



Accounting Services Division
Corporate Accounts Payable

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/JN24-JN25/19	
Vendor Name** Jagdish Yadav			Vendor Number** 1014074	
Division** Economic Development & Culture	Work Address** City Hall, 100 Queen Street West, Toronto	Postal Code** M5H 2N2	Invoice Date** (m/d/yyyy)	
Name of Conference / Seminar / Training / Business Travel** SSFIHE 2019: Shaping Sustainable Futures for Internalization in Higher Education			Payment Amount** \$18.73 \$19.00	
Start Date** (m/d/yyyy) 06/24/2019		End Date** (m/d/yyyy) 06/25/2019		

Description	GL Account**	Cost Centre/ WBS Element/ Internal Order**	Functional Area**	Net Amount**	HST**	Total Including Taxes**
Registration Fees	4256	ED0054	1540100000	175.00		175.00
Travel <input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus				0.00	0.00	0.00
Use of Personal Vehicle 11.6 kms x \$0.58 / km	4251	ED0054	1540100000	6.73	0.00	6.73
Accommodation 2 days @ \$118.48/day						0.00
Ground Transportation ie: taxis and car rental				0.00	0.00	0.00
Ground Transportation ie: taxis and car rental *Foreign Transactions- NO TAX*				0.00	0.00	0.00
Per Diem (See Bus. Expense Policy) @ \$65/day				0.00	0.00	0.00
Other (Parking)	4255	ED0054	1540100000	10.62	1.38	12.00
Training	4310					0.00
TOTAL EXPENSES						193.73 \$194.00
Less: Advances & Prepayments: *Mandatory if applicable		SAP Document Number / Pcard transaction Number:				
Registration Fees	4256	ED0054	12-32098	175.00	0.00	175.00
Air Travel				0.00	0.00	0.00
Advances (Conf/Sem)	4250			0.00	0.00	0.00
Advances (Bus. Travel)	4204			0.00	0.00	0.00
Total Advances & Prepayment Amount**						175.00
TOTAL PAYABLE TO INDIVIDUAL/CITY						\$18.73 \$19.00

Employee Name:	Jagdish Yadav (Print Name)	Authorized by:	Mike Williams (Print Name)
Date:	05-Jul-19	Date:	07/05/2019
Telephone:		Telephone:	
Signature:		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 that may appear on original receipts before sending to Accounts Payable for processing.

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:	Jagdish Yadav		
Division:	Economic Development & Culture Division		
Work Address:	City Hall, East Tower, 9th Floor, 100 Queen Street West, Toronto M5H 2N2		
Name of Conference/Seminar/Training:	SSFIHE 2019 - Shaping Sustainable Futures for Internationalization in HE		
	Within GTA <input checked="" type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input type="checkbox"/>
Destination:	OISE, University of Toronto, 252 Bloor St. W., Toronto		
Start Date:	Monday, June 24, 2019	End Date:	Tuesday, June 25, 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)			
N/A			
Purpose: Use space provided below for full description			
Participation in 'Shaping Sustainable Futures for Internationalization in Higher Education (SSFIHE) 2019 Conference is essential to support Toronto's education and training sector and academic institutions who have large number of international students across disciplines. The Ontario Institute for Studies in Education (OISE) and Humber are hosting this conference, which will be attended by a number of academics, practitioners and policy folks. The main themes of the Conference are quality, reciprocity and inclusion. These themes will be explored in this conference as they relate to shaping sustainable futures for internationalization in higher education. There will be discussions, workshops and presentations that take stock of internationalization in higher education as it is currently evolving around the globe, and consider ways in which it could be shaped sustainably into the future.			
ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)			
*Use Exchange rate(s):	1 unit local currency =	CAD	
	1 unit local currency =		Foreign Currency*
	1 unit local currency =	\$	Canadian\$ (incl.tax)
Registration Fees: (Conference/Seminar/Training)		\$175	175.00
Accommodation: (Standard Single Room)			
Number of Days:	X	/day incl. taxes	0.00
Travel Method:			
Drive <input checked="" type="checkbox"/>	Train <input type="checkbox"/>	Bus <input type="checkbox"/>	
Personal Vehicle:	11.6km X	\$0.58 CAD/km	7
Ground transportation: (including car rental, to/from airports) Specify estimates:			
N/A			0
Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)			
Number of Days:	X	CD	0.00
Sub-Total Estimated Costs:			182.00
- Other Business Meeting expenses outside of Conference costs, please specify:			
Parking for 2 days, \$25 per day			50
TOTAL ESTIMATED COST:			232.00

Cost Centre/ WBS Element to be charged:	ED0054
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) _____ (date) 30-May-19

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

Approval for Proposed Expense

Division Head or Mike Williams _____ (signature) _____ (date) 30 May 2019

Deputy City Manager: _____ (signature) _____ (date)

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

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

Economic Development & Culture
Mike Williams, General Manager

City Hall, 100 Queen St. W.
8th Floor, East Tower
Toronto, Ontario M5H 2N2

Tel: 416-397-1970
Fax: 416-397-5314
Email: mike.williams@toronto.ca

June 2, 2019

TO: Mayor, Deputy Mayor & Members of Council
Giuliana Carbone, Deputy City Manager, Community and Social Services

FROM: Mike Williams, General Manager

RE: Out of Office Coverage – June 4 -17, 2019

I will be out of the office June 4-17, 2019.

During my absence Cheryl Blackman will be Acting General Manager and will have full signing authority. Listed below are Cheryl's coordinates.

Cheryl Blackman, Director, Museums & Heritage Services
Phone: [REDACTED]
Email: [REDACTED]

Any requests or concerns which may arise during my absence should continue to be processed through my office and will be directed to the Acting General Manager, as required.

Thank you,

[REDACTED]

Mike Williams
General Manager

Copy to: EDC SMT and AAs
Chris Murray, City Manager
Tracey Cook, Deputy City Manager, Infrastructure & Development Services
Josie Scioli, Deputy City Manager, Corporate Services
Heather Taylor, CFO & Treasurer, Finance & Treasury Services



toronto at your service



REPORT ON CONFERENCE

Employee Name: Jagdish Yadav
Division: Economic Development and Culture
Date Submitted: July 05, 2019

Name of Conference: SSFIHE 2019 – Shaping Sustainable Futures for Internationalization in Higher Education
Location: OISE, University of Toronto, 252 Bloor St. W., Toronto
Date(s) Attended: June 24 – 25, 2019

About the Conference:

The Conference 'Shaping Sustainable Futures for Internationalization in Higher Education (SSFIHE) 2019 was held at the Ontario Institute for Studies in Education (OISE), University of Toronto in partnership with the Humber College. The conference was attended by a number of academics and practitioners from Canada and abroad. The main themes of the Conference are quality, reciprocity and inclusion. These themes were explored in this conference as they relate to shaping sustainable futures for internationalization in higher education. There were a number of discussions, workshops and presentations that took stock of internationalization in higher education as it is currently evolving around the globe.

Benefits from attending the Conference:

Personal Development: The conference provided an opportunity to listen to some thought leaders and professionals from Canada and other countries who are actively involved in international education. It was also an opportunity to understand the mindset of stakeholders as it relates to international education. One key understanding that came out from different presentations and discussions was that the recruitment of international students heavily focused on revenue generation. Some of the participants also talked about the issues related to international students and long term sustainability of the current recruitment models.

Networking: During the conference, there was an opportunity to meet people from different academic institutions and got to speak to them about their specific focus areas. I used the conference time to strengthen some of the ongoing institutional relations, and obtain diverse perspectives on the future of international education with increasing emphasis on international students.

City Benefits (including financial benefits):

Participation in SSFIHE 2019 Conference was essential to support Toronto's education and training sector and academic institutions who have large number of international students across disciplines. As a City, Toronto attracts the largest number of international students in

Canada and is a fast developing higher education centre in the world. These students contribute significantly to the institutional revenues and Toronto's economy and job creation. There is also a close connection between international students and immigration and international business. A number of international students become new immigrants too. Working with our academic institutions and supporting their efforts are essential for the City to sustain the benefits in the long-run.

I will be working with our educational institutions and other stakeholders to support their initiatives for international education and help them in addressing challenges in the institutions and students may have. I believe the City has a big role in this area and should further strengthen collaboration with our academic institutions.

Employee's signature:  Date: July 05, 2019

Manager's signature:  Director's Initial:  Date: July 9, 19

Approved by (please print): Michael H. Williams, GM EDC
Division Head or Designate

Signature:  Date: JUL 12 2019

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

Jagdish Yadav

From: Internationalization2019@gmail.com
Sent: June 12, 2019 2:20 PM
To: Jagdish Yadav
Subject: Registration Confirmation, 2019 Shaping Sustainable Futures for Internationalization in Higher Education

Hello Jagdish Yadav,

Thank you for registering in *2019 Shaping Sustainable Futures for Internationalization in Higher Education*.

This is an official receipt of payment on June 12, 2019, 2:24 pm for the following workshops:

2019 Shaping Sustainable Futures for Internationalization in Higher Education
Location: Ontario Institute for Studies in Education, 252 Bloor St. W., Toronto, Onta
When : 2019-06-24 09:00:00
Fee paid: \$175.00

Total fee paid: \$175.00

Method of Payment: Credit Card

If you have any questions or concerns, please do not hesitate to contact
Internationalization2019@gmail.com

Jagdish Yadav

From: epayment@oise.utoronto.ca
Sent: June 12, 2019 2:25 PM
To: Jagdish Yadav
Subject: OISE/UT e-Payment Confirmation

CREDIT CARD TRANSACTION RECORD
OISE e-payment System

Merchant: OISE-CIHE
Date: 2019-6-12
Time: 14:14:42
Amount: \$175.00
Card Number: [REDACTED]
transaction: APPROVED * =
Payment Reference: mhp19162142301p02
Invoice Number: OISE1041c5a2918eb37




Please direct any questions regarding this transaction to:

Contact Name: OISE CIHE
Contact Phone: (416) 978-1715
Contact Email: Internationalization2019@gmail.com

Attending SSFIHE 2019 Conference



Map data ©2019 Google 500 m

-  **via University Ave** 10 min
Fastest route, despite the usual traffic 2.9 km
-  **via Beverley St and St George St** 12 min
Heavy traffic, as usual 2.9 km
-  **via University Ave and St George St** 13 min
Heavy traffic, as usual 3.1 km



Toronto Parking Authority 416-393-7275 greenp.com

RECEIPT
FEE INCLUDES APPLICABLE TAXES
HST # R122981541

CP802-C67-816489
3330 BLOOR ST W
HST R122981541
EN: 19/06/24 08:25
PAID: \$ 6.00
CREDIT CARD DETAIL

19/06/24-08:25:19
661394490017162300
PURCHASE-TAP
VISA
XXXXXXXXXX
Amount: \$6.00
Auth: 055971
:(54)(01/027)
APPROVED-THANK YOU



Toronto Parking Authority 416-393-7275 greenp.com

RECEIPT
FEE INCLUDES APPLICABLE TAXES
HST # R122981541

CP802-C67-816913
3330 BLOOR ST W
HST R122981541
EN: 19/06/25 07:45
PAID: \$ 6.00
CREDIT CARD DETAIL

19/06/25-07:45:33
661394490017171860
PURCHASE-TAP
VISA
XXXXXXXXXX
Amount: \$6.00
Auth: 060211
:(44)(01/027)
APPROVED-THANK YOU

