2019 ACCRUACS

TORONTO Accounting Services Division		-	ice at C		iness Exp Terence/ Sei	minars	/ Trai	ining, and	ı
Corporate Accounts Payable	□ Seminar		raining		[7] Bu	sin(AN),	29 avel9	2020	
Conference This form shou	ld be submitted within	10 business days	of return	fron	n the conferenc	e/semina	r.		
Foreign Currency Exchange Rate** Exchange Rate applied to convert from local curren	ginal approved "Reque	SI IOF AUIDOTIZA	HOB_FOIDL	21310	u an originaric	101	nvoice N	SFIØ-	SE12/19
			(if applicab	le)		- 1	7	Termboot #	
Vendor Name** Jenn Goodwin						8	172405	10095	98
Division**	Work Address**			P	ostal Code**	1	nvoice I	Date** (m/d/y 10, 2019	yyy)
EDC - I I I I I I I I I I I I I I I I I I	City Hall - 100 Queen St. W ning / Business Travel*	*			- 11 49 - 5	1	ayment	Amount**	
Design sprint for new digital platform for public artwo	the Saskataon, STE N	YC MEDIA	Missib	<u>~**</u>	(m/d/yyyy)	14	s <u>98</u>	. 10	
Start Date** (m/d/yyyy) Tuesday, September 10, 2019					eptember 12, 20	19			TO
		Cost Centr	e/			111111111111111111111111111111111111111			Total
Description	GL Account	WBS Eleme Internal Ord		F	Functional Area	Amot	1	HST **	Including Taxes
Registration Fees								0	-
Travel Air Train Bus Baggage Fees / Insurance/ AIR MILES (101.94 no tax	4215	SE0019		1.	560200000	406.	76 2 73:53	7.00 52829	\$ <u>413.76</u>
Use of Personal Vehicle		SE0019	1	1	560200000				
Kms.X	4210	SE0019		1	560200000	1,428	.97 169.18	4.500	1,428.92 1,350.88
Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO	4220	SE0019		ı	560200000	21.5	7 20:25	2.33	23.90
Ground Transportation (to and from Airport) ie: taxis and car rental DESTINATION *Foreign Transactions NO TAX*	4220	SE0019		ı	560200000	149	.44		149.44
Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental *Foreign Transactions NO TAX*	42 3 0	SE0019			560200000	87.	3.		87.36 131.87
Per Diem (See Bus. Expense Policy) 2.5 days @ \$_65/ day USD	4230	SE0019		-	1560200000	98	.70	(C	98.76
Other (Please specify) Meals - Dinner + 2 Breakfut	4230	SEDI	٦	56	020000	115.	80		115.80
Training									
	-				T	OTAL EX	PENSES	\$23	17.82 \$2,140.0
Less: Advances & Prepayments:									
*Mandatory if applicable	GL Account	Cost Centre/ WBS Element/ Internal Order	Function Area	nal	SAP Document Number	Amo	unt	HST **	Total Including Taxes
Registration Fees	4256				17-1-1-1				1/13 Ta
Air Travel	4215	SE0019	5602000		2-49256	406	.76 P.92	7.60	413.76
Accommodation Grds Transportation (To & Fr. Airport) ON.	4210	SEUX9	15602000		12-44373	1,46		2.33	23.90
Grds Transportation (To & Fr. Airport) Destination	4220	SEON1	156020		12-46927,	149			149.44
Grds Transportation (local-des. taxi, bus, train, etc.)	4230	SE0019	1560200		12-49652	2-4915	•		87.30
Other (Please specify) Mends - Dignater + 2 Breckfort	4230	SE0019	1260500		12-49157,12-	19376	5.80		115.80
TOTAL ADVANCES & PREPAYMENT AMOUNT**					L				2,219.12 \$0.0
	OTAL PAYABLE TO	INDIVIDUA	i) / CI	ΓY		4,	. 1		98.70 \$2,140.5
					— РДТР	RICK T	OBIN	1	
	oodwin or, City Cultural Events	Au Tii	thorized b le:	y:	D	IREC	TOR,	ARTS &	CULTURE
Date: October	29, 2019	 Da	te:		NOV	EMB	ER 18	3, 2019	, i
Telephone:		Te	lephone:						
Signature:		Sig	;nature:						
**This form in electronically, incomplete forms will for payment. Hand written forms will	n ve returnea to t	ndatory field he originato and will be re	r for co	1	he 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

Mike William OM EDC

July/20 Date Updated: June 2015



AUG 2 22019

Request for Authorization

Attendance at Conferences/Seminars, Training and Business Travel

This form should be completed and the necessary approvals obtained at feast 10 husiness 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 Seminar	Training	_	Business Travel	ត
Namet	Jenn Goodwin				
Diğislon:	EDC Arts & Culture Service	es			
	100 Queen Street West	-			
	/Seminar/Training: 2				
Within GTA	Outside GT/	A & within Ontario		Outside Onta	rio/Canada 🔟
Destination:	business travel to attend med	dia meetings in	New York City		40
Start Date:	10-Sep-19		End Date:	12-Se	•
re breakfast, Junch ased in Business Exp o	and/or dinner meals provided	d by the Sponso	r?) Please specify: (A		run per Diem us
Ilai sanga	provided below for full descr	rintian Table	tr ex	ART LESS THE	
or 2019, EDC Marke based in New York Co Drive quality media of Generate internation of Increase out of markets.	ting is collaborating with Tourisity, to: coverage in both art focused put at media awareness surrounding set visitor attendance to Nuit Blator Jenn Goodwin (Programmins	sm Toronto to rel blications and na g the event, anche Toronto. g Supervisor) to t	tional US media outlet ravel to New York Cir	s, ty for a three-day media	
vith 10 key media ou	flets and generate NYC/US med	lia awareness suf	rounding Nuit Blanchi	e Toronto.	
ES	TIMATED COSTS: (The es	timated costs sho	ould include HST and	all other applicable to	(es)
Use Exchange rate(s):	1 unit local currency =	S1.00 USD=	CADS1.33 CAD		
7045 Burn 12	The second secon	[+ S		Foreign Currency*	Canadian\$ (incl.tax)
T. C.	1 unit local currency * (Conference/Seminar/Train)	ing) , , , , , , , , , , , , , , , , , , ,	a with mental	N/A	N/A
Accommodation: Number of Days:	(Standard Single Room) 2 X 263.13	/da	y incl. taxes	526.7 USD	696.6
Travel Method, Ai Personal Vehicle	r 🖾 Train 🗆	Bus CAD/km	0	N/A	\$687.71
	ation: (including car rental, to		Specify estimates:		T
\$250 in NYC	\$150 in Toronto	0	Sale 1	\$250 USD	\$150 + \$332,97 (NYC
Sundry Expenses Number of Days:	: (See Business Expense Police 2 X \$65.00		ed are deducted) "" ;	\$130 USD	\$173.14
Call triple Control		Sub-To	al Estimated Costs	\$906.70 USD	\$2,040,41
Other Business M	ecting expenses outside of Co	nference costs, j	please specify:		N/A
	Property of the Control of the Contr	1917 toron make at 190	com closen coem	N/A \$906.70	N/A \$2,040.42
	The state of the s	TOTALE	STIMATED COST	\$900.70	32,040.42
Cost Cent	re/ WBS Element to be charg	ed:	SE0019]	
Fr. 4864, 1712	Functional Area to be charg	ed: 1:	5602000000		11.50
1 c	ertify that all estimated costs rel	lating to this trave	d have been included i	in this form.	vi T
Signature of Em					Angust 19119
I have confirmed	that approved funds		£-,	ng Manager)	(dire)
Approval for Prop	50 00 00				
Division Head or	MIKE WILLIAMS	5			1 An 23/19
Deputy City Manage	(print name)		escuture)		idate)
City Manager/Mayor	r:	_			1
la. 1. a	(print name)		(ugnume)	1	(dusc)
Committee & Report	No. (if upplicable)				

Updated: March 2016



REPORT ON CONFERENCE

Employee Name:

Jenn Goodwin

Division:

Economic Development & Culture, City Cultural Events

Date Submitted:

October 17, 2019

Name of Conference:

Nuit Blanche Media Mission to New York City

Location:

New York, New York

Date(s) Attended:

September 10-12 2019

Personal Development:

Met with various media to promote Nuit Blanche 2019 and beyond. Meetings included:

Lauren O'Neill-Butler- Art Forum,

Margie Goldsmith- Forbes,

Allison Tibaldi,-The New York Times, CNN, Travel Times

Diana Hubbell- The Guardian, The Washington

Post, Condé Nast Traveler, The Independent, VICE, Eater, Travel + Leisure, Travel

Patrice Williams- USAToday.com, Buzzfeed, Hello Giggles and Essence.

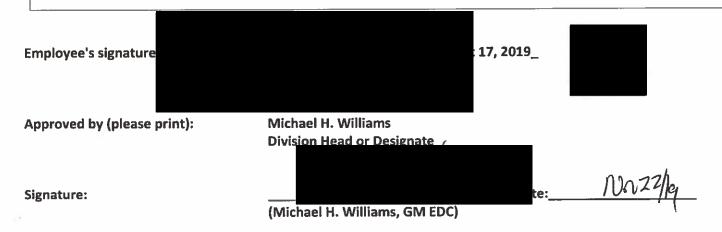
*See attached media brief

Networking:

Outside of the planned meetings I met with Meg Remy aka US Girls (Polaris prize nominated experimental pop singer/ songwriter/band) and her record label 4AD team, to plant seeds for future collaborations and events.

City Benefits (including financial benefits):

Articles from the above sources and others for 2020 were pitched, discussed and are presently being assessed and gathered by our marketing team.



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



Jenn Goodwin

From:

Jenn Goodwin

Sent:

September-04-19 10:33 PM

To:

Jenn Goodwin

Subject:

Fwd: Porter Airlines Itinerary - New York-Newark - Toronto - Thu 12 Sep 2019

Jenn Goodwin

Begin forwarded message:

From: Porter Airlines < Porter Airlines@flyporter.com > Date: September 4, 2019 at 10:30:40 PM EDT

Subject: Porter Airlines Itinerary - New York-Newark - Toronto - Thu 12 Sep 2019

Thank you for flying Porter Booking status: Confirmed Porter confirmation number: F38WWI	within 24 hours of departu
Porter participates in TSA Pre ®. Enjoy access when you add your Known Traveller Number to participate in NEXUS or any other Trusted Travenore. THU 12 SEP 2019 NEW YORK-NEWARK, US (EWR) TO TORONTO, CA (YTZ)	your reservation, if you
PD 142 7:30 PM New York-Newark, US (EWR) Terminal B	Duration, The 43min Scale not assigned
PASSENGER	X W Property



BAGGAGE FOLICY

N H

Checked baggage policy

23.23	1st	bag	2nd bag		Weight fee per bag above 23kg	
	Pay in advance	Pay at airport:	Pay in advance	Pay at airport		
New York-Newark - Toronto Standard fore	\$34.50 - \$39.68	\$39.50 - \$45.43	\$50 - \$57.50	\$60 - \$69	\$100 - \$115	

If you have prepaid for your checked baggage and are traveling with a partner airline, please be prepared to present your itinerary at the airline check-in counter.

See full checked haggage rules

×

Carry-on allowance

Your carry-on allowance is based on the fare you've purchased.

	Standard carry-on article	Personal Item
	Size: 40 x 23 x 55 cm (16 x 9 x 22 in) Weight: 9 kg (20 lb)	Size: 43 x 16 x 33 cm (17 x 6 x 13 in) Examples: purse or laptop bag
New York-Newark - Toronto Standard fare	1	1

If you exceed your carry-on allowance or if your carry-on is overweight or oversized, it will need to be checked in for a fee.

See all convious borecon rules

14_81		
SUMMARY OF PURCHASES		50000000000000000000000000000000000000
Flights New York-Newark - Toronto (paid)		
Checked bags New York-Newark - Toronto	Bags not added	radd a bag
Sent selection New York-Newark - Toronto	Seats not assigned	Chiperale sens
Enhance your travel experience		
Hertz Car Rental (See details)		

2



FARE INFORMATION

Air transportation charges

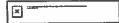
\$273.53 CAD

Taxes, fees and charges

\$38.29 CAD

Total Fore Price

\$311.82 CAD



CHANGE FEES

	Same-day changes*	Advance changes*	
New York-Newark -		\$100 +/- fare difference within 45 days of departure	
Toronto Standard fare	\$100 (Complimentary for earlier flights)	S25 +/- fare difference outside 45 days of departure	

^{*}Change fees are per passenger, per direction, subject to availability and applicable taxes.

Learn more about our faces and fees and conditions of cortiano

DAY OF TRAVEL

Get your travel documents ready

All passengers travelling between Canada and the United States are required to present a valid passport. Additional identification may be required. Please click <u>livers</u> for more information.

See tante information

Arrive with time to spare

You can check in online starting 24 hours before your scheduled departure time. Web check-in closes 60 minutes prior to scheduled departure.

Getting to the airport, dropping off checked baggage and going through security takes time, so we recommend arriving at the airport as early as possible; no later than 60 minutes prior to a domestic flight and 90 minutes prior to an international flight.

See more information

Please $\underline{\text{click here}}$ for departure airport information.

Keep informed about your flight

We may need to contact you on the day you fly with us. Please ensure that the email address and mobile number provided on your reservation are up to date. Visit My Bankings or Check-in online.

Know your rights and responsibilities

At Porter, we strive to provide you with easy access to clear information about your passenger rights. Visit our Travel Disturtions page for more information on what we'll do to help and what we'll ask you to do in ease your flight has been cancelled or significantly delayed or if your baggage is tost or damaged. We hope that the information provided will help you make informed decisions.

Our policies have been created in accordance with the Air Passenger Protection Regulations. If you are denied boarding or your baggage is lost or damaged, you may be entitled to certain standards of treatment and



From:

Jenn Goodwin

Sent:

September-04-19 10:33 PM

To:

Jenn Goodwin

Subject:

Fwd: Thank you for your booking. Here's your confirmation.

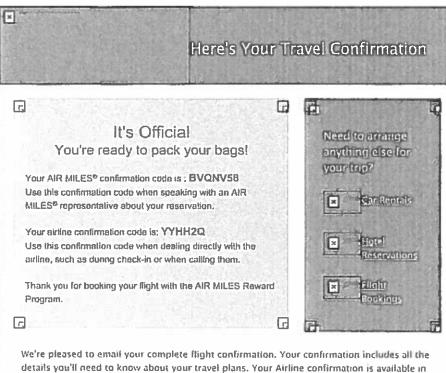
Jenn Goodwin

Begin forwarded message:

From: AIR MILES REWARD PROGRAM < travel@ainniles.ca > Date: September 4, 2019 at 10:20:37 PM EDT

To:

Subject: Thank you for your booking. Here's your confirmation.



details you'll need to know about your travel plans. Your Airline confirmation is available in the flight itinerary section and can be used for online check-in within 24hrs of your departure.



Please print your confirmation and be sure to have it when you check in for your flight.

If you have any questions, please Contact Us.

Enjoy your trip!

Your Itinerary

Tuesday, September 10, 2019 4:05 pm 5:35 pm 01h 30m Toronto (YTZ) Newark (EWR) DH4 Economy TORONTO ISLND Newark (Non-stop) Airline Confirmation #: YYHH2Q

Seating: Unless specified below, some of your seating has not been assigned.

Flight and Traveller Summary

MS JENNIFER GOODWIN	1,142 rew	
	3101.24 10	(e) Grees
Email	Airline Surcharges 2	\$9.00
	Canada Air Security Charge	\$12.10
Address:	Airport Improvement Fee	\$15.00
	US Transportation Tax	\$24.79
	US Customs User Fee	\$7.69
Special Assistance	US Federal Inspection Fee	\$9.33
None	US APHIS USER FEE	\$5,28
	GST	\$1.80
	НЅТ	\$1.95
	Booking Fee	\$15.00
Reward Miles		1,142

2

Taxes & Fees

s101.94

(3c)

nsurance Summary			
You declined travel But it's not too late! Discover w	insurance. Phat plans are available at <u>AIR MI</u> L	ES Travel Insuranc	c.
Trip Cancellation & Interruption Plan The Trip Cancellation plan is designed to provide coverage in case of trip cancellation, trip interruption and travel delay. We recommend this plan when you are certain you already have travel medical coverage elsewhere and you only wish to protect	Non-Medical Package The Non-Medical Package Is recommended if you already have travel medical coverage through another plan. This plan offers trip cancellation, trip interruption, travel delay and baggage coverage.	Our most comprehens Our most comprehensive designed to pro with a full range such as 24/7 as emergency assi- provider, emerginsurance, trip etrip interruption	rehensive widwide Plan is wide you e of benefits cess to an stance jency medical cancellation,
your reward miles.	n Summarv	misconnection delay coverage.	and travel
	Vendor	misconnection	and travel
your reward miles. AIR MILES Redemptio	Vendor	misconnection delay coverage.	and travel
your reward miles. AIR MILES Redemptio	Vendor AIR MILES Total reward Summary	misconnection delay coverage.	AIR MILES

Total Amount

CAD 101.94





Receipt for Hotel Indigo Lower East Side New York, New York

Sep 10, 2019 - Sep 12, 2019

Itinerary # 7471865663957

Booked Items

Hotel: Hotel Indigo Lower East Side New York

171 Ludlow Street, New York, NY10002

Check-in: 10/09/2019 | Check-out: 12/09/2019, 1 room| 2 nights

Traveller Information

Jennifer Goodwin

Room 1: Standard Room

Cost Summary

Booked Date: Sep 4, 2019

Room Price

CA \$1,350.88

2 nights

CA \$584.59 avg./night

Tue, Sep 10

CA \$628.24

Wed, Sep 11

CA \$540.94

Taxes & Fees

C\$181 70

Total: CA \$1,350.88 Collected by Expedia

Paid: CA \$1,350.88 All prices quoted in CAD





09-12-19

Jennifer Goodwin Folio No. A/R Number Group Code	:	Room No. : Arrival : Departure : Conf. No. :	09-10-19 09-12-19
Company Membership N Invoice/Ref. N		Rate Code : Page No. :	

Date	Description		Charges	Credits
09-10-19	Destination Fee		25.00	
09-10-19	Destination Fee City Occ Tax		1.47	
09-10-19	Destination Fee Sales Tax		2.22	
09-11-19	Destination Fee		25.00	
09-11-19	Destination Fee City Occ Tax		1.47	
09-11-19	Destination Fee Sales Tax		2.22	
09-12-19	MasterCard			57.38
03-12-15	XXXX00000000			
		Total	57.38	57.38
		Balance	0.00	

Guest Signature:
I have received the goods and / or services in the amount shown heren. I agree that my liability for this bill is not weived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Hotel Indigo Lower East Side 171 Ludlow Street New York, NY 10002 Telephone: (212) 237-1776



CUSTOMERCOPY



Fran Id. 2910:15-29109 Tickel 18 241687/19

Out Lane 01 11 CtO, (VICE) (MANIA)#18 12 53

Parking Fae 1151

\$ 2000 3

Balance Due

5 000 \$ 20.00

\$ 20,00

Credit Carri Change

\$ 0.00



RECEIPT

09/10/19

17:54

NJ TRANSIT Rail 1 ADULT **EWR** SERIAL NR : FARE :

One Way NYP NYP 03665 \$13.00

TOTAL

\$13.00

PAYMENT AMOUNT MERCHANT TRANS. ID ACCT NO NAME AUTH NO

Credit-MC \$13.00 04003660008 032-0005756730 XXXXXXXXXX XGODWIN/JENNIFER 060435

366 **EWR**

20;****CREDIT CARD SALE**
*****PASSENGER COPY*****
Herchant ID: 280

ENTRY HETHOD: CONTACT CHIP AID: A0000000041010

AID: A00000 Application ID: MasterCard

001C F78F871C69841556 ATC:

CFE

TERNIHAL DRIVER 5322086 6484 PASSENGERS DATE START 9/10/19 19:10 18:46:20 19:09:28 EHD 1262 TRIP STAND, CITY RATE 1 2,69 m1 \$15,00 \$1,00 \$18,00 DISTANCE FARE R1 EXTRA SUB TOTAL \$3.86 \$0.50 \$0.30 \$2.50 TIP STATE SURCHARGE IMP. SURCHARGE CGH SRCH.

TOTAL HASTER CARD HTUA

********** Contact TLC Dial 3-1-1

EI. SOMDRERO 108 Stanton St NY, NY 10002 (212) 254-4168

Date/Time: 2019-09- 0 09:45 PM

Order Rumber: 103106 Account Type: EDC Tran ID: CREDIT 75049312 Server: Table: Andrea 0-5 6

PURCHASE: **APPROVAL**

Entry Hode: Card Number: Chip XXXX Card Expire: XX/XX
Card Type: Haster
Approval Code: 027341
Ref Humber: 68743 XX/XX Hastercard

Term Refitten: Term Info: 6192168122 App tabel: ATC: HasterCard 0010 7000000000014 10 Hr AID:

AROC/IC: TVR: 9EFCEBB075EF33K8 0000088000

PURCHASE: Gratuity:

Total:

I AGREE TO PAY ANOVE TUTAL AMOUNT ACCORDING TO CARD ISSUER AGREEMENT (METCHANT AGRECHENT IF CREDIT VOUCHER)

MIN RECEIPT MTA NYC TRANSIT N525-DELANCEY/ESSEX NEW YORK CITY NY

HVM #: 0288(N525 0700)

Wed 11 Sept 19 09:32

Trans: Sale OK
Payment Hode: Credit
Amount: \$22.00
Card Value: \$22.00
Rev Card Fee: \$1.00
Total Paid: \$23.00

Serial \$:3009689133 Type: 000 FULL FARE

Questions? Call (212) METROCARD



Customer Copy

Line 118 11am Nate: 09/11/19

Check: 17/384 Customer Hame \$28.31

HC HARRAGE Card Number Carte Rujen

Anoust

\$28 31

HE 2.00

30.31 Intal



MM. THG. CON

-- ORIGINAL SC28
DRIVER: 5223602
CUSTONER COPY
09/12/19 TR 905
START END MILES
10:31 10:47 2.3
REGULAR FARE
REGULAR FARE
EXTRA: \$ 0.00
CNGSCH: \$ 2.50
STSRCH: \$ 0.50
INSRCH: \$ 0.30
INSRCH: \$ 3.05 -ORIGINAL RAIE 1:5 12.00
EXTRA: \$ 0.00
CNGSCH:\$ 2.50
STSRCH:\$ 0.50
IMSRCH:\$ 0.50
TIP: \$ 3.05
IDTAL: \$ 18.35

CARD TYPE: HAST AUTH: 025771

-BANK RECO INFO-APP: MASTERCARD APP://ASTERCARU A1D: A0000000041010 TVR:0000008000 IAD: 0910607003240000 ICC3000000000000 TSI:E800 SRC:CHIP READ ARC:00

THANKS TO CONTACT TLC DIAL 3-1-1

HARAH GARAGE 517 EASTERN TORONTO ON

........... CARD MASTERCARD CARD TYPE 2019/09/12 DATE 0866 20.59:35 TIME RECEIPT NUMBER C85074185-001-001-881-0

PURCHASE AMOUNT TIP \$3.65 TOTAL

\$23.90

MasterCard A0000000041010 ASABGFAEG 133E3F6 0000004000-E800 CC7050A938315AB2

APPROVED

AUTH# 073448 01-027 THANK YOU

VERIFIED BY PIN

MERCHANT COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

17. Fillpage



Customer

Date 09/12/19 110c 09 00am Check: 177535 Customer Hame \$28.31 NC ********** Card Type Card Humber Expiration Date #8/##

Amount

\$20.31 In. 200

Iolal: 30.31

Signatur CODOMENATION

> Please Visit II: At WHALLEHG, COM

CREDIT SALE (10)

PIH VERIFIED NO SIGHTURE REQUIRED

Contact TLC DIRL 3-1-1

0 (RANSACTION RECORD) Toronto Parking Airthority 118 Queen Street West Toronto, Ontarre RURCHASE TYPE ACCT AMOUNT MASTERCHO \$ 29 00 CARD NUMBER ***
DATE/FIME 20 2019/09/18 03 34 27 66334157 0810914380 G REFRENCE AUTH# 038373 MasterCard A0000000041010 00000008000 E800 APPROVED HWIK YOU IMPOR [ANT - retain this copy for your recor RUSTOMER COPY

> To. reto Parking Authority Carpark J. 119 Oueen Street West