



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 = <u>XE Currency Converter</u>			Invoice Number** EXP/OC19-27/19
Vendor Name** Patrick Tobin			Vendor Number** FBD 1018805
Division** EDC	Work Address** 9th Floor, East Tower, 100 Queen St. West	Postal Code** M5H 2N2	Invoice Date** (m/d/yyyy) November 12, 2019
Name and Location of Conference / Seminar / Training / Business Travel** WORLD CITIES CULTURE SUMMIT, Lisbon Portugal and Braga, Portugal			Payment Amount** \$430.52
Start Date** (m/d/yyyy) Saturday October 19, 2019		End Date** (m/d/yyyy) Sunday October 27, 2019	

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **
Registration Fees	4256	N/A	N/A	N/A	N/A	N/A
Travel <input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus	N/A	N/A	N/A	N/A	N/A	N/A
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 days @ \$ /day	4252	N/A	N/A	N/A	N/A	N/A
Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO	4254	AH0036	1560200000/ 560300000	118.42 N/A	4.52 N/A	\$132.94
Ground Transportation (to and from Airport) ie: taxis and car rental DESTINATION *Foreign Transactions- NO TAX*	4254	AH0036	1560200000/1560300000	N/A	N/A	13.36 CAD = 30.58 CAD
Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental *Foreign Transactions- NO TAX*	4255	AH0036	1560200000 1560300000	N/A	N/A	4.95 CAD = 7.18 14.68 CAD = 36.48 CAD
Per Diem (See Bus. Expense Policy) 7 day @ \$ 40 USD / day \$280 USD=\$373.55 CAD	4255	AH0036	1560200000/1560300000	N/A	N/A	\$373.55 CAD
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						\$563.46

Less: Advances & Prepayments:							Total Including Taxes **
*Mandatory if applicable							
GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	SAP Document Number	Net Amount **	HST **		Total Including Taxes **
Registration Fees							-
Air Travel							-
Accommodation	4252						
Grds Transportation (To & Fr. Airport) ON.	4254	AH0036	1560200000/1560300000	12-56915 12-57571	118.42	4.52	132.94
Grds Transportation (To & Fr. Airport) Destination							
Grds Transportation (local-des. taxi, bus, train, etc.)	4254	AH0036	1560200000/1560300000	567.25	2.69		60.94
Other (Please specify) Per Diems	4255						
TOTAL ADVANCES & PREPAYMENT AMOUNT**							\$132.94
TOTAL PAYABLE TO INDIVIDUAL / CITY							\$430.52

Employee Name: Patrick Tobin	Authorized by: Mike Williams
Title: Director, Arts & Culture Services	Title: General Manager, EDC
Date: November 13, 2019	Date: November 14, 2019
Telephone: [Redacted]	Telephone: [Redacted]
Signature: [Redacted]	Signature: [Redacted]

****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:	Patrick Tobin		
Division:	Economic Development & Culture		
Work Address:	100 Queen St. W. - City Hall - 9E		
Name of Conference/Seminar/Training:	World Cities Culture Summit and Roundtable Discussion of Art in Context of		
	Within GTA <input type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input checked="" type="checkbox"/>
Destination:	Lisbon, Portugal		
Start Date:	Saturday October 19, 2019	End Date:	Sunday, October 27, 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)			
Breakfast would be provided each day of travel. Pat's hotel accommodations will be covered for 6 out of 7 nights, and this will be deducted from his final expenses, however the price of 7 nights accommodation is reflected in this Request. See attached Per Diem.			
Purpose: Use space provided below for full description			
The City of Toronto is a member of the World Cities Culture Forum and has participated in the last 7 summits. Through his attendance at World Cities Culture Summit Lisbon, Pat will have opportunity to learn about cultural planning initiatives from a variety of global perspectives, an opportunity to meet other senior public servants dealing with similar issues (affordable space, climate change and culture, income disparity, festivals, public access and participation) and to promote Toronto as a global cultural center. The City of Toronto is also a designated member of the UNESCO Creative City Network. Through this designation, Patrick has been invited to be part of a roundtable discussion about the role of art within the context of the UNESCO Creative Cities for the Media Arts. The discussion would take place in Braga, Portugal and would be part of a larger series of plans for a future event centering around an international biennial of art and technology.			
ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)			
*Use Exchange rate(s)	1 unit local currency =	1 USD =	\$1.33 CAD
	1 unit local currency =	\$ _____	Foreign Currency*
	1 unit local currency =	\$ _____	Canadian\$ (incl. tax)
Registration Fees (Conference/Seminar/Training)			
Covered by Toronto's membership in World Cities Culture Forum			
N/A			
Accommodation (Standard Single Room)			
Number of Days:	7	X	\$238.23 /day incl. taxes
N/A			
Travel Method:			
Air	<input checked="" type="checkbox"/>	Train	<input type="checkbox"/>
Bus	<input type="checkbox"/>	Personal Vehicle	km X \$0 CAD/km
N/A			
Ground transportation: (including car rental, to/from airports) Specify estimates:			
\$100 X 2 Both Ways Taxi to Airports			
N/A			
Sundry Expenses (See Business Expense Policy, Meals provided are deducted)			
Number of Days:	7X	\$55.00	USD
\$385.00			
\$511.04			
Sub-Total Estimated Costs:			
\$385.00			
\$2,378.65			
- Other Business Meeting expenses outside of Conference costs, please specify:			
Business Lunch Meetings in Lisbon and Braga			
\$200.00			
\$265.46			
TOTAL ESTIMATED COST:			
\$585			
\$2,644.11			
Cost Centre/ WBS Element to be charged:	AH0036		
Functional Area to be charged:	156020000/1560300000		

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

Signature of Employee: _____

07-Jun-19

(date)

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

Approval for Proposed Expense

Division Head or MIKE WILLIAMS
(print name)

JUN 17 2019

(date)

Deputy City Manager: GIULIANA CARBONE
(print name)

~~JUN 18 2019~~

JUN 24 2019

City Manager/Mayor: _____
(print name)

(signature)

(date)

Committee & Report No. (if applicable)

(date)

REPORT ON CONFERENCE

Employee Name: Patrick Tobin
Division: Economic Development & Culture, City Cultural Events
Date Submitted: November 20, 2019

Name of Conference: World Cities Culture Forum
Location: Lisbon Portugal and Braga, Portugal
Date(s) Attended: October 19, 2019 – October 27, 2019

Personal Development:

Attending the WCCF event in Lisbon provided me access to a peer network of cultural directors from 88 of the world's largest cities. It allowed me to benchmark my effectiveness as a leader, policy maker and communicator against a highly relevant peer group.

Networking:

Attending the WCCF event in Lisbon provided me access to a peer network of cultural directors from 88 of the world's largest cities. It has led to fruitful, tangible discussion of collaborative projects with: Paris (public art); Milan (music); Amsterdam (metrics); and Abu Dhabi (festivals), among others.

City Benefits (including financial benefits):

The City benefitted financially as my travel was underwritten by UNESCO. The City also benefits from our ability to learn from other jurisdictions and adopt best practices (like the Office for Creative Space concept adapted from London, UK). It also affords Toronto the opportunity to present on its own best practices and I delivered a session on the Creative Co-location Facility Property Tax Sub Classes.

Employee's signature: _____ **Date:** Nov 22, 2019

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

Signature: _____ **Date:** Nov 22/19

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

taxi work to Y-12

① TRANSACTION RECORD
AMBASSADOR TAXI
65 FORESTBROOK DR PCARD
MARKHAM ON

Purchase ②

Oct 19 2015 15:43:57
MASTERCARD *****
TID 14007817 Entry: Chip (C)
Sequence: 009 014
Auth#: 066334 Response: 01-11-27
Batch: 009

Amount \$ 67.25
Tip \$ 2.68

Total \$ 69.94

AD000000041016 Mastercard
TVR 000000001 TSI E803

Approved

847 854 0173
1186

Important Retain this copy for your record

Cardholder copy

PCARD (C)

AEROPUNKI TAXI & LIMOUSINE
849 HASTINGS CRES
MISSISSAUGA ON L5T1E7
905-624 2424
WWW.AEROPUNKITAXI.COM

Merchant ID: 5665635
Term ID: 847

Ref N: U.S

Sale (a)

XXXXXXXXXXXX
MASTERCARD

Entry Method: Chip

10/27/19
Inv #: 000000
Apprvd

13:40:48
Appr Code: 065284
Batch#: 360001

Amount:	\$	59.00
Tip:	\$	4.00
Total:	\$	<hr/> 63.00

By entering a verified PIN, cardholder
agrees to pay issuer such total in
accordance with issuer's agreement with
cardholder (Merchant agreement if credit
voucher)
Retain this copy for statement
verification.

Application Label: Mastercard
AIB: A0000040641010
TVR: 03 00 03 00 00
ISI: 68 00



Customer Copy

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▼ You have **13.36**  **CAD** ▼
⊙ Live mid-market rates **9.16 EUR**
 1 CAD = 0.68567308 EUR
− Transfer fee 0.09 CAD
⊕ You want **9.10**  **EUR** ▼

15 Last updated: 2019-11-13 21:44 UTC

Mid Market Rate is subject to change, register &

②

AUTO TAXIS VASCO, LDA.
R. CIDADE LIVERROUR, Nº 3 - R/C D
RIPC:505266017
Tel: 915546311

Sociedade por Quotas (Lda) - Capital Social 5000,0
Matrícula Fiscal: Registo Comercial de Lisboa

and apply.

XE Market Analysis

North American Edition

The dollar has been putting in a mixed performance versus the euro and Canadian dollar while losing ground to the New Zealand dollar, which surged by over 1% after cutting interest rates following its policy ... Read more

2019-11-13 21:44 UTC

XE Currency Tools

- Historical Currency Rates

Estado: FR 12/402
 Data: 06:59 20/10/2019
 Cond. Serv: PAULO OLIVEIRA
 Via: 03-VV-34 / 3135
 Nome: Consumidor Final
 N.º de F.º:

Serviço de Taxi 6% 9,10€
 Base 8,58€
 IVA 6% 0,52€
Total 9,10€

s versus the
 performed
 the New
 ning from

Pagamento: Dinheiro

Serviços prestados de acordo com o artigo 11.º do Código de Defesa do Consumidor (Lei nº 8080/90) e o artigo 5.º do Código de Defesa do Consumidor (Lei nº 8080/90).
 Adreço: Rua do Casco, s/n, 1100-207 Lisboa - www.cicap.pt
 ju@judica@caltochbrageal.lisboa.pt

Obrigado e volte sempre.
 SIPS - Processado por
 processamento@cipap.pt 2019/10/20

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▼ You have

17.18

● Live mid-market rates

11.78 EUR

1 CAD = 0.68567656 EUR

— Transfer fee 0.12 CAD

☰ You want

11.70

●

48 Last updated: 2019-11-

Mid Market Rate is subject to c

ALBERTO SANTOS
MARQUES, LDA
R A, LT90 QTA S. J. AREIAS
2685-012 SACAUEM
NIF: 500 308 080

VIATURA: 000546
MATRICULA: 28-LC-49

RECIBO / FATURA
SIMPLIFICADA
0006/FAC 000546/ 714

Serviço de Taxi
DATA: 23/10/19
HORA INICIO: 23:27
HORA FIM: 23:44

A PAGAR: 10.10 €
SUPLEMENTOS: 1.60 €
TOTAL: 11.70 €

NOME: CONSUMIDOR FINAL

NORADA:

-ORIGEM:
38° 46' 03.3N
9° 06' 00.8W SANTA MARIA
DOS OLIVAIS
-DESTINO:
RUA DE SANTA MARTA,
480/3CORAÇÃO DE JESUS

COOPTAXIS
TELEF: 217 932 756
WWW.COOPTAXIS.PT

CAD

EUR

quote. Third party charges may apply.

XE Market Analysis

North American Edition

The dollar has been putting in a bid for the euro and Canadian dollar while the New Zealand dollar, which surged in late 2018, is cutting interest rates following

2019-11-13 21:43 UTC

XE Currency Tools

- Historical Currency Rates

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n.1784/AT
IVA INCLUIDO TAXA 6%

Os dados pessoais
fornecidos/recolhidos
serão processados e
armazenados
informaticamente, de
forma confidencial e ao
abrigo do RGPD,
autorizando o
respectivo titular a sua
utilização pelo(a)
emiteente da presente, no
âmbito da prestação do
serviço ou contrato.
O titular pode exercer
os seus direitos de
consulta, atualização,
retificação, cancelamento
ou limitação de
tratamento dos mesmos
mediante pedido por
escrito dirigido para a
sede social ou endereço
de correio electrónico
do(a)emiteente supra
identificados

... today posting fresh highs versus the
... and Swiss franc, which outperformed
... global stock markets, and the New
... surprised markets by refraining from

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▼ You have

14.68

CAD

● Live mid-market rates

10.07 EUR

1 CAD = 0.68563221 EUR

— Transfer fee 0.10 CAD

☰ You want

10

EUR

16 Last updated: 2019-11-13

[Mid Market Rate](#) is subject to cl

TRANSPORTES FERNANDES & NAZARÉ, LDA.
 Rua Álvares Fagundes, 1-R/C Esq.
 1170-011 LISBOA
 Tlm. 967 075 540
 Contribuinte N.º 500 449 457
 Sociedade p/ Quotas • Capital Social 5.000,00€
 Mat. na Cons. Reg. Com. de Lisboa sob o N.º 500449457

FATURA/RECIBO
 N.º 3463 (C)
SERVIÇO DE TÁXI
 Viatura **63-20-TN**
 Data 25.10.19
 Os serviços prestados foram realizados nesta data

XE Market Analysis

North American Edition

The dollar has been putting in euro and Canadian dollar while most other currencies on a safe

Zealand dollar, which surged by over 1% after the RBNZ surprised markets by refraining from cutting interest rates following its policy ... [Read More](#)

2019-11-13 21:48 UTC

XE Currency Tools

- [Historical Currency Rates](#)

Nome
 Morada Cont. N.º 11
 Serviço de a
 Às Horas
 O Motorista [Signature]
 IVA INCLUÍDO 6%
 Taxímetro
 Suplementos
 Portagens
 Outros
TOTAL € 10.00

GRÁFICA DE SAPADORES - ARTES GRÁFICAS, LDA. - Cons. Reg. Com. Lisboa n.º 58379
 Cons. n.º 501219757 - Autorização Despacho Ministerial 29/1/88 - Tel. 21 862 05 40 - Lisboa

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▼ You have

11.75

🇨🇦 CAD ▼

● Live mid-market rates

8.06 EUR

1 CAD = 0.68566183 EUR

— Transfer fee 0.08 CAD

▬ You want

8

🇪🇺 EUR ▼

38 Last updated: 2019-11-

Mid Market Rate is subject to c

ALBINO SIMÕES & CORTEZ, LDA.
 Contribuinte N.º 500 308 268
 Reg. na Cons. Reg. Com. de Lisboa sob o N.º 40.541
 Soc. por Quotas • Capital Social 15 000 €
 Rua Marquês de Olhão, 55 • 1900-329 LISBOA

FATURA 5
 Nº 9195 C
 Este Documento é Válido Como RECIBO
SERVIÇO DE TÁXI
 Viatura 57 - OA - 54

Nome _____ V/N.º Contrib.

Morada _____

Serviço de _____
para 7

H. _____ M. _____
Data, 27 / 10 /20 19

Taxímetro	8,00 €
Suplementos	€
Outros	€
TOTAL	8,00 €

O Motorista _____
I.V.A. - Incluído à Taxa de 6 %
Os serviços prestados foram realizados nesta Data. (Art. 16 do CIVA, nº 1, Alínea F1)
Comunicado à AT em 11-06-2018
Tipografe D. João V. Lda. - Rua Conde das Armas, 96-B • CAMPOLIDE • LISBOA • C. 500 476 489 • Aut. N.º 73898 de 17-87 • 30 Blocos c/ 2x100 lts. • 08-2018 • num. de 7.501 C e 10.500 C

XE Market Analysis

North American Edition

The dollar has been putting ir euro and Canadian dollar whi most other currencies on a sa Zealand dollar, which surged by over 1% after the RBNZ surprised markets by retraining from cutting interest rates following its policy ... Read More

2019-11-13 21:46 UTC

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- Historical Currency Rates

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⌵ You have
373.55  **CAD** ⌵
⊙ Live mid-market rates
281.85 USD
 1 CAD = 0.75452149 USD
⊖ Transfer fee 2.46 CAD
⊞ You want
280.00  **USD** ⌵
⊙ **SIGN UP**

57 Last updated: 2019-11-13 21:53 UTC

Mid Market Rate is subject to change, register & login for final quote. Third party charges may apply.

XE Market Analysis

North American Edition

The dollar has been putting in a mixed performance so far today posting fresh highs versus the euro and Canadian dollar while losing ground to the yen and Swiss franc, which outperformed most other currencies on a safe-haven bid amid wobbling global stock markets, and the New Zealand dollar, which surged by over 1% after the RBNZ surprised markets by refraining from cutting interest rates following its policy ... [Read More](#)

2019-11-13 21:53 UTC

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