



Accounting Services Division
Corporate Accounts Payable

OCT 10 2019

Corporate Business Expense Claim

Attendance at Conference/ Seminars/ Training, and
Business Travel

Conference Seminar Training Business Travel

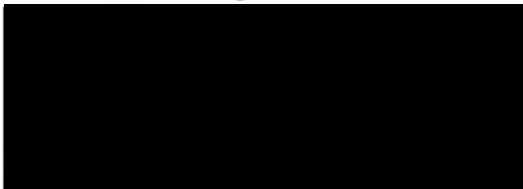
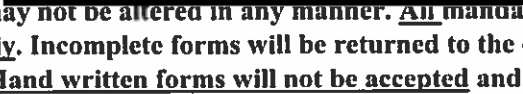
This form should be submitted within 10 business days of return from the conference/seminar.

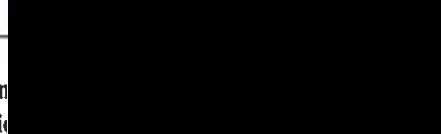
Attach original approved "Request for Authorization Form" and all original receipts.

| | | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------------------|--------------------------------------------------|--------------------------|------------------------------------|---------------------------------------------|
| Foreign Currency Exchange Rate** Exchange Rate applied to convert from local currency to CAD = _____ (if applicable) | | | Invoice Number** EXP/JU25-JU25/19 | | | |
| Vendor Name** Susan Viegas | | | Vendor Number** 1005711 | | | |
| Division** Economic Development and Culture | | Work Address** 9E, City Hall, 100 Queen St. W., Toronto | | Postal Code** M5H 2N2 | | Invoice Date** (m/d/yyyy) August 7, 2019 |
| Name and Location of Conference / Seminar / Training / Business Travel** ICTC Smart Cities Labour Deman Task Force; Inaugural Meeting, Ottawa | | | | | Payment Amount** \$ 0.00 | |
| Start Date** (m/d/yyyy) Thursday, July 25, 2019 | | | End Date** (m/d/yyyy) Thursday, July 25, 2019 | | | |

| Description | GL Account ** | Cost Centre/ WBS Element/ Internal Order ** | Functional Area ** | Net Amount ** | HST ** | Total Including Taxes ** |
|---------------------------------------------------------------------------------------------------------------------------------|---------------|---------------------------------------------|--------------------|------------------------|-----------------------|----------------------------------|
| Registration Fees | | | | | | |
| Travel <input checked="" type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus | 4215 | EDO168 | 1540100000 | \$555.24 | \$72.19 | \$627.43 |
| Baggage Fees / Insurance | | | | | | |
| Use of Personal Vehicle Kms X <input checked="" type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.54/km | | | | | | |
| Accommodation days @ \$ /day | 4210 | EDO168 | 1540100000 | \$0.00 | \$0.00 | \$0.00 |
| Ground Transportation (to and from Airport) ON ie: taxi and car rental TORONTO | 4220 | EDO168 | 1540100000 | 20.32 22.75 | 2.44 50.00 | 22.76 50.14 |
| Ground Transportation (to and from Airport) ie: taxi and car rental *Foreign Transactions- NO TAX* | 4220 | EDO168 | 1540100000 | 66.76 74.28 | 7.42 50.00 | 74.18 574.28 |
| Ground Transportation (destination-LOCAL) ie: taxi, bus, subway & car rental *Foreign Transactions- NO TAX* | 4220 | | | | | |
| Per Diem (See Bus. Expense Policy) 1@ \$65 & @ \$ days @ SUSD () / day + A5 | 4230 | EDO168 | 1540100000 | | | |
| Other (Please specify) | | | | | | |
| Training | | | | | | |
| TOTAL EXPENSES | | | | | | 724.37 5725.05 |

| 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 | | | | | | |
| Air Travel | 4215 | EDO154 | 1540400000 | 12-38628 | \$555.24 | \$72.19 | 627.43 |
| Accommodation | 4210 | EDO154 | 1540400000 | | \$0.00 | \$0.00 | - |
| Grds Transportation (To & Fr. Airport) ON. | 4220 | EDO154 | 1540400000 | 12-41880 | 20.32 522.74 | 2.44 | 22.76 22.74 |
| Grds Transportation (To & Fr. Airport) Destination | 4220 | EDO154 | 1540400000 | 12-41427 | 66.76 574.25 | 7.42 | 74.18 74.28 |
| Grds Transportation (local-des. taxi, bus, train, etc.) | | | | | | | |
| Other (Please specify) | | | | | | | |
| TOTAL ADVANCES & PREPAYMENT AMOUNT** | | | | | | | 724.37 5725.05 |
| TOTAL PAYABLE TO INDIVIDUAL | | | | | | | \$0.00 |

Employee Name: Susan Viegas
 Title: Sector Development
 Date: August 8, 2019
 Telephone: 
 Signature: 

Authorized by: Sonil Johal
 Title: Director, BGS
 Date: _____
 Telephone: _____
 Signature: 

**This form may not be altered in any manner. All mandatory fields must be completed in electronically. Incomplete forms will be returned to the originator for correction 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

General Manager
Mike Williams.
Updated: June 2015

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: | Susan Viegas | | |
| Division: | Economic Development and Culture | | |
| Work Address: | City Hall, 9th floor east tower | | |
| Name of Conference/Seminar/Training: | ICTC Smart Cities Labor Demand Taskforce: Research meeting | | |
| | Within GTA <input type="checkbox"/> | Outside GTA & within Ontario <input checked="" type="checkbox"/> | Outside Ontario/Canada <input type="checkbox"/> |
| Destination: | Alt Hotel, 185 Slater Street, Ottawa, Ontario | | |
| Start Date: | July 25, 2019- 12:00 pm | End Date: | July 25, 2019 - 3:00 pm |
| 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) | | | |
| ICTC will reimburse for all meals and travel related costs of this meeting. | | | |
| Purpose: Use space provided below for full description | | | |
| Staff has been invited to participate in the ICTC's meeting of the Smart Cities Labor Demand Taskforce. The ICTC project is investigating the demand for talent and skills arising as result of 'smart' developments across the Canadian economy. The objective of the research is to identify and craft transitional pathways for inclusive employment in Canada's future cities and communities by researching: 1) New job growth associated with smart city development in priority areas like health, mobility etc; 2) Skill shifts and other labor demand changes that will emerge for existing occupations as smart technologies and developments become more prevalent. The ultimate goal is to help workers prepare for the emerging industry needs, gain in-demand skills, and ensure that communities are vibrant and inclusive. PLEASE NOTE, ICTC WILL REIMBURSE 100% of ALL TRAVEL COSTS ASSOCIATED WITH THE MEETING. | | | |
| ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes) | | | |
| *Use Exchange rate(s): | 1 unit local currency = | \$1 USD | CAD |
| | 1 unit local currency = | | Foreign Currency* |
| | 1 unit local currency = | \$ | Canadian\$ (incl. tax) |
| Registration Fees: (Conference/Seminar/Training) | | | 0 |
| Accommodation: (Standard Single Room) | | | |
| Number of Days: 0 | X | \$0.00 | /day incl. taxes \$0.00 |
| Travel Method: | | | |
| Air <input checked="" type="checkbox"/> | Train <input type="checkbox"/> | Bus <input type="checkbox"/> | |
| Personal Vehicle: km | X | \$0. | CAD/km \$530.00 |
| Ground transportation: (including car rental, to/from airports) Specify estimates: to/from home to airport & to/from airport to hotel | | | \$100.00 |
| Sundry Expenses: (See Business Expense Policy; Meals provided are deducted) | | | |
| Number of Days: X | | | CAD or USD |
| Sub-Total Estimated Costs: | | | |
| - Other Business Meeting expenses outside of Conference costs, please specify: | | | |
| TOTAL ESTIMATED COST: | | | \$630.00 |

| | |
|------------------------------------------------|--------|
| Cost Centre/ WBS Element to be charged: | ED0168 |
| Functional Area to be charged: | |

I certify that all estimated costs relate to the above purpose.

Signature of Employee: _____ **07-Aug-19**
(date)

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

Approval for Proposed Expense

Division Head or Mike Williams _____ **JUL 11 2019**
(print name) (signature) (date)

Deputy City Manager: Giulana Carbone _____
(print name) (signature) (date)

City Manager/Mayor: Chris Murray _____
(print name) (signature) (date)

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



Information and Communications
Technology Council

Conseil des technologies de l'information
et des communications

ICTC SMART CITIES LABOUR DEMAND TASKFORCE: TERMS OF REFERENCE

ICTC's Towards an Inclusive Smart Economy and Vibrant Society Labour Market Project

Overview

This Terms of Reference has been developed to provide an overview of the roles and responsibilities of the *Smart City Labour Demand Taskforce* under ICTC's Smart Economy project.

About ICTC

ICTC is a national centre of expertise, with over 25 years of experience delivering evidence-based research, practical policy advice, and innovative talent solutions for the Canadian digital economy. ICTC's goal is to support Canada's digital advantage in a global economy.

About the Project

ICTC's project *Towards an Inclusive Smart Economy and Vibrant Society* will investigate the demand for talent and skills arising as a result of "smart" developments across the Canadian economy. This will be done with the aim of identifying and crafting transitional pathways for inclusive employment in Canada's future cities and communities. We will do this by researching:

- New job growth with smart city development (in relation to specific regional needs, and across economic priority areas like smart health, smart mobility, etc.)
- Skill shifts and other labour demand changes that will emerge for a variety of existing occupations (high and low skilled) as smart technologies and developments become prevalent across our cities and communities.

These findings will contribute towards reports and publications that ICTC will develop during the life of the project, and will help us highlight pathways to transition for workers (both currently employed and displaced) into in-demand jobs in Canada's future smart cities and communities. The goal of this is to help workers prepare for these emerging industry needs, gain in-demand skills, and ensure that our future smart cities and communities are vibrant and inclusive.

Taskforce Composition

The taskforce will be comprised of 15-20 senior representatives from private industry (particularly related to key smart city priority areas), industry organizations, municipal or regional government and organizations, and academia.

Role of the Taskforce

The role of the taskforce is to review and validate ICTC's research findings, and engage in meaningful discussion on their implications and public policy considerations. ICTC will showcase research updates during each meeting, and provide activities and discussion questions for the group.

Taskforce Time Commitment

The taskforce will meet three times in 2019 and 2020, and once in 2021 for a total of 2-3 hours at a time. A meeting agenda and presentation materials will be distributed to the taskforce prior to each meeting. Meeting invitations with details on timing, location and conferencing information will be sent to the taskforce at least 2 weeks prior to each meeting.

Remunération

ICTC is grateful for the support of the Taskforce as an in-kind contribution to the project.

Confidentiality

Unless otherwise indicated, materials and insights gained via the Taskforce are confidential, and should remain within the group. Only publicly-available research and findings are to be distributed.

Appointment Term

Appointments to the taskforce are for 2 years, from Spring 2019 to Spring 2021. ICTC understands that circumstances may change and taskforce members may face availability challenges. Should this take place, ICTC requests to be notified by the respective members, as soon as possible.

Taskforce Meetings & Structure

The taskforce will work closely with Alexandra Cutean (Senior Director, Research & Policy), Don Del Castillo (Project Coordinator) and a number of ICTC's analysts. The ICTC team will chair and manage the taskforce meetings and communication. Meetings will be held in Ottawa, with participants able to join in person or remotely via teleconference.

Meeting Schedule

| Meeting | Date | Time | Location |
|-------------------------|----------------------------------------|--------------------|-----------------------------------------|
| 1 st meeting | Tuesday, March 12 th , 2019 | TBC: 8am – 11am | Alt Hotel: 185 Slater Street, Ottawa ON |
| 2 nd meeting | TBD – Summer 2019 | TBD <i>July 25</i> | TBD, Ottawa |
| 3 rd meeting | TBD – Winter 2019 | TBD | TBD, Ottawa |
| 4 th meeting | TBD – Spring 2020 | TBD | TBD, Ottawa |
| 5 th meeting | TBD – Summer 2020 | TBD | TBD, Ottawa |
| 6 th meeting | TBD – Winter 2020 | TBD | TBD, Ottawa |
| 7 th meeting | TBD – Spring 2021 | TBD | TBD, Ottawa |



Booking Receipt

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

| | |
|----------------------------------------------------------------------------------|--------------------------------------|
| Booking date Jul 15, 2019 | Confirmation number B9SERQ |
| susan viegas | \$627.43 CAD |
| Flights | \$627.43 |
| PD 219 Toronto (YTZ) to Ottawa (YOW) Jul 25, 2019 at 9:30 AM Flexible Fare | \$235.00 |
| Taxes, Fees and Charges | \$79.28 |
| Air Traveller Security Charge | \$7.12 |
| NAV and Surcharges | \$21.00 |
| Airport Improvement Fee | \$15.00 |
| Harmonized Sales Tax (HST) | \$36.16 |
| PD 256 Ottawa (YOW) to Toronto (YTZ) Jul 25, 2019 at 5:00 PM Flexible Fare | \$235.00 |
| Taxes, Fees and Charges | \$78.15 |
| Air Traveller Security Charge | \$7.12 |
| NAV and Surcharges | \$12.00 |
| Airport Improvement Fee | \$23.00 |
| Harmonized Sales Tax (HST) | \$36.03 |
| Seat Selection | \$ 0.00 |
| Total cost | \$627.43 CAD |
| Payment summary | |
| Transaction Date | Jul 15, 2019 |

| | |
|-----------------------------|-----------------------------------|
| Method of Payment | MasterCard xxxx-xxxx-xxxx-████ |
| Payment Status | ✓ Approved 088105 |
| Payment Amount | \$627.43 |
| Total paid | \$627.43 CAD |
| Total owing | \$0.00 CAD |
| GST/HST Number 841583271 | QST Number 1212573775 |

Fare rules

| Change and cancellation fees | Departing flight Flexible | Return flight Flexible |
|-------------------------------------------------------------------------------------------|------------------------------|---------------------------|
| Refundable within 24 hours of booking | ✓ | ✓ |
| Refundable up to 1 hour prior to departure | No refund | No refund |
| Changes / cancellations within 45 days of departure* | \$50 - \$57.50 | \$50 - \$57.50 |
| Changes / cancellations outside 45 days of departure* | ✓ | ✓ |
| Changes / cancellations for points redemption flights* | \$25 - \$28.75 | \$25 - \$28.75 |
| Same-day changes between Toronto and Montréal or Ottawa | \$75 - \$86.25 | \$75 - \$86.25 |
| Same-day changes to earlier flights at the airport between Toronto and Montréal or Ottawa | ✓ | ✓ |

My Itinerary

[Book a new flight](#)

i You will need your valid government-issued photo ID in order to travel.

Confirmation number

B9SERQ

Departure date

July 25, 2019

Status

Confirmed

Departure time

9:30 AM

Departing flight

| | | | |
|--------|---------|---|----------|
| | YTZ | ▶ | YOW |
| THU | Toronto | | Ottawa |
| JUL 25 | 9:30 AM | | 10:29 AM |

Departing in 10 days

From

Toronto (YTZ)

9:30 AM

Billy Bishop Toronto City Airport

To

Ottawa (YOW)

10:29 AM

Ottawa Macdonald-Cartier International Airport

Flight number: PD 219

Operated by: Porter Airlines

Aircraft: Bombardier Q400

Return flight

| | | | |
|--------|---------|---|---------|
| | YOW | ▶ | YTZ |
| THU | Ottawa | | Toronto |
| JUL 25 | 5:00 PM | | 6:04 PM |

Departing in 10 days

Limco and Taxi Services St
1094 DANFORTH AVE
TORONTO ON

Officer Airport

Art hotel - 185 slated

55 John St
to Billy Bishop
CO-OP CABS
130 RIVALDA RD
CAB-2884
NORTH YORK, ON M2M 2M9
TEL (416) 504-2667

CARD *****
CARD TYPE MASTERCARD
DATE 2019/07/25
TIME 0071 20:44:30
RECEIPT NUMBER
C85069405-001-001-034-0

PURCHASE
AMOUNT \$11.25
TIP \$0.01
TOTAL

\$11.26

MasterCard (+200 Cash Typ)
A0000000041010
40741794A2FB1EFF
0000008000-E800
184B49D18EC11A73

APPROVED
AUTH# 090525 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

443
KEEP THIS RECEIPT FOR A
REFUND WITHIN 14 DAYS

(6)

CAPITAL TAXI

TERMINAL ID 314 674 897
MERCHANT ID 4726418
VEHICLE ID 231
DRIVER ID 00062325
TRIP NUMBER 325
PASSENGERS 1

07/25/2019
START 15:41
END 15:42

TARI AMOUNT \$ 34.97

TIP AMOUNT \$ 5.25

TOTAL \$ 40.22

MASTERCARD SALE

APPROVAL NUMBER

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INDUSTRY/ATA/CLAB/UM
10411AB



(8)

BLUE LINE TAXI

TERMINAL ID 314 665 869
MERCHANT ID 4524316
VEHICLE ID 1096
DRIVER ID 00055696
TRIP NUMBER 0279
PASSENGERS 1

07/25/2019
START 11:20
END 11:21

TARI AMOUNT \$ 29.51

TIP AMOUNT \$ 4.43

TOTAL \$ 33.96

MASTERCARD SALE

APPROVAL NUMBER

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INDUSTRY/ATA/CLAB/UM
10411AB



(7)

TRIP ID: L0569722 BATCH#: 329
SHIFT#: 001

Sale
INV#: 000000001
Chip
CARD SEQ#: 329001001001

Application Label: MasterCard
AID: A0000000041010
TVR: 00 00 00 00
TSI: 68 00

Amount: \$ 10.00
Tip: \$ 1.50

Total: CAD\$ 11.50

APPROVED 043031
001/00

25-Jul-19 08:00:45

CUSTOMER COPY
WWW.CO-OPCABS.COM
THANK YOU!

(5)