 201290

CREDIT CARD SALE  
CARD [REDACTED]  
AUTH # 063306  
PAID REF# 3006  
PAID AMT \$2.00

Trans. no 276848  
Adult Stored Value  
# 001 - 139147718  
Number of Tickets 1  
For Customer Service  
call 617-222-3200

RECEIPT  
09/24/2019 03:07 PM

# MBTA

World Trade Center  
FMM 201290

CREDIT CARD SALE  
CARD [REDACTED]  
AUTH # 088291  
PAID REF# 3076  
PAID AMT \$2.90

Trans. no 276849  
Adult Stored Value  
# 001 - 139147719  
Number of Tickets 1  
For Customer Service  
call 617-222-3200



 Official Website of the Department of Homeland Security



### AUTHORIZATION APPROVED

Your travel authorization has been approved and you are authorized to travel to the United States under the Visa Waiver Program. This does not guarantee admission to the United States; a Customs and Border Protection (CBP) officer at a port of entry will have the final determination.

If necessary, you can update the following information on an approved authorization: address while in the United States and e-mail address. To access your travel authorization, you will be required to provide your application number, Passport number, and birth date. If you need to change any other information on the form, you must apply for a new travel authorization.

### PAYMENT RECEIPT

You have successfully submitted payment for the application listed below. A request by the cardholder to the bank or PayPal for a refund of fees will result in an automatic denial of the application. Please print this page for your personal records.

NAME	DATE OF BIRTH	APPLICATION NUMBER	PASSPORT NUMBER	STATUS	EXPIRES
JOHN [REDACTED] PREECE	Oct 20, 1979	[REDACTED]	[REDACTED]	Authorization Approved	Sep 20, 2021

### PAYMENT SUMMARY

**PAYMENT RECEIVED:** US \$14.00

**PAYMENT DATE:** September 20, 2019  
10:38:33 PM

**PAYMENT TRACKING CODE:** 26KBL4J7



VisitTheUSA.com

To begin planning your trip to the United States today, please visit [VisitTheUSA.com](http://VisitTheUSA.com), the Official Travel and Tourism website of the United States.

U.S. Customs and Border Protection (CBP) has developed a new program called Automated Passport Control (APC) that expedites the entry process for eligible Visa Waiver Program international travelers by providing an automated process through CBP's Primary Inspection area. To learn more about APC and participating airports following this link: <https://www.cbp.gov/travel/us-citizens/apc>

DHS RECOMMENDS YOU PRINT THIS SCREEN FOR YOUR RECORDS.

TO RETRIEVE AN APPLICATION, SELECT "CHECK ESTA STATUS" FROM THE GLOBAL NAVIGATION MENU OR HOME PAGE. FOR ADDITIONAL GUIDANCE, SELECT "HOW DO I RETRIEVE MY APPLICATION?" FROM THE HELP SECTION

OF THIS WEBSITE.

Have a nice trip. Welcome to the United States.

**Paperwork Reduction Act:** An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1651-0111. The estimated average time to complete this application is 23 minutes. If you have any comments regarding this burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 90 K Street, NE, 10th Floor, Washington DC 20229. Expiration Oct 31, 2019.

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631 WASHINGTON ST., BOSTON, MA  
PHARMACY: 338-0128 STORE: 338-1190

REG#01 TRN#1797 CSHR#1804079 SIN#5874

Helped by: SANDINO

1 GE CLSSC TRAIL MIX 3.25 1.79F  
1 BISTRO SPNCH DIJON 4.72 4.99B  
1 CHOBANI BLACK CHER 5.32 1.79F  
1 POWERFUL YOGURT CH 12Z 3.49F  
1 SABRA HUMMUS CLASS 4.3Z 2.99F

5 ITEMS

Survey ID #  
2068 2418 8326 086 24

SUBTOTAL 15.05  
MA 7.0% TAX .35  
TOTAL 15.40  
CHARGE 15.40

\*\*\*\*\* CH

PC MasterCard \*\*\*\*\*  
APPROVED# 02544S  
REF# 017974  
TRAN TYPE: SALE  
AID: A00000C0041010  
TC: 6F4A3532AAD7037C  
TERMINAL# 84767981  
PIN VERIFIED OFFLINE  
CVM: 440302  
TVR(95): 0000008000  
TSI(98): E800

CHANGE .00

\*\*\*DECLINED CHIP CARD INFO\*\*\*  
MasterCard \*\*\*\*\*  
CUSTOMER CANCELLED TRANSACTION  
REF# 017973  
TRAN TYPE: SALE  
AID: A000000041010



3505 8749 2661 7970 14  
Returns with receipt, subject to  
CVS Return Policy, thru 11/22/2019  
Refund amount is based on price  
after all coupons and discounts.

SEPTEMBER 23, 2019 7:27 PM

GET YOUR CVS EXTRACARE CARD

\*\*\*\*\*

Mastercard

Current balance

Pending

Available credit

Credit limit

Set up automatic payments View statements

Export CSV Export to Quicken

FINANCIAL

Dashboard Transactions Insights Accounts & Cards

Sep 23 2019 - Sep 23 2019 X Clear all

Posted transactions

Description	Cardholder	Type	Date & time	Amount (\$)
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
+ CVS/PHARMACY #05874	[REDACTED]	Purchase	Sep 23, 2019 7:27 p.m.	\$21.00
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

FINANCIAL

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CDIC Member

Social Responsibility

PCOptimum.ca

PC Travel

PC Insiders

President's Choice

Financial

President's Choice Financial Mastercard is provided by President's Choice Bank. PC Optimum program is provided by President's Choice Services Inc.

CVS/PHARMACY #05874  
BOSTON, MA, USA, 02111

\$21.00 / \$15.40 / 210 pts

Conversion rate 1.363616363 (inc. 2.5% conversion fee)  
Original currency: USD (\$)

Transaction details

JOHN's card

Transaction: Sep 23, 2019 7:27 p.m.  
Posted: Sep 24, 2019

[Dispute this transaction](#)