

2019 ACCRUALS



Accounting Services Division
Corporate Accounts Payable

Corporate Business Expense Claim
Attendance at Conference/ Seminars/ Training, and
Business Travel

JAN 29 2020

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/OC#7-OC#8/19	
Vendor Name** Laurie Belzak			Vendor Number** 1003140	
Division** Economic Development & Culture	Work Address** 9E, City Hall, 100 Queen St. W., Toronto	Postal Code** M5H 2N2	Invoice Date** (m/d/yyyy) Nov. 27, 2019	
Name and Location of Conference / Seminar / Training / Business Travel** Beanfield Centre, Exhibition Place, Toronto, ON			Payment Amount** \$0.00	
Start Date** (m/d/yyyy) Oct. 7, 2019		End Date** (m/d/yyyy) Oct. 8, 2019		

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **
Registration Fees	4256	EDO128	1540100000	584.67	\$71.37	\$656.04
Travel <input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus						N/A
Baggage Fees / Insurance						N/A
Use of Personal Vehicle Kms X <input checked="" type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.54/km						N/A
Accommodation days @ _____ /day						N/A
Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO						N/A
Ground Transportation (to and from Airport) ie: taxis and car rental DESTINATION *Foreign Transactions- NO TAX*						N/A
Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental *Foreign Transactions- NO TAX*						N/A
Per Diem (See Bus. Expense Policy) _days @ _____ / day						N/A
Other (Please specify)						N/A
Training	4310					N/A
TOTAL EXPENSES						\$656.04

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	EDO 128	15401 00000	12-50302	\$584.67	\$71.37	\$656.04
Air Travel							N/A
Accommodation							N/A
Grds Transportation (To & Fr. Airport) ON.							N/A
Grds Transportation (To & Fr. Airport) Destination							N/A
Grds Transportation (local-des. taxi, bus, train, etc.)							N/A
Other (Please specify)							N/A
TOTAL ADVANCES & PREPAYMENT AMOUNT**							\$656.04
TOTAL PAYABLE TO INDIVIDUAL							\$0.00

Employee Name: Laurie Belzak
Sector Development Officer, Fashion/apparel & Design
Title: _____
Date: November 27, 2019
Telephone: _____
Signature: _____

Authorized by: Sunil Johal
Director
Title: _____
Date: November 27, 2019
Telephone: _____
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 before sending to Accounts Payable for processing.
ASF.0030.02

Mike Williams, GM EOC

Jan 29/20 Updated: June 2015
Date.

SEP 10 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:	Laurie Belzak		
Division:	Economic Development & Culture		
Work Address:	100 Queen St. W., 9th floor, East Tower		
Name of Conference/Seminar/Training:	World Ethical Apparel Roundtable (WEAR) 2019		
	Within GTA <input checked="" type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input type="checkbox"/>
Destination:	Beanfield Centre, Exhibition Place, Toronto, ON		
Start Date:	Oct. 7, 2019	End Date:	Oct. 8, 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)

Breakfast and lunch are provided. Dinner not required.

Purpose: Use space provided below for full description

The global fashion and apparel industry is valued at more than three trillion dollars. This industry is best positioned to have a tremendous impact on climate change. By shifting toward more innovative, sustainable and regenerative business models, the industry has the power to positively impact the environment, the economy and millions of people worldwide. Since 2014, the World Ethical Apparel Roundtable (WEAR), has provided a unique forum to share examples of both local and global leadership, best practices and innovative solutions with the North American apparel and textile industry. WEAR is the only sustainable business conference focussed on the apparel industry. The theme of WEAR 2019 is Purpose Meets Progress. WEAR will address the efforts and advancements coming from every corner of the industry. The conference is organized by Fashion Takes Action (FTA), Canada's only non-profit fashion industry organization focused on sustainability. FTA is based in Toronto, and their Executive Director, Kelly Drennan, is a member of the City's Fashion Industry Advisory Panel.

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)				\$549.00
Accommodation: (Standard Single Room) IEDC				
Number of Days: X		/day incl. taxes		n/a
Travel Method:				
Air <input checked="" type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/>				
Personal Vehicle: km X \$0. CAD/km				n/a
Ground transportation: (including car rental, to/from airports) Specify estimates:				
Taxi to/from home, airport, hotel, other bus. meetings				n/a
Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)				
Number of Days: X				n/a
Sub-Total Estimated Costs:				\$549.00
- Other Business Meeting expenses outside of Conference costs, please specify:				n/a
TOTAL ESTIMATED COST:				\$549.00

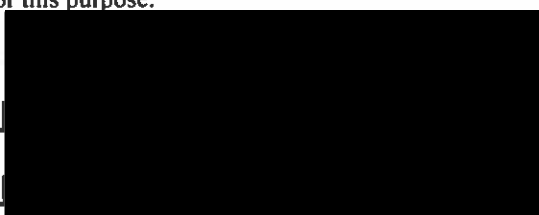
Cost Centre/ WBS Element to be charged:	EDO 128
Functional Area to be charged:	1540100000

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

Signature of Employee:  (signature) | Sep 4 2019 (date)

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

Approval for Proposed Expense

Division Head or	Mike Williams (print name)	 (signature)	Sept 13/19 (date)
Deputy City Manager:	Giuliana Carbone (print name)		SEP 17 2019 (date)

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

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

REPORT ON CONFERENCE

Employee Name: Laurie Belzak
Division: Economic Development & Culture
Date Submitted: November 27, 2019

Name of Conference: World Ethical Apparel Roundtable (WEAR) 2019
Location: Beanfield Centre, Exhibition Place, Toronto, ON
Date(s) Attended: October 7-8, 2019

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

Personal Development:

It has been said that the fashion/apparel industry is the second largest polluter in the world. The New York Times recently reported there is no evidence to support that claim. But there is no doubt that the production of textiles and clothing plays a significant role in contributing to global warming. Increasing purchases of clothing, worn fewer times, are ending up in incinerators or landfills within a year of being produced. I attended this conference for the first time last year, to learn more about best practices and innovative solutions to achieve sustainability goals. This year I was equally impressed with the amount I learned. This year's theme was Purpose Meets Progress. Particularly instructive were sessions on: Circular Business Models; Supply Chain Traceability & Transparency; Home Based Workers; Textile Recycling; and Sustainable Packaging.

Networking:

Networking opportunities were created by seating conference attendees at large round tables for the keynote sessions, an increased number of participatory sessions, during the coffee breaks, at lunches, and at the exhibitor booths. Speaking with other attendees, exhibitors and speakers at the conference resulted in several opportunities to connect post conference and continue discussions about future opportunities to collaborate. I received a follow-up invitation from KPMG only yesterday, and am linking in my green sector colleague.

City Benefits (including financial benefits):

Kelly Drennan, Founding Executive Director of Fashion Takes Action (FTA), is a member of the City's Fashion Industry Advisory Panel (FIAP). Along with the other panel members, Kelly is helping to advise EDC on key industry issues, such as sustainability, that will advance the sector and support economic growth.

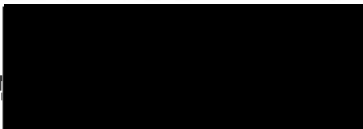
I reconnected with George Brown College's Fashion Exchange about their new textile recycling



project, which could help to divert textiles from landfill. A colleague in Culture is also working on a project that could tie in to this initiative, so I am linking her to industry contacts who may be able to help.

Following the conference I was invited to attend the launch of Give Clothes a New Life, hosted by The Honourable Elizabeth Dowdeswell, Lieutenant Governor of Ontario. A project of the Ontario Textile Diversion Collaborative (OTDC), convened by FTA, it includes more than 40 stakeholders and represents municipalities, charities, collectors, NGOs, academics and retailers, including the City of Toronto. The work is funded by the Ontario Trillium Foundation. As the City looks to increase textile reuse and recycling to reduce the amount of textiles going into landfill, there is a significant role to be played by Economic Development in assisting with this important work.

Employee's signature



Date: November 27, 2019

Approved by (please print):

Mike Williams
Division Head or Designate

Signature:



Date:

Dec 10/19

(Michael H. Williams, GM EDC)

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

WEAR

Receipt: World Ethical Apparel Roundtable (WEAR) 2019

Payment Status: Paid
Registration ID: REGKXT59S0T
Registration Date: September 19, 2019

Receipt ID: WEAR2019-KXT59S0T
Issue Date: September 19, 2019

Laurie Belzak
Sector Development Officer, City of Toronto

100 Queen St. W.
Toronto, ON
M5H 2N2, CA

Item	Owner	Download	CAD
Regular NGO/Academia - FULL	Laurie Belzak	PUR6AXEZI2L	549.00
Tax (13.0%)			71.37
Transaction Fees			35.67
Total			656.04
Amount Paid			656.04
Amount Refunded			-0.00
Amount Due			0.00

Payment	Date	Status	Transaction ID	CAD
CARD	September 19, 2019	Verified	M5mvQ:	656.04

Laurie Belzak

From: World Ethical Apparel Roundtable (WEAR) 2019 <no-reply@pheedloop.com>
Sent: September 19, 2019 2:20 PM
To: Laurie Belzak
Subject: Registration Receipt
Attachments: 726851_REGKXT59S0T.pdf

WEAR

Hello Laurie,

Event: World Ethical Apparel Roundtable (WEAR) 2019
Registration ID: REGKXT59S0T

Attached, you will find the receipt for your registration. Please keep this document for your reference, and to access individual ticket documents linked directly from the attached receipt.

Each individual registrant will also have their tickets emailed to them.



PheedLoop | 360°Event Technology

25 Imperial Street, Suite 310B, Toronto, ON, M5P 1B9, Canada