



Accounting Services Division  
Corporate Accounts Payable

## Corporate Business Expense Claim

### Attendance at Conference/ Seminars/ Training, and Business Travel

Conference     Seminar     Training     Business Travel

JAN 23 2020

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** CAD Exchange Rate applied to convert from local currency to CAD = _____ (if applicable)			Invoice Number** DC25/19 EXP/OC22-2019	
Vendor Name** Cheryl Blackman			Vendor Number** 1019693	
Division** EDC	Work Address** 55 John St	Postal Code** M5V 3C6	Invoice Date** (m/d/yyyy) January 20, 2020	
Name and Location of Conference / Seminar / Training / Business Travel** Ontario Museum Association Annual Conference, Brantford Ontario			Payment Amount** \$ 165.00	
Start Date** (m/d/yyyy) Tuesday, October 22, 2019		End Date** (m/d/yyyy) Friday, October 25, 2019		

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **
Registration Fees	4256	AH0047	1570100000	469.00	60.97	529.97
Travel <input type="checkbox"/> Air <input checked="" type="checkbox"/> Train <input type="checkbox"/> Bus	4253 4220	AH0047	1570100000	70.00 100.00	9.10 113.00	79.10 113.00
Baggage Fees / Insurance						
Use of Personal Vehicle Kms X. <input type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.58/km						
Accommodation 3 days @ \$ 127 /day	4252 4210	AH0047	1570100000	392.43 381.00	49.53 60.96	441.96
Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO	2999	AH0047	1570200000	6.57 (0.16+3.35)	11.39	11.39
Ground Transportation (to and from Airport) ie: taxis and car rental DESTINATION *Foreign Transactions- NO TAX*	4254	AH0047	1570100000	10.08	1.31	11.39
Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental *Foreign Transactions- NO TAX*						
Per Diem (See Bus. Expense Policy) 3 days @ \$ 55 / day	4255	AH0047	1570100000	165.00		165.00
Other (Please specify)						
Training	4310					
<b>TOTAL EXPENSES</b>					\$1,227.42	\$1,261.32

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	AH0047	1570100000	12-44644	\$469.00	\$60.97	\$529.97
Air Travel (Train)	4253 4220	AH0047	1570100000	12-49672	70.00 100.00	9.10 113.00	79.10 113.00
Accommodation	4252 4210	AH0047	1570100000	12-57519	392.43 381.00	49.53 60.96	441.96
Grds Transportation (To & Fr. Airport) ON.	2999	AH0047	1570200000	12-219	6.57 (0.16+3.35)	11.39	11.39
Grds Transportation (To & Fr. Airport) Destination	4254	AH0047	1570100000	12-56612	10.08	1.31	11.39
Grds Transportation (local-des. taxi, bus, train, etc.)							
Other (Please specify)							
<b>TOTAL ADVANCES &amp; PREPAYMENT AMOUNT**</b>					\$1,062.42	\$1,096.32	
<b>TOTAL PAYABLE TO INDIVIDUAL / CITY</b>							\$165.00

Employee Name: Cheryl Blackman Director, Museums & Heritage Services	Authorized by: Mike Williams General Manager, Economic Development & Culture
Date: January 20, 2020	Date: _____
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.**

JUL 29 2019

# 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

<b>Name:</b>	Cheryl Blackman		
<b>Division:</b>	Economic Development and Culture		
<b>Work Address:</b>	Metro Hall, 55 John Street, M5V 3C6		
<b>Name of Conference/Seminar/Training:</b>	Ontario Museum Association Conference		
	Within GTA <input type="checkbox"/>	Outside GTA & within Ontario <input checked="" type="checkbox"/>	Outside Ontario/Canada <input type="checkbox"/>
<b>Destination:</b>	Brantford, Ontario		
<b>Start Date:</b>	Tuesday, October 22, 2019	<b>End Date:</b>	Friday, October 25, 2019
<b>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)</b>			
Breakfast included in hotel stay.			
<b>Purpose: Use space provided below for full description</b>			
To attend the Ontario Museum Association's annual conference where I will present my experience and knowledge I obtained from my travel to the Association of African American Museums Association Conference (AAAMC) in Jackson, Mississippi provided by the National Museums of African American History & Culture in partnership with the Ontario Museum Association. Presenting at the OMA conference is part of the terms outlined in the accepting the scholarship to attend the AAAMC.			

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 =	\$ _____	
	1 unit local currency =	\$ _____	
		Foreign Currency*	Canadian\$ (incl. tax)
<b>Registration Fees: (Conference/Seminar/Training)</b>			
Early bird registration \$469+HST			\$529.97
<b>Accommodation: (Standard Single Room)</b>			
Number of Days: <u>2</u> X \$143.51 /day incl. taxes			\$287.02
<b>Travel Method:</b>			
Air <input type="checkbox"/> Train <input checked="" type="checkbox"/> Bus <input type="checkbox"/>			
Personal Vehicle: <u>    </u> km X \$0. <u>    </u> CAD/km			\$79.10
<b>Ground transportation: (including car rental, to/from airports) Specify estimates:</b>			
Taxi to and from train station			\$22.00
<b>Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)</b>			
Number of Days: <u>3</u> X \$55 CAD or USD			\$165.00
<b>Sub-Total Estimated Costs:</b>			\$1,003.09
<b>- Other Business Meeting expenses outside of Conference costs, please specify:</b>			
<b>TOTAL ESTIMATED COST:</b>			\$1,003.09

<b>Cost Centre/ WBS Element to be charged:</b>	AH0047
<b>Functional Area to be charged:</b>	1570200000

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

Signature of Employee: \_\_\_\_\_ (signature) July 24, 2019 (date)

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

Approval for Proposed Expense  
 Division Head or \_\_\_\_\_ (print name) \_\_\_\_\_ (signature) \_\_\_\_\_ (date)  
 Deputy City Manager: \_\_\_\_\_ (print name) \_\_\_\_\_ (signature) \_\_\_\_\_ (date)

City Manager/Mayor: \_\_\_\_\_ (print name) \_\_\_\_\_ (signature) \_\_\_\_\_ (date)

Committee & Report No. (if applicable) \_\_\_\_\_ (date)



ONTARIO MUSEUM  
 ASSOCIATION  
 MUSÉES DE L'ONTARIO

**PAYMENT RECEIPT**

Date: Aug 12, 2019

Re: Cheryl Blackman  
 Metro Hall  
 Toronto, Ontario  
 M5V 3C6  
 Canada

Receipt #: OMA-E-2019-08-001028

**Ontario Museum Association**

Description	Name	Price
OMA Annual Conference 2019: Cheryl Blackman Net[work] Benefit - OMA Member: Full Conference, Early Bird Rate		\$469.00 + 13% HST
	Amount	\$469.00
	13% HST	\$60.97
	<b>Total</b>	<b>\$529.97</b>

Method of Payment: Mastercard

Thank you for your payment!

HST No. R107798522  
 Charitable No. 10779 8522 RR



BALDWIN | TORONTO ONTARIO | HST 111 | CANADA  
 416-348-8672 | 1 844-OMA-8672 | 416-348-0438  
 OMA#MUSEUMONTARIO.CA | MUSEUMONTARIO.CA | OMA# MUSEUMONTARIO.CA

**Tamara Williams**

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**From:** Amy Morton  
**Sent:** September 27, 2019 12:52 PM  
**To:** Tamara Williams  
**Subject:** FW: VIA Rail Itinerary & Receipt | Oct 22, 2019 - Booking Ref: VUN726

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Receipt for pcard log for Cheryl's travel to OMA conference

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**From:** Cheryl Blackman  
**Sent:** September 12, 2019 4:51 PM  
**To:** Amy Morton [REDACTED]  
**Subject:** FW: VIA Rail Itinerary & Receipt | Oct 22, 2019 - Booking Ref: VUN726

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**From:** VIA Rail Canada [mailto:service@viarail.ca]  
**Sent:** September 12, 2019 4:51 PM  
**To:** Cheryl Blackman [REDACTED]  
**Subject:** VIA Rail Itinerary & Receipt | Oct 22, 2019 - Booking Ref: VUN726

**ITINERARY / RECEIPT - NOT VALID FOR TRAVEL**

Thank you for choosing  
VIA Rail Canada .



**BOOKING CONFIRMATION: VUN726**

**CHERYL BLACKMAN**

**IMPORTANT - AN E-BOARDING PASS HAS BEEN ISSUED FOR EACH SEGMENT OF THIS TRIP AND HAS BEEN SENT IN A SEPARATE E-MAIL.** Please bring all e-boarding passes on your trip and review this confirmation carefully as it includes some important information about travelling with us.

**Customers with special service requests**

VIA suggests that all customers with special service requests arrive at VIA stations early for safe and timely access to the correct platform. Please validate VIA station hours as some stations open 30 minutes prior to scheduled train time.

**ITINERARY # 1**

**TRAIN 75 | [Info](#)**

**From:** TORONTO UNION STATION Tue.  
Oct 22, 2019 **Departure:** 17:30

To: **BRANTFORD** Tue. Oct 22, 2019

Arrival: 18:41

Class: Economy

Remarks: Operated by: VIA Rail Canada.

**ITINERARY # 2**

**TRAIN 76** | [info](#)

From: **BRANTFORD** Fri. Oct 25, 2019

Departure: 16:40

To: **TORONTO UNION STATION** Fri. Oct 25, 2019

Arrival: 17:52

Class: Economy

Remarks: Operated by: VIA Rail Canada.

**RECEIPT**

**FARE INFORMATION**

Cheryl Blackman (Adult)			\$70.00
FARE: \$70.00	G.S.T/H.S.T.: \$9.10	P.S.T.: \$0.00	TOTAL: \$79.10

**TAX INFORMATION**

Taxable fare: \$70.00  
G.S.T/H.S.T. number: 105521785RT001

**PAYMENT** ██████████ - AUTHORIZATION # 018946

TRANSACTION DATE: 09/12/2019

<b>ITINERARY</b>	<b>FARE PLAN</b>	<b>REFUND/EXCHANGE CONDITIONS</b>
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Cheryl Blackman (Adult)

TORONTO UNION STATION / BRANTFORD	ECONOMY	<u>Before Departure</u> : Exchangeable and refundable less a \$20.00 plus applicable tax(es) service charge. A fare difference may apply in case of exchange. <u>After Departure</u> : Non-exchangeable and non-refundable.
BRANTFORD / TORONTO UNION STATION	ECONOMY	<u>Before Departure</u> : Exchangeable and refundable less a \$20.00 plus applicable tax(es) service charge. A fare difference may apply in case of exchange. <u>After Departure</u> : Non-exchangeable and non-refundable.

**BAGGAGE ALLOWANCE\***

**Carry-on baggage**

1 PERSONAL ITEM  
Max. 11.5 kg (25lb.)  
Max. 43 x 15 x 33 cm (17 x 6 x 13 in.)

AND

1 LARGE ITEM  
Max. 23 kg (50lb.)  
Max. 158 linear cm (62 li. in.)

OR

2 SMALL ITEMS  
Max. 11.5 kg (25 lb.) each  
Max. 54.5 x 39.5 x 23 cm (21.5 x 15.5 x 9 in.) each

OVERWEIGHT ITEM(S): Items over 23kg (50lb.) are NOT permitted on board.

**ADDITIONAL CARRY-ON ITEM:** 1 item allowed Max 23 kg (50lb.) \$40 (tax included) per direction.

**YOUTHS (12-25): 1 PERSONAL ITEM** Max. 11.5 kg (25lb.) / Max. 43 x 15 x 33 cm (17 x 6 x 13 in.)  
**AND 2 LARGE ITEMS** Max. 23 kg (50 lb.) each / Max. 158 linear cm (62 li. in.) each.

### Checked baggage

No checked baggage service is available on this train. Please comply with the carry-on baggage policy.

\*VIA reserves the right to weigh any and all baggage which may result in applicable allowance fees, as you may be subject to excess charges.

### CONDITIONS OF CONTRACT

1. Your rail ticket is not transferable and is valid only for travel on the train(s) and date(s) shown.
2. For any modification or cancellation, please change or cancel your reservation online as soon as possible prior to the scheduled departure of your train (subject to the conditions of your fare plan.)
3. For operational reasons, VIA Rail reserves the right to restrict platform access five (5) minutes before your scheduled departure.
4. Times shown are not guaranteed. If necessary, VIA Rail may cancel a train or substitute alternate transportation without notice.
5. To ensure all passengers' safety, VIA Rail reserves the right to inspect all baggage.
6. You are responsible at all times for your carry-on baggage. VIA Rail assumes a limited liability for loss or damage to checked baggage. Ask VIA Rail personnel for more details.

### NOTICE OF LIABILITY LIMITATION FOR DELAYS AND CANCELLED TRAINS

Although VIA Rail will use all reasonable efforts to carry the passenger and its property in accordance with the contract of carriage, timetables, schedules and other representations regarding trip time are approximate and provided for information purposes only. Times shown in timetables or elsewhere do not bind VIA Rail and form no part of the contract of carriage.

Schedules are subject to change without notice. VIA Rail may cancel a train or substitute alternate transportation without notice.

VIA Rail specifically disclaims liability for any inconvenience, expense, or damages, lost profits, loss business or otherwise, resulting from errors in its timetables, schedules and other representations regarding timing or resulting from delayed or cancelled trains either caused by the fault of VIA Rail, third parties, passengers or by unforeseen circumstances. No responsibility for damages caused by delays, cancellations or alternate transportation substitution, such as damages resulting from passenger's purpose of travel or personal schedule at arrival, will be assumed by VIA Rail.

### Seat Assignment

#### SEAT ASSIGNMENT

Seats are automatically assigned when purchasing tickets, but can be changed by calling the VIA Customer Centre at 1-888-842-7245 or by emailing [service@viarail.ca](mailto:service@viarail.ca). Please note that seat assignment is not available on all trains, and is subject to change without notice due to equipment changes or other operational issues.

#### Other Useful Information (links)

- [Seat Assignment in Economy Class](#)
- [VIA's baggage policy](#)
- [VIA Terms and Conditions](#)

## Customer Support

- For assistance or queries regarding your train booking, please contact VIA Rail for help at [service@viarail.ca](mailto:service@viarail.ca)

### How to modify a booking online?

- You can modify your booking online if you have not yet exchanged this booking confirmation for a paper ticket.
- Go to [reservia.viarail.ca/changebooking/requestchange.aspx?l=en](http://reservia.viarail.ca/changebooking/requestchange.aspx?l=en)
- Follow the instructions
- [Ticket Exchange Conditions](#)

### Risk Free Booking

- Fully refundable prior to paper ticket issuance if cancelled online within 24 hours of initial booking and before scheduled train departure, whichever comes first.

### How to cancel a booking online?

- You can cancel your booking online if you have not yet exchanged this booking confirmation for a paper ticket.
- Go to [reservia.viarail.ca/cancellation/request.aspx?l=en](http://reservia.viarail.ca/cancellation/request.aspx?l=en)
- Follow the instructions

### How to get a refund if paper tickets have already been issued?

- Call 1 888 VIA-RAIL (842-7245) to cancel your booking
- Then go to a VIA station with your unused ticket (including the "Receipt" portion) and the credit card used to purchase your ticket, to obtain your refund.

**Best Western Brantford Hotel**

**& Conference Centre**  
 19 Holiday Drive  
 Brantford, ON N3R 7J4

(519) 753-8651

reservations@bestwesternbrantford.com

www.bestwesternbrantford.com

HST#886987619RT0001

09/12/19 03:37 pm

**Discount:** In House Group  
**Guarantee/Cxl:** GTD/24H  
**Registered To:** Blackman, Sheryl  
 CANADA  
**Room #:** \_\_\_\_\_  
**Conf #:** 103525  
**Arrival:** 10/22/19  
**Departure:** 10/25/19  
**Group:** OMA Conference  
**Room Type:** DDN-2 Doubles  
**Guests:** 1 / 0  
**Payment Account:** Visa/Master  
 XXXX-XXXX-XXXX-XXXX

Guest Initials: \_\_\_\_\_

Reservation & Rate Information				Avg Daily Rate: \$127.00			
Date	Tue 10/22/19	Wed 10/23/19	Thu 10/24/19	EXTENDED DATES			
Rate	\$127.00	\$127.00	\$127.00				
Tax	20.32	20.32	20.32				
Pkg							
Extra 1							
Extra 2							

Thank you for choosing Best Western Brantford Hotel & Conference Centre. We are confirming your reservation for the above listed dates. Your room will be held for your arrival and will be charged if you fail to arrive. If you would like to cancel without a charge, you must do so by 4:00 pm the day prior to your arrival. Check-in anytime after 3:00 pm. Please let us know if there are any special requests you may have.

We look forward to welcoming you!

Each Best Western® branded hotel is independently owned and operated.



**Tamara Williams**

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**From:** Cheryl Blackman  
**Sent:** November 7, 2019 5:57 PM  
**To:** Tamara Williams  
**Subject:** Fwd: Your Tuesday evening trip with Uber

FYI

Cheryl

Sent from my iPhone

Begin forwarded message:

**From:** Uber Receipts <uber.canada@uber.com>  
**Date:** October 22, 2019 at 6:55:08 PM EDT  
**To:** Cheryl Blackman [REDACTED]  
**Subject:** Your Tuesday evening trip with Uber

**Uber**

Total: CA\$11.39  
Tue, Oct 22, 2019

**Thanks for riding, Cheryl**

We hope you enjoyed your ride  
this evening.



**Total**

**CA\$11.39**

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Trip Fare

CA\$6.57

Subtotal	CA\$6.57
HST	CA\$1.31
Wait Time 	CA\$0.16
Tolls, Surcharges, and Fees 	CA\$3.35

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 \*\*\*\*  Switch CA\$11.39

A temporary hold of CA\$11.21 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 Jatinder Dhami



Has passed Uber Multi-Step Safety Screen

4.87 ★ Rating

Jatinder is known for:  
Excellent Service

How was your ride?

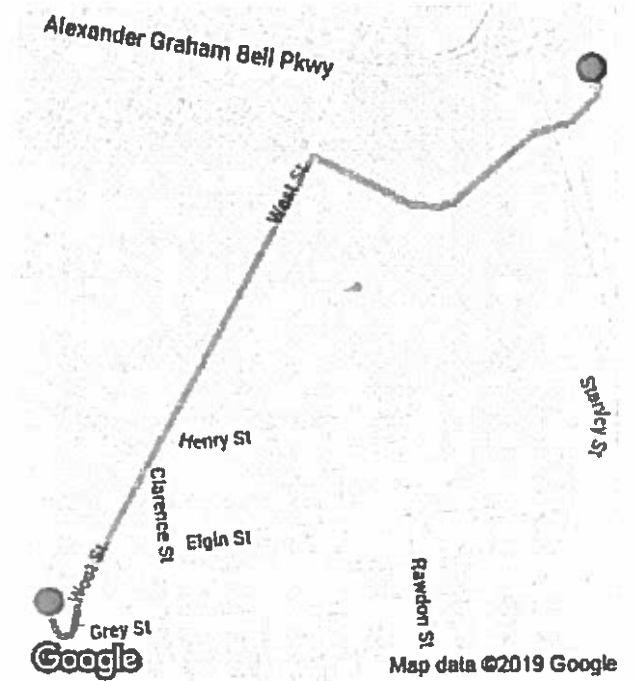
[Rate Or Tip](#)

Your driver was licensed by None (licence number: None). In the event that you have any issue with the service you received, please let us know via the Help option in your app, or via [help.uber.com](http://help.uber.com). In the event that you have a formal complaint, you should also consider contacting None and, if relevant, the police.



Every rideshare trip in Kitchener-Waterloo is insured for a covered auto accident by Intact. Learn more.

- 06:46pm  
5 Wadsworth St, Brantford,  
ON N3T 3V5, Canada
- 06:54pm  
19 Holiday Dr, Brantford, ON  
N3R 7J4, Canada



Invite your friends and family.

Get \$5 off your next ride when you refer a friend to try Uber. Share code: cherylb13784ui

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Meiblaan 7  
1097 DP Amsterdam

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