

2019 ACCRUALS



Accounting Services Division
Corporate Accounts Payable

DEC 19 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 = _____ | | | Invoice Number** EXP/DE10- 1879 DE12/A | |
| Vendor Name** Patrick Tobin | | | Vendor Number** TBD 1018805 | |
| Division** EDC | Work Address** 9th Floor, East Tower, 100 Queen St. West | Postal Code** M5H 2N2 | Invoice Date** (m/d/yyyy) December 18, 2019 | |
| Name and Location of Conference / Seminar / Training / Business Travel** Business Travel to Ottawa, ON to seek support for Indigenous Centre for Innovation and Entrepreneurship (ICIE) | | | Payment Amount** \$65.00 | |
| Start Date** (m/d/yyyy) Tuesday December 10, 2019 | | End Date** (m/d/yyyy) Thursday December 12, 2019 | | |

| Description | GL Account ** | Cost Centre/ WBS Element/ Internal Order ** | Functional Area ** | Net Amount ** | IIST ** | Total Including Taxes ** |
|---|-----------------------------|---|--------------------|-----------------------------|----------------------------|---|
| Registration Fees | 4256 | N/A | N/A | N/A | N/A | N/A |
| Travel <input checked="" type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus | 4215 | ED0153 | 1540100000 | 597.25 642.00 | 77.64 816.29 | \$ 674.89 |
| Baggage Fees / Insurance | | | | | | |
| Use of Personal Vehicle <input type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.55/km | 4251 | N/A | N/A | N/A | N/A | N/A |
| Accommodation 1 days @ \$ 125.10 /day | 4210 | ED0153 | 1540100000 | 10.00 TAX 250.20 | \$33.82 | 294.02 |
| Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO | 4220 4254 | ED0153 | 1540100000 | N/A 29.53 | N/A 3.57 | 16.10 + 13.75 = 17 TOTAL = 46.75 33.1 |
| Ground Transportation (to and from Airport) ie: taxis and car rental DESTINATION *Foreign Transactions- NO TAX* | 4220 | ED0153 | 1540100000 | N/A 27.27 | N/A 3.54 | 10.36 TOTAL = 30.81 41.17 |
| Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental *Foreign Transactions- NO TAX* | 4230 | ED0153 | 1540100000 | N/A 9.17 | N/A 1.19 | 10.36 N/A |
| Per Diem (See Bus. Expense Policy) 1 day @ \$ 65.00 CAD | 4230 | ED0153 | 1540100000 | N/A 65.00 | N/A | \$65.00 |
| Other (Please specify) | N/A | N/A | N/A | N/A | N/A | N/A |
| Training | N/A | N/A | N/A | N/A | N/A | N/A |
| TOTAL EXPENSES | | | | | | \$1,108.18 91,104.93 |

| Less: Advances & Prepayments: *Mandatory if applicable | PCARD | | | | | | TOTAL |
|---|-----------------------------|---|--------------------|-----------------------|---------------|-------------------|-----------------------|
| | GL Account ** | Cost Centre/ WBS Element/ Internal Order ** | Functional Area ** | SAP Document Number | Net Amount ** | IIST ** | |
| Registration Fees | | | | | | | 0.00 |
| Air Travel | 4215 | ED0153 | 1540100000 | 12-64414 | 597.25 | 77.64 | 674.89 |
| Accommodation | 4210 | ED0153 | 1540100000 | 12-66735 | 260.20 | 33.82 | 294.02 |
| Grds Transportation (To & Fr. Airport) ON. | 4220 4254 | ED0153 | 1540100000 | 12-67229, 12-66123 | 29.53 | 3.57 | 33.10 46.75 |
| Grds Transportation (To & Fr. Airport) Destination | 4220 | ED0153 | 1540100000 | 12-66798 | 27.27 | 3.54 | 30.81 41.17 |
| Grds Transportation (local-des. taxi, bus, train, etc.) | 4230 | ED0153 | 1540100000 | 12-66734 | 9.17 | 1.19 | 10.36 |
| Other (Please specify) Per Diems | | | | | | | |
| TOTAL ADVANCES & PREPAYMENT AMOUNT** | | | | | | \$1,043.18 | \$1,056.83 |

TOTAL PAYABLE TO INDIVIDUAL / CITY

\$65.00

Employee Name: Patrick Tobin
Title: Director, Arts & Culture Services
Date: December 18, 2019
Telephone: [Redacted]

Authorized by: Mike Williams
Title: General Manager, EDC
Date: December 18, 2019
Telephone: [Redacted]

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: | Patrick Tobin | | |
| Division: | Economic Development & Culture | | |
| Work Address: | 100 Queen St. W. - City Hall - 9E | | |
| Name of Conference/Seminar/Training: | Meeting with National Indigenous Economic Development Board | | |
| Within GTA <input type="checkbox"/> | Outside GTA & within Ontario <input checked="" type="checkbox"/> | Outside Ontario/Canada <input type="checkbox"/> | |
| Destination: | Ottawa, ON, Canada | | |
| Start Date: | Tuesday, Dec 10, 2019 | End Date: | Thursday, Dec 12, 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) | | | |
| No Meals would be provided | | | |
| Purpose: Use space provided below for full description | | | |
| I will be attending business meetings in support of EDC's work with the Indigenous Affairs Office and the local Indigenous community for the development of an Indigenous Centre for Innovation and Entrepreneurship (ICIE) in Toronto. In Ottawa, I will attend meetings with the National Indigenous Economic Development Board. This Board works to bring visibility to the economic disparity between Indigenous communities and other Canadian communities, and to support of Indigenous people in increasing participation in the economy. I will also attend an important meeting with Jean-Francois Tremblay, Deputy Minister, Indigenous Services at Government of Canada. The purpose of both meetings is to seek funding for the City's ICIE project. | | | |
| 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 = | \$ _____ | |
| | 1 unit local currency = | \$ _____ | • The City of Toronto is |
| Registration Fees (Conference/Seminar/Training) | | | |
| | | | |
| Accommodation (Standard Single Room) | | | |
| Number of Days | 2 | X 230 | /day incl taxes |
| Travel Method | | | |
| Air <input checked="" type="checkbox"/> | Train <input type="checkbox"/> | Bus <input type="checkbox"/> | |
| Personal Vehicle | km | X \$0 | CAD/km |
| Ground transportation: (including car rental, to/from airports) Specify estimates: | | | |
| | \$100 X 2 | Both Ways | Taxi to Airports |
| Sundry Expenses (See Business Expense Policy, Meals provided are deducted) | | | |
| Number of Days | 2X | \$65 CAD | |
| Sub-Total Estimated Costs: | | | |
| - Other Business Meeting expenses outside of Conference costs, please specify: | | | |
| TOTAL ESTIMATED COST: | | | |
| Cost Centre/ WBS Element to be charged: | ED0153 | | |
| Functional Area to be charged: | 1540400000 | | |

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

Signature of Employee: _____

22-Nov-19
(date)

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

Approval for Proposed Expense _____

DEC 19 2019

REPORT ON CONFERENCE

Employee Name: Pat Tobin
Division: Economic Development & Culture
Date Submitted: December 19, 2019

Name of Conference: Business Travel in Support of the ICIE Project

Location: Ottawa, ON, Canada

Date(s) Attended: December 10-December 12, 2019

Personal Development:

Attending meetings in Ottawa with the federal government helped me better understand the priorities of the federal government in Indigenous economic development and the role they see for cities.

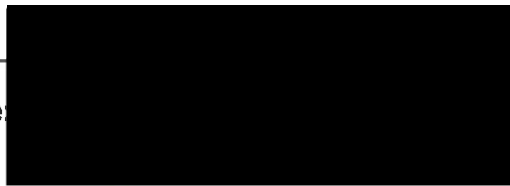
Networking:

Participating in the meeting with Indigenous Services Canada (ISC) and the National Indigenous Economic Development Board (NIEDB) strengthen my network of key decision makers in the federal government regarding Indigenous economic development.

City Benefits (including financial benefits):

Attending meetings in Ottawa with the federal government helped raise awareness of the City's Indigenous Centre for Innovation and Entrepreneurship project. There were very productive meetings with DM Tremblay of Indigenous Services Canada (ISC) and the National Indigenous Economic Development Board (NIEDB). Key take aways, especially from ISC where the DM brought along three ADMs, were a focus on supplier readiness to meet procurement goals, loan readiness to need to increased capitalization of AFIs, financial literacy and economic exclusion, and research and evaluation of urban Indigenous entrepreneurs given data gaps and potential of Centre to convene. We will go back with specific asks tailored to ISC programs and forthcoming mandate letters, through the ISC DMO, per DM Tremblay's request.

Employee's signature

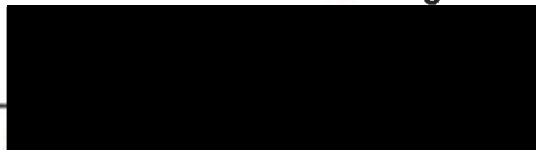


Date: Dec 19-19

Approved by (please print):

Mike Williams
Division Head or Designate

Signature:



Date: Dec 24/19

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



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

| | |
|--------------|---------------------|
| Booking date | Confirmation number |
| Dec 3, 2019 | I54QKC |

Patrick [REDACTED] Tobin \$674.89 CAD

Flights \$674.89

| | | |
|--------------------------------------|----------------------|----------|
| PD 277 Toronto (YTZ) to Ottawa (YOW) | Dec 10, 2019 at 9:55 | \$256.00 |
| Flexible Fare | PM | |

Taxes, Fees and Charges \$82.01

Air Traveller Security Charge \$7.12

NAV and Surcharges \$21.00

Airport Improvement Fee \$15.00

Harmonized Sales Tax (HST) \$38.89 H

| | | |
|--------------------------------------|----------------------|----------|
| PD 228 Ottawa (YOW) to Toronto (YTZ) | Dec 12, 2019 at 1:05 | \$256.00 |
| Flexible Fare | PM | |

Taxes, Fees and Charges \$80.88

Air Traveller Security Charge \$7.12

NAV and Surcharges \$12.00

Airport Improvement Fee \$23.00

Harmonized Sales Tax (HST) \$38.76 H

Seat Selection \$ 0.00

Total cost **\$674.89 CAD**

Payment summary

| Transaction Date | Method of Payment | Payment Status | Payment Amount |
|------------------|---|--------------------|----------------|
| Dec 3, 2019 | MasterCard xxxx-xxxx-xxxx [REDACTED] | Approved 023126 | \$674.89 |

Total paid \$674.89 CAD

Total owing \$0.00 CAD

HST 77.65

\$597.24



Patrick Tobin
 55 John St.
 Toronto ON M5V 3C6
 Canada

Room Number : 207
 Invoice Number :
 Follo Number :
 Cashier Number : 55
 Page Number : 1 of 1
 Arrival Date : 10-DEC-2019
 Departure Date : 12-DEC-2019
 Membership No:

| Date | Description | Charges | Credits |
|--------------------|------------------------------------|---------------|---------------|
| 12-10-19 | CAA/AAA Special Rate | 125.10 | |
| 12-11-19 | CAA/AAA Special Rate | 125.10 | |
| 12-12-19 | Municipal Accom Tax | 10.00 | 0.00 |
| 12-12-19 | HST 13% | 33.82 | 0.00 |
| 12-12-19 | Mastercard XXXXXXXXXXXX [REDACTED] | | 294.02 |
| Total | | 294.02 | 294.02 |
| Balance Due | | | 0.00 |

Registration Number: 82766 1422 RT0001

*At the Best Western Plus Ottawa Downtown Suites you are more than a customer,
 you are our personal guest.
 We look forward to your next visit.*

Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges, and I shall be responsible for any loss or damage to the premises

377 O'Connor Street, Ottawa, Ontario, Canada K2P 2M2
 Reservations 1-800-465-7275 * Fax: (613) 567-1161 * Telephone: (613) 567-7275
www.bestwesternottawa.com

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~~XXXXXXXXXX~~

TORONTO

SM TAXI
296 BROCK AVE
TORONTO, ON M6K 2M4
4165168181

Cashier: Employee

Transaction 5200062

Total CA\$14.00
Tip CA\$2.10

CREDIT CARD SALE CA\$16.10
MASTERCARD 5388

10-Dec-2019 7:42:02PM

CA\$16.10 | Method: EMV

Mastercard XXXXXXXXXXXXXXX [REDACTED]

PATRICK. TOBIN

Ref #: 934500553681

Auth #: 003503

MID: *****7885

AID: A0000000041010

AthNtwkNm: MASTERCARD

PIN VERIFIED

Online: <https://clover.com/p/8RNQJGWC0T18P>

AMBASSADOR TAXI
65 FORESTBROOK DR
MARKHAM ON

CARD
CARD TYPE MASTERCARD
DATE 2019/12/12
TIME 1277 14:26:44
RECEIPT NUMBER
C85076392-001-001-791-0

PURCHASE
TOTAL

\$17.00

Mastercard
A0000000041010
F0B25FC5C17F8BE1
0000008000-E800
148F214308EA2309

APPROVED

AUTH# 009477 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

CAPITAL TAXI
(613) 744 - 3333

Merchant ID: 4325979A
Driver ID: 52471
Record Num.: 0002

OTTAWA

Sale

Application Label: Mastercard

XXXXXXXXXXXXXXXX

AID: A00000000041010

MASTERCARD

Entry Method: Chip

Total: CAD\$ 30.81

2019/12/10

22:18:12

Resp Code: 00

TVR: 0000008000

TSI: 6800

Inv#: 000435

Appr Code: 043531

Apprvd: Online

Batch#: 000119

TRN Ref #:

MCPMC03ZJ1210

Felicity Scherk

From: Patrick Tobin
Sent: December 12, 2019 10:28 AM
To: Felicity Scherk
Subject: Fwd: [Personal] Your Thursday morning trip with Uber

OTTAWA

Trip from hotel to meeting with Canadian Heritage re ICIE.

Sent from my iPhone

Begin forwarded message:

From: "Uber Receipts" <uber.canada@uber.com>
Date: December 12, 2019 at 9:29:21 AM GMT-5
To: <[REDACTED]>
Subject: [Personal] Your Thursday morning trip with Uber

[Handwritten scribble]

[Handwritten checkmark]

Uber

Total: CA\$10.36
Thu, Dec 12, 2019

Thanks for riding, Pat

We hope you enjoyed your ride
this morning.



Total **CA\$10.36**

Trip Fare **CA\$6.17**

Subtotal **CA\$6.17**

HST


CA\$1.19

Tolls, Surcharges, and Fees 

CA\$3.00



CA\$10.36

A temporary hold of CA\$10.36 was placed on your payment method  at the start of the trip. This is not a charge and has or will be removed. It should disappear from your bank statement shortly. [Learn More](#)

[Visit the trip page](#) for more information, including invoices (where available)

You rode with Tewlde



Has passed a multi-step safety screen

4.82★ Rating

Tewlde is known for:
Excellent Service

How was your ride?

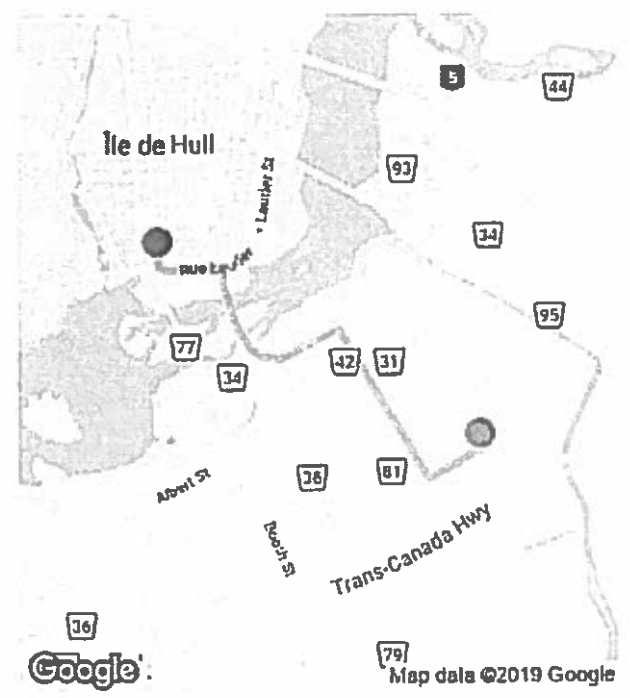
Rate Or Tip



Every rideshare trip in Ottawa is insured for a covered auto accident by Intact. [Learn more.](#)

09:16am
280 Gladstone Ave, Ottawa,
ON K2P 0Y7, Canada

09:29am
18 Rue Eddy, Gatineau, QC
J8X 2V6, Canada



Invite your friends and family.

Get CA\$5 off your next ride when you refer a friend
to try Uber. Share code: patt3322ue

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Uber

FAQ

Forgot password

Uber B.V.

Mr. Treublaan 7

1007 DP Amsterdam

Privacy

Terms

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

$$\begin{array}{r} 10.36 \\ 13.75 \\ \hline \$ 24.11 \end{array}$$
$$\begin{array}{r} 30.81 \\ 16.10 \\ \hline \$ 46.91 \end{array}$$

67.489
294.02
46.91
24.11
65.00

\$1104.93