<b>M</b> Toronto		Attenda	nce at C	Business Ex Conference/ So			nd
Accounting Services Division		Business	s Travel	I			
Corporate Accounts Payable Conference	□ Seminar		raining		isiness Travel		10 N
This form shou	ld be submitted within	10 husiness day	s of return	from the conferen	ce/seminar.		
	ginal approved "Reque	st for Authoriz	ation Forn	1" and all original r	eccipts.	Number**	
Foreign Currency Exchange Rate** Exchange Rate applied to convert from local curr	ency to CAD = USD	_	1.33				Nolla
Extrange wate approva to convert it our focal care			(if applicab	le)		MY07-1	1710117
Vendor Name**						02.0551	
Marguerite Pigott	537 3. A.d.I			Postal Code**		Date** (m/d/	anyl
Division	Work Address** 100 Queen St West, 9 East			M5H 2N2		EXP/MY7	
Name and Location of Conference / Seminar / Tra		**			Payme	nt Amount**	
Mayor's Film LA Business Mission	0				S	b38	292.68
Start Date** (m/d/yyyy)	7 2010		End Da	te** (m/d/yyyy)	Friday, May 10	2019	
Tuesday, May 0	7, 2019				Triday, may 10		
Description	GL Account	Cost Cento WBS Eleme Internal Or	ent/	Functional Area	Net Amount	HST	Total Including Taxes
Registration Fees	N/A	ED0142		1550100000	N/A	N/A	N/A
Travel  Air Train Bus	4215					4.50	
□ Air □ Train □ Bus Baggage Fees / Insurance	4415	ED0142		1550100000	975,5-	Adu.ST	1,022.05
Use of Personal Vehicle	N/A	N/A	_	N/A	N/A	N/A	12.00
Kms X	IVA	1074					N/A
Accommodation	4210	ED0142	,	1550100000	USD 1214.79	N/A	\$1,668.31
3 days @ \$348.92 USD/day	Policy (Sept.)	ED0147	-	122010000	116.15	1975	31,000.21
Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO	4220	ED0142	2	1550100000	104.55	<del>-\$11.62</del>	116.15
Ground Transportation (to and from Airport) ie: taxis and car rental DESTINATION *Foreign Transactions- NO TAX*	4220	ED0142	2	1550100000	N/A	N/A	N/A
Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental *Foreign Transactions- NO TAX*	4230	ED0142		1550100000	N/A	N/A	N/A
Per Diem (See Bus. Expense Policy)							
4 days @ \$65.00 USD/ day Less Any Meals	4230	ED0142	2	1550100000	USD 220:01 199.7		2 <i>U</i> S.60
Other (Please specify)	4230				403.46		Hoz Hb
Business Meetings Exymx		ED014	2	1550100000	NH	_	403.46
Training	N/A	ED0143	2	1550100000	N/A	N/A	N/A
				то	TAL EXPENSE:	S	.\$3,099;19
Less: Advances & Prepayments:		,					\$ 3,475.57
		Cost Centre/				1	Total
*Mandatory if applicable	GL Account	WBS Element/ Internal Order	Function Area	al SAP Document Number	Net Amount	HST	Including Taxes
Registration Fees	N/A	ED0142	15501000	00 N/A		-	N/A
Air Travel	4215	ED0142	15501000		2 2512 5075 5	\$46.51	1,022.05
Accommodation	4210	ED0142	15501000		\$1,314.7	_	\$1,668.31
Grds Transportation (To & Fr. Airport) ON.	4220	ED0142	15501000		\$104.5		_
Grds Transportation (To & Fr. Airport) Destination	4220	ED0142	15501000	-	310110	7.1.02	110110
Grds Transportation (local-des. taxi, bus, train, etc.)	4230	ED0142	15501000	_		1	
Other (Please specify): Business Meetings Expense				12-25971	200.16		1 los ili
Other (treat specify), Business interings Expense	4230	ED0142	15501000	12-26574	400.41		403.4
TOTAL ADVANCES & PREPAYMENT AMOUNT*	•					3.	093.8252,806.51
	TOTAL PAYABLE	E TO INDIVI	DUAL	+151=2307	-		381.75 \$292.68
	ite Pigott		thorized by	y:		H. Williams_	
Title: Film Commissioner and D	irector, Entertainment	Ind Tit	le:		General N	lanager, EDC	
	7, 2019	Dat			JUN 1	9 2019	2-17
Telephone:		Tel	ephone:				

\*\*This form may not be aftered in any manner. <u>All</u> mandatory fields must be completed and filled <u>in electronically</u>. Incomplete forms will be returned to the originator for corrections prior to being processed for payment. <u>Hand written forms will not be accepted</u> and will be returned to the division.

Signature:

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

Signature:

Updated: June 2015

RECEIVED



Conference

Committee & Report No. (if applicable)

Updated: March 2016

#### **Request for Authorization**

7

#### Attendance at Conferences/Seminars, Training and Business Travel

**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.

Seminar

Training  $\square$ 

Marguerite Pigott Name: **Economic Development & Culture** Division: 100 Queen St West, 9th Floor, East Tower Work Address: Mayors Film Mission to Los Angeles, California, U.S.A. Name of Conference/Seminar/Training: Outside GTA & within Ontario 🛛 Outside Ontario/Canada Los Angeles, California, U.S.A. Destination: End Date: Friday May 10, 2019 Tuesday, May 7, 2019 Start Date: 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) None Purpose: Use space provided below for full description The main objectives of Mayor Tory's Mission will be: Secure production investment from major production entities already operating in Toronto and onboard new production entities on Toronto's offerings. Bring updates to the Los Angeles stakeholders regarding studio space expansions, workforce development initiatives, tax incentives stability and celebrate the success of the past year's extraordinary successes. This will mark the fourth Los Angeles Mission for the Mayor, FEI staff and industry sponsors, and is vital in keeping Toronto top of mind, accessible and a friendly jurisdiction for filmining especially in a time when concern arise around studio space availability and workforce needs to respond to the increasingly voluminous market demand. The Mayor, staff and sponsors/participants will do one on one meetings with key producing studios and host a Toronto-branded event for all LA stakeholders to attend. ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes) \*Use Exchange rate(s): 1 unit local currency = \$1.00 Foreign Currency\* Canadian\$ (incl.tax) 1 unit local currency = I unit local currency = S Registration Fees: (Conference/Seminar/Training) N/A N/A Accommodation: (Standard Single Room) 439.66 /day incl. taxes \$1318.98 USD \$1,741.05 Number of Days: 3 Travel Method: Ø Bus П Air Train CAD/km N/A \$603.65 Personal Vehicle: km X \$0. Ground transportation: (including car rental, to/from airports) Specify estimates: LAX / YYZ \*to/from Home / Airport / Hotel \$300 USD \$396.00 Sundry Expenses: (See Business Expense Policy; Meals provided are deducted) 65 USD Number of Days: 4 \$260 USD \$343.20 1878.98 USD \$3,083.90 **Sub-Total Estimated Costs:** Other Business Meeting expenses outside of Conference costs, please specify: Business meeting expenses with external stakeholders and sponsors \$400.00 USD \$528 \$2278.98 USD 3,611.90 TOTAL ESTIMATED COST: Cost Centre/ WBS Element to be charged: **EDO142** 1550100000 Functional Area to be charged: have been included in this form. I certify that all estimated cost Signature of Employee: (signature) I have confirmed that approved funds are available for this purpose: **Approval for Proposed Expense** Michael H. Williams Deputy City Manager: Giuliana Carbone (signature) City Manager/Mayor: (signature)



#### **Booking Confirmation**



Booking Reference: MSQNEI

Date of issue: 17 Apr, 2019

This is your official timerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable familis, that apply to the bickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your inp.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the camer or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.



Economy - Flex

Tuesday 07 May 2019

10.00 Toronto

Toronto-Pearson Int. (YYZ), ON Terminal 1

12.18 Los Angeles Los Angeles Int. (LAX), CA Terminal 6 AC785

5hr18 Economy S Operated by Air Canada | A321-200 | Mr.Fi Air Canada Bistro



Economy - Flex

Friday 10 May, 2019

22:15

Los Angeles Los Angeles Int.(LAX), CA Terminal 6



05:45 +1 day Toronto Toronto-Pearson Int. (YYZ), ON Terminal 1

AC788

4hr30 Economy L Operated by: Air Canada | 787-9 Air Canada Bistro

#### **Passengers**

**△ Marguerite** 

Pigott

Ticket Number 0142111552448

Air Canada - Aeroplan

Seats AC785 22C

AC788 20C

.1



MasterCard		1 adult
Amount paid: \$995.80 Tax Information	NA Transportation Charges	
GST no. 10009-2287 RT0001 \$42.01	Base Fare - Depart - Economy - Flex	476.00
GST/HST no. 10009-2287 RT0001 \$3.25	Base Fare - Return - Economy - Flex	352.00
	Takes fres and charges	
	Passenger Civil Aviation Security Service Fee - U.S.	7 47
	Goods and Services Tax - Canada no. 100092287 RT0001	42 01
	Immigration User Fee - United States	9.34
	Animal and Plant Health Inspection Service (APHIS) User Fee - United States	5.28
	Harmonized Sales Tax - Canada (GST/HST #10009-2287 RT0001)	3 25
	Customs User Fee - United States	7 70
	Air Travellers Security Charge - Canada	12.10
	Airport Improvement Fee - Canada	25.00
	Passenger Facility Charge - United States	6.01
	Transportation Tax - United States	49 64
	Total sirfare and taxes before options	\$99580
	GRAND TOTAL (Canadian dollars)	\$00,E80

# (<u>T</u>)

## Check-in and boarding gate deadlines

Within Canada	To/From the U.S.	
90 minutes	120 minutes	Recommended check-in time You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.
45 minutes <sup>t</sup>	60 minutes	Check-in and baggage drop-off deadline You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.
15 minutes	15 minutes	Boarding gate deadline You must be present at the boarding gate before it closes.

<sup>1.</sup> From Toronto City Airport (YTZ) - Check-in and baggage drop-cit deadline: 20 minutes.

Toronto-Pearson Int. (YYZ), Terminal 1

Los Angeles Int. (LAX), Terminal 6

5hr18

×

Economy S

AC785 Operated by:Air Canada | A321-200 | Litvi-Fi Air Canada Bistro

# Return

#### Economy - Flex Friday 05:45 10 May, 2019 22:15 + 1 day Los Angeles × **Toronto** Los Angeles Int. (LAX), Toronto-Pearson Int. (YYZ), Terminal 6 Terminal 1 4hr30 Economy L Operated by:Air Canada | 787-9

# Purchase summary

Tax information GST no. 10009-2287 RT0001 \$1.25

Seat selection

Air Canada Bistro

MARGUERITE Pigott AC785: 12A - Preferred Seat (Window)

25.00 Goods and Services Tax - Canada no. 100092287 1.25

RT0001

**GRAND TOTAL (Canadian dollars)** 

\$26<sup>25</sup>

CANADA, U.S.: 1 (888) 247-2262

×	remo	

# Baggage allowance

Carry-on Baggage

#### **Rose Low**

From:

Air Canada < confirmation@aircanada.ca>

Sent:

May 6, 2019 11:46 AM

To:

Rose Low

Subject:

Air Canada - 07 May: Toronto - Los Angeles (Booking Reference: MSQNEI) - Your

booking has been modified

#### Your seats are confirmed

Booking Reference: MSQNEI

Date of issue: 17 Apr. 2019



Manage my booking



Sign up for flight notifications

Thank you for choosing Air Canada. Below are your flight details and other useful information

Your seats are confirmed Please print and keep this page for your records. Thank you for choosing Air Canada. We look forward to welcoming you on board.

## **Passengers**

Marguerite Pigott

Seats

AC785 12A

**Ticket Number:** 014XXXXXXXXXXX

AC788 20C

Air Canada - Aeroplan:

# Depart

Economy - Flex

Tuesday 07 May, 2019

10:00

**Toronto** 

12:18

Los Angeles



Marguerite Pigott 100 Queen Street West, 9th FI, East

Toronto Ontario USA\_0001

**United States** 

Film and Entertainment Industries City o

City of Toronto Film Industry

Room

422

Arrival

05-07-19

Departure

05-10-19

Folio

Cashier

362

Page

1 of 1

Date	Description		Charges	Credits
05-07-19	Deposit Transfer at Check-In			1,214.79
	Room & Tax Deposit			·
05-07-19	*Accommodation		350.00	
05-07-19	West Hollywood Occupancy Tax		43.75	
05-07-19	West Hollywood Tourism Assessment		10.50	
05-07-19	CA Tourism Assessment		0.68	
05-08-19	*Accommodation		350.00	
05-08-19	West Hollywood Occupancy Tax		43.75	
05-08-19	West Hollywood Tourism Assessment		10.50	
05-08-19	CA Tourism Assessment		0.68	
05-09-19	*Accommodation		350.00	
05-09-19	West Hollywood Occupancy Tax		43.75	
05-09-19	West Hollywood Tourism Assessment		10.50	
05-09-19	CA Tourism Assessment		0.68	
		Total Charges	1,214.79	
		Total Credits		1,214.79
		Balance	<u>-</u> .	0.00

Thank you for staying with us at Kimpton La Peer West Hollywood!

627 N. La Peer Drive, West Hollywood, CA 90069 Phone: 213.296.3038 Reservations: 800.373.6365 www.lapeerhotel.com AEROPORT TAXE & LIM RISTINE 849 DESTPORT CRES BESSEAGER OFF EST 105 624 2424 1444 AEROPORTIANE COM

Merichant 10: 5665635 Term 10: 921

Ref. II: 002

#### Sale

#### XXXXXXXXXXX

VISA	Entry He lod: Proximity
05/07/19 Inv N: 000002	07:41:04
Approd	Ap. r Code: 060911 Natch#: 127001
Asount:	5 44.00

5 6.60

50.60 lotal: Ġ

Septication tabel VIsions I file Additional VIsions I TVR: Direction of the United States TST- Int Ou

Contoner Cory

AIRFLIGHT SERVICES 3300 STEELES W 4164451999 CONCORD ON

\*\*\*\*\*\*\*\* CARD CARD TYPE VISA DATE 2019/05/11 TIME 2230 06:46:55 CLERK ID 351 RECEIPT NUMBER C85006492-001-644-601-0 -----**PURCHASE** AMOUNT \$57.00 TIP \$8.55 TOTAL

\$65.55

VISA CREDIT A0000000031010 4453ECC66ED37C38 8080008000-6800 8FFDD3C8724A0CDC 8080008000~7800

# **APPROVED**

AUTH# 096691 THANK YOU

01-027

CARDHOLDER COPY

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS

# fiale dei Romani

Kimpton La Peer 627 N La Peer Dr West Hollywood, CA 90069 5/8/2019 12:07

Check: 10905206 Table: 402 Server: Stephanie Guests: 1 Regular Check 2 REGULAR COFFEE 10.00 **9** 5.00 10.00 Subtota1 0.95 Tax 10.95 Total **Payments** Room Charge 312 Simard, M240 10.95 Total Payments 10.95 Remaining Balance 0.00 Check Fully Authorized

# fiale de Romani

Kimpton La Peer 627 N La Peer Dr West Hollywood, CA 90069 5/8/2019 14:10

Check: 10905214 Server: Stephanie	Table: 201 Guests: 2
Regular Ch 2 KALE CAESAR 0 24.00	18.00
2 ICED TEA @ 6.00	12.00
1 TRUFFLED FRI	ES 12.00
Subtotal Tax	72.00 6.84
Total	78.84
Payments	)
Room Charge 312 Simard, M240	78.84
Total Payments	78.84
Remaining Balance	0.00
Check Fully Authoriz	ed
P8.89	

able:604

69006

0000008000 0910607003240000DEFF000000000000

MasterCard **90FF** 

E800 TSI: ARC:

Check Fully Authorized Remaining Balance Total Payments

48.18

0.00

Merting

Split 2 ways wil Magali





DEL FRISCO'S GRILLE #8709 1551 Ocean Ave. Santa Monica, CA 90401 (310) 395-7333

1018	h 15	4 -	ы
11117		10.	м

Tb1 311/1 Chk 6476 May10'19 05:5	Gst 8
hay to 15 out	
Dine In	
1 Strip 16oz Side SWEET	49.00
FRIES	,
1 Filet Boz Side ASP	41.00
1 Filet Boz Side BROC	41.00 41.00
1 Truf Mac & Chs	9.50
1 Ahi Tacos AS ENTREE	18.00
1 Ahi Tacos	18.00
1 Kale Salad	15.00
1 Filet 8oz Side FF	41.00
1 Filet 8oz Side BROC	41.00
1 Filet 12oz Side ASP	51.00
2 Titos Handmade MGG	26.00
1 House Gin	9.50
1 G Goose MGG	15.00
1 Miraval Prov Rose	54.00
1 Miraval Prov Rose	54.00
\$ DISCOUNT	3.00
1 Miraval Prov Rose	54.00
1 Miraval Prov Rose	54.00
\$ DISCOUNT	3.00-
2 GL Decoy Cab	32.00
1 Miraval Prov Rose	54.00
SUBTOTAL	671.00
TAX	68.78
09:09PM TOTAL DUE	739.78

\* A Gratuity is Not included \*



DEL FRISCO'S GRILLE #8709 1551 Ocean Ave. Santa Monica, CA 90401 (310) 395-7333

Date: May10'19 09:32PM
Card Type: MASTERCARD
Acct #: XXXXXXXXXX

Card Entry: SWIPED Trans Type: PURCHASE

Trans Key: KIK009335472073

Auth Code: 003248 Check: 6476 Table: 311/1 Server: 1018 Eric M

Subtotal: 739.78

E8

TOTAL

SIGNATURE
I AGREE TO PAY THE ABOVE TOTAL
ACCORDING TO MY CARD ISSUER

AGREEMENT!

Magali Smard Mal split between

John Tory Magali 3 Marguente

Courtney Glen

Maguer to Pigott - Mayor 2 (ouncillors

Enrily Hillotron,

Milevel Thorupoon 3 Mayor's Staff claim

Stott coorden Weir Own

Rick Hack

Kinkerly Rach

Tiffany Moore

## Toronto Pearson Airport YYZ OTG Management - T1 CIBO

# 10590 Ofemia D

. .

CHK 9935 MAY07'19	9:19AM
1 CEBL Quinoa 8 1 Nes Pure 500	14.05 2.49
Food Beverages HST 5% HST 8% Paid	14.05 2.49 0.83 1.32 18.69

# CIBO MARKET TORONTO PEARSON AI L5P1B2 MISSISSAUGA ON 22408237 GP2240823701

****	PURCHASE	1111
05-07-2019	1	09:20:12
Acct # *	********	RF
Card Type	VI	111
Name:		
A000000003	1010	VISA CREDIT
Trace # 274	148	
Inv. # 3128	19	
Auth # 0036	-	001454174
Total		\$18.69
		•
(001) A	PPROVED-THAI	NK YOU

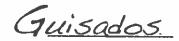
Retain this copy for your records
Customer copy

#### Starbucks Coffee #5232 8951 Santa Monica Blvd West Hollywood, CA 858-472-9420

CHK 724037 05/08/2019 09:4 2649599 Drawer: 2	5 AM
Egg White Sv Bites Gr Pike Place Visa XXXXXXXXXXXX	4.45 2.45 6.90
Subtotal Total Change Due	\$6.90 \$6.90 <b>\$O.OO</b>

Join our loyalty program
Starbucks Rewards®
Sign up for promotional emails
Visit Starbucks.com/rewards
Or download our app
At participating stores
Some restrictions apply

----- Check Closed ------ 05/08/2019 09:45 AM



#### Guisados

Maravarita Dinatt

8935 Santa Monica Blvd. West Hollywood, CA 90069 (310) 777-0310 guisados.co @Guisados	May 8, 2019 2:46 PM Johnny A
Ticket: Marguerite Pigott Authorization 08057I Receipt Bd06	Visa <b>Exa</b>
VISA CREDIT	
AID A0 00 00 00 03 10 10	
FOR HERE	
Limon Small	\$2.25
Steak Picado	\$2.95
Pescado	\$3.25
Chuleta	\$2.95
Subtotal	\$11.40
Sales Tax	\$1.08
Tip	\$1.87
Total	\$14.35
Visa (Chip)	\$14.35

View

# **Account Activity**

Apr 30, 2019 - May 27, 2019 (Last statement) 🔻

TD Home Apply & MARGUERITE PIGOTT

Logout )

Site Search

Account TD AEROPLAN VISA INFINITE -Apr 30, 2019 - Hay 27, 2019 Statement

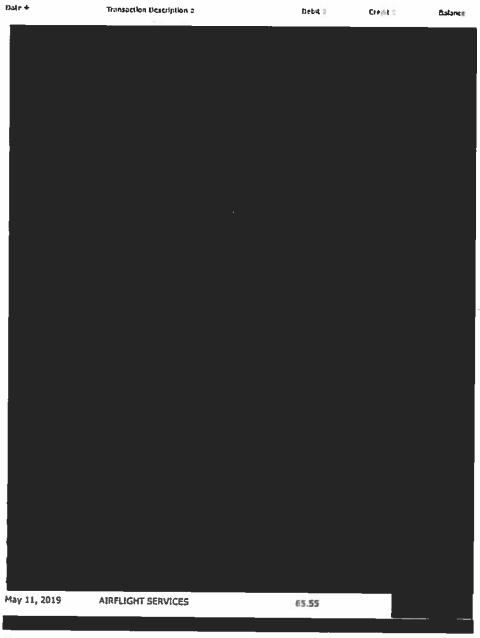
Sooing a Transaction in two places?

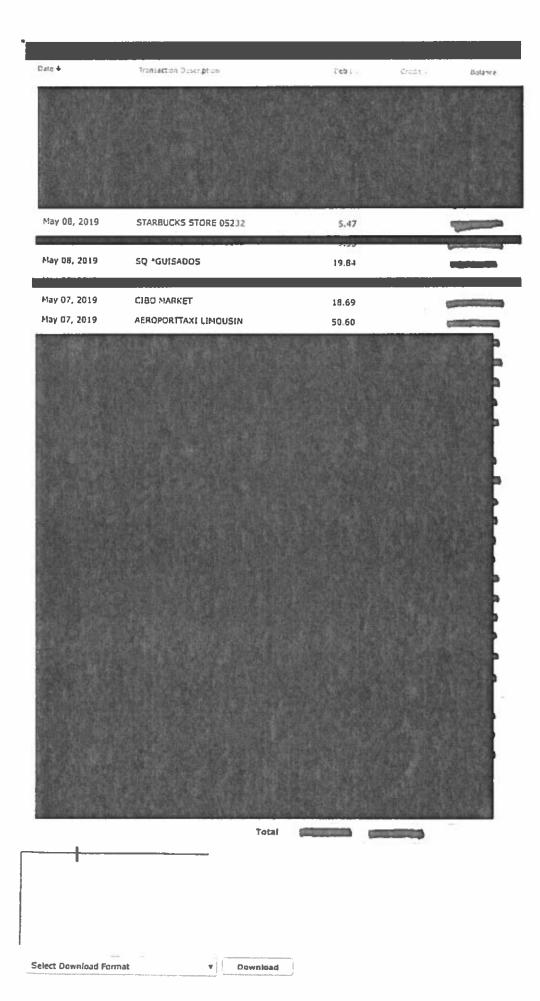
Transactions may sometimes temporarily show under Pending and Posted at the same time. This has no effect on your Current Balance or Available Credit.

Jun 14, 2019

Transactions
Statement balance for the selected period
Hinkmum payment and due date

Balance Date as of





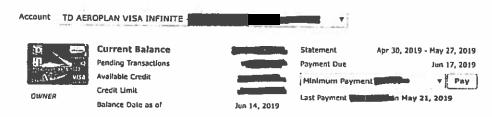
Help | Print

# **Account Activity**

TD Home Apply & MARGUERITE PIGOTT

[ Logout ]

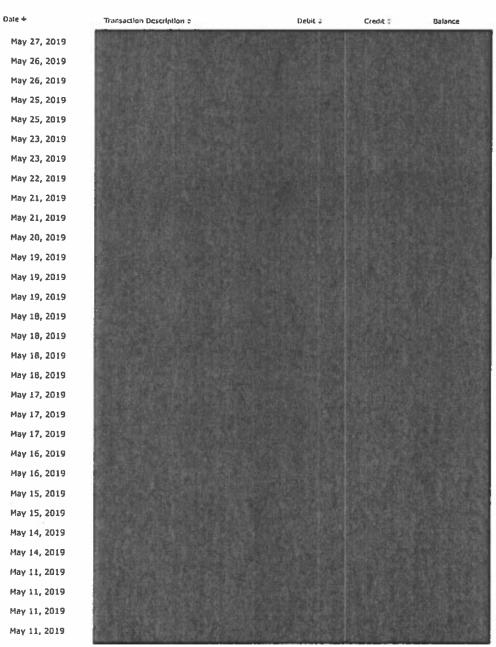
Site Search



Seeing a Transaction in two places?
Transactions may sometimes temporarily show under Pending and Posted at the same time. This has no effect on your Current Balance or Available Credit,

View Apr 30, 2019 - Ma Transactions Statement balance for the selected period Minimum payment and due date Apr 30, 2019 - May 27, 2019 (Last statement) ▼

\$1,220.15 \$12.00 by Jun 17, 2019



https://easyweb.td.com/waw/exp/#/ccaa-app