

2019 Accruals



Corporate Business Expense Claim
Attendance at Conference/ Seminars/ Training, and
Business Travel

Accounting Services Division
 Corporate Accounts Payable

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 = 1 USD 1.33 CAD (if applicable) Invoice Number**
 EXP/NO03-NO08/19
 Vendor Name**
 Paul Pirri Vendor Number** 1020595
 1010978
 Division** Work Address** Postal Code** Invoice Date** (m/d/yyyy)
 EDC 100 Queen St. W 9th Floor East Tower Toronto M5H 2N2 December 31, 2019
 Name and Location of Conference / Seminar / Training / Business Travel** Payment Amount**
 Web Summit - Collision Attraction \$0.00
 Start Date** (m/d/yyyy) End Date** (m/d/yyyy)
 11/02/2019 (Sunday) 11/08/2019 (Friday)

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **
Registration Fees						N/A
Travel <input checked="" type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus	4215	ED0059	154000000	\$1,036.34	\$3.25	\$1,039.59
Baggage						N/A
Use of Personal Vehicle Kms X <input type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.54/km						N/A
Accommodation 5 days @ \$-222.54/day plus hotel taxes	4210	ED015+ ⁰⁵⁹	154000000	\$1,209.37		\$1,209.37
Ground Transportation (to and from Airport) ie: taxis and car rental TORONTO	4220	ED015+ ⁰⁵⁹	154000000	\$30.35	\$3.95	\$34.30
Ground Transportation (to and from Airport) ie: taxis and car rental DESTINATION *Foreign Transactions- NO TAX*	4220	ED015+ ⁰⁵⁹	154000000	EUR 8.45		\$12.73
Ground Transportation (DESTINATION- ie: taxis, bus, subway & car rental *Foreign Transactions- NO TAX*	4230	ED015+ ⁰⁵⁹	154000000	EUR 74.89		99.91 \$105.43
Per Diem (See Bus. Expense Policy) 6 days @ \$ 65.00 USD / day	4230	ED015+ ⁰⁵⁹	154000000	USD 390.00		514.80 \$518.70
Other (Please specify)						N/A
TOTAL EXPENSES						\$2,910.70

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:							N/A
Air Travel: P.Pirri (Sept. Pcard)	4215	ED0059	154000000		\$1,036.34	\$3.25	\$1,039.59
Accommodation: P.Pirri (Sept/Nov Pcard)	4210	ED0059	154000000		\$1,209.37		\$1,209.37
Grds Transportation (To & Fr. Airport) ON.: P.Pirri (Nov Pcard)	4220	ED0059	154000000		\$30.35	\$3.95	\$34.30
Grds Transportation (To & Fr. Airport) Destination: P.Pirri (Oct Pcard)	4220	ED0059	154000000		EUR 8.45		\$12.73
Grds Transportation (local-des. taxi, bus, train, etc.) P.Pirri (Oct/Nov Pcard)	4230	ED0059	154000000		EUR 74.89		99.91 \$105.43
Other (Please specify): Per diem, paid	4230	ED0059	154000000		USD 390.00		514.80 \$518.70
TOTAL ADVANCES & PREPAYMENT AMOUNT**							\$2,910.70

TOTAL PAYABLE TO INDIVIDUAL / CITY \$0.00

Employee Name:	<u>Paul Pirri</u>	Authorized by:	<u>Sunil Johal</u>
Title:	<u>Entrepreneurship Services A/Manager</u>	Title:	<u>BGS Director</u>
Date:	<u>January 9, 2020</u>	Date:	<u>January 9, 2020</u>
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.**

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:	Paul Pirri		
Division:	Economic Development and Culture		
Work Address:	City Hall - 100 Queen Street West, 9th Floor East Tower		
Name of Conference/Seminar/Training:	Web Summit - Collision Attraction		
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, November 3rd, 2019	End Date:	Friday, November 8th, 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 will be provided.			
Purpose: Use space provided below for full description			
The City of Toronto is leading a pan-Canada mission to Web Summit in Lisbon, Portugal focused on three areas:			
1) Promote Toronto and Canada as the home for Collision (Web Summit's sister event in North America) in 2020 and engage the Web Summit audience to attend.			
2) Engage in foreign direct investment opportunities with companies at Web Summit.			
3) Promote export development for Toronto and Canadian companies with other businesses at Web Summit.			
Chris is leading the organization of the pan-Canada delegation and is the lead on promoting Collision's presence in Toronto in 2020.			
ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)			
*Use Exchange rate(s):	1 unit local currency =	\$1 EURO	CAD \$1.50
	1 unit local currency =	\$1 USD	CAD \$1.31
	1 unit local currency =	\$	
Registration Fees: (Conference/Seminar/Training)		N/A	N/A
Accommodation: (Standard Single Room)			
Number of Days: 5	X	\$145.00 /day incl. taxes	\$1,434.59
Travel Method:			
Air <input checked="" type="checkbox"/>	Train <input type="checkbox"/>	Bus <input type="checkbox"/>	
Personal Vehicle: km	X	\$0. CAD/km	\$950.00
Ground transportation: (including car rental, to/from airports) Specify estimates: to/from home to airport & to/from airport to hotel		N/A	\$200.00
Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)			
Number of Days: 6	X	\$65.00 CAD or USD	\$390.00 (USD)
Sub-Total Estimated Costs:			\$3,096
- Other Business Meeting expenses outside of Conference costs, please specify:			
TOTAL ESTIMATED COST:			\$3,096.40

Cost Centre/ WBS Element to be charged:	ED0059
Functional Area to be charged:	154040000

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

Signature of Employee:

[Redacted Signature]

08/22/19

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

Approval for Proposed Expense

Division Head or Mike Williams
(print name)

Deputy City Manager: Giuliana Carbone
(print name)

City Manager/Mayor: Chris Murray
(print name)

Committee & Report No. (if applicable)

[Redacted Signature]

Aug 22/19
AUG 23 2019

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.
Please bring your itinerary-receipt to the airport.

Main Contact Information

Booking reference: **PMLBUE**

Name: **Mr Paul Pirri**
E-mail: [REDACTED]
Payment: **CC CAXXXXXXXXXXXXXX** [REDACTED]

Customer Care
Air Canada Reservations
1-888-247-2262
Air Canada Flight Information
1-888-422-7533
[International Reservations](#)
Alert me of flight changes
[Flight notification](#)

Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC1916	Toronto Pearson (YYZ)	Lisbon (LIS)	763	Economy (S)	Confirmed
<i>Operated by:</i>	Sat 02-Nov-2019	Sun 03-Nov-2019			
<i>Air Canada route</i>	23:55 - TERMINAL T1	11:15 - TERMINAL 1			
Seat number(s) requested:	15C				
AC1917	Lisbon (LIS)	Toronto Pearson (YYZ)	763	Economy (K)	Confirmed
<i>Operated by:</i>	Tue 12-Nov-2019	Tue 12-Nov-2019			
<i>Air Canada route</i>	12:55 - TERMINAL 1	16:15 - TERMINAL T1			
Seat number(s) requested:	28C				

Passenger Information

Passenger: 1 Mr Paul Pirri
 Ticket number: 014 2118 836406

Purchase Summary

Passenger: 1 Ticket number 014 2118 836406

Date of issue	06 Sept 2019
Fare Amount in Canadian dollars:	434.00
<i>(including navigational & other charges)</i>	
Taxes, Fees & Charges	
Air Travellers Security Charge (CA)	25.91
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001) (RC)	3.25
Combined Taxes *see fare calculation below (XT)	576.43
Total Fare in Canadian dollars:	1,039.59
Options	
Preferred Seat In Canadian dollars	100.00
Preferred Seat In Canadian dollars	100.00
Ticket particularities:	
FARE RESTRICTION MAY APPL	
-BG:AC	
*Fare calculation:	
02NOV19YTO AC LIS Q11.32R248.74AC YTO Q11.32R56.24NUC327.62	
END ROE1.324650 XT510.00YQ25.00SQ11.92PT29.51YP	
Canadian tax registration numbers:	
XG Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	
RC Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	
XQ Canada Quebec Sales Tax (QST #1000-043-172 TQ1991)	

Fare Rules Summary

- Air Canada will cancel any purchased ticket and provide a full refund without penalty up to 24 hours after purchase. Beyond 24 hours, voluntary changes to your itinerary may require the payment of additional fees and fare upgrades. If you are travelling on a non-refundable ticket, we won't be able to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable.
- Seat selection charges are per passenger and apply to each individual one-way flight segment in your itinerary. Flight segments are identified by a change in flight number, with each new flight number representing a flight segment. Taxes are not included.

Seat Assignment and Flight Confirmation

- Please note that you may be moved from your selected seat without notice in the event of an involuntary schedule or airport change (e.g. flight disruption, cancellation), to accommodate a passenger with a disability, to ensure a child is seated with a parent, guardian or tutor, or for any other reason that requires Air Canada to move you prior to departure or during the flight. If you are moved from your seat for one of these reasons, you may request a refund for your seat charges. We invite you to read additional [terms and conditions](#) related to seat selection.



Receipt for Itinerary #7481328725482

Nov 3, 2019 - Nov 8, 2019

Booked Items

Hotel: Jupiter Lisboa Hotel

Avenida da Republica, 46, Lisbon1050-195

Check-in: 03/11/2019 | Check-out: 08/11/2019, 1 room | 5 nights

Traveller Information

Paul Pirri

Room 1: Standard Double or Twin Room

Cost Summary

Booked Date: Oct 3, 2019

Room Price	CA \$1,179.46
5 nights	CA \$222.54 avg./night
Sun., Nov. 3	CA \$149.62
Mon., Nov. 4	CA \$262.77
Tue., Nov. 5	CA \$262.77
Wed., Nov. 6	CA \$250.20
Thu., Nov. 7	CA \$187.33

Taxes & Fees **CA\$66.77**

Total: CA \$1,179.46
Collected by Expedia

Paid: CA \$1,179.46
All prices quoted in CAD.

Paul Pirri

From: Expedia.ca <Expedia@ca.expediamail.com>
Sent: October 3, 2019 4:00 PM
To: Paul Pirri
Subject: Expedia travel confirmation - Sun., 3 Nov. - (Itinerary # 7481328725482)

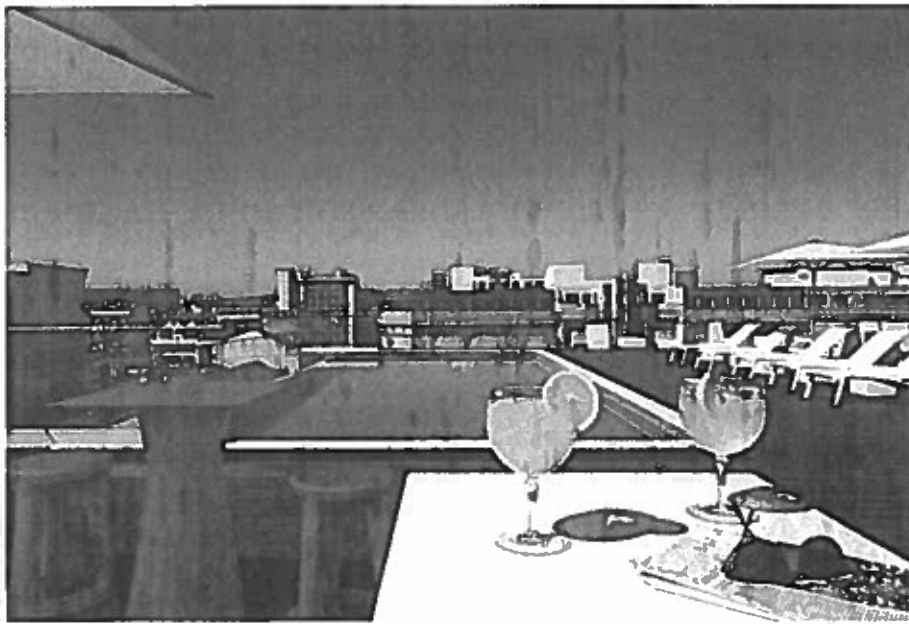


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Thank you, Traveler! Your hotel booking is confirmed.

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Jupiter Lisboa Hotel
Avenida da Republica, 46, Lisbon, 1050-195 Portugal

Check-in
Sun., 3 Nov.
Check-in time starts at 3 PM

Check-out
Fri., 8 Nov.
noon

Room Details

Room 1
Standard Double or Twin Room
Free Wireless Internet

Reserved for
Paul Pirri
2 adults

Special requests*
2 Twin Beds
Non-smoking room

*All special requests (such as in-room amenities, bed type, and smoking preference) are shared with the hotel, but requests are not guaranteed and may incur additional charges. We recommend you confirm them directly with the hotel before travel

Manage Booking
Change or cancel

Pricing Summary

Room 1 Price	C\$1,179.46
Sun., 3 Nov.	C\$149.62
Mon., 4 Nov.	C\$262.77
Tue., 5 Nov.	C\$262.77
Wed., 6 Nov.	C\$250.20
Thu., 7 Nov.	C\$187.33
Taxes	C\$66.77

AUTOCORPE COOP
TAXIS LISBOA CRM
LTS00A
Ident: (PA-00766824
2019 11 01 12 44 48
Per 079 Tr 002 4 998
MASTERCARD
PERRI/PAUL

CARTAO
COMPRA 16,90 €
ID ESTAB 3002634
AUT 023612 MC C C NE

REDUZIR
INOVACAO E CONFIANCA
CÓPIA CLIENTE
PROCESSADO POR NTE

CND = 25.47
/ 2
= 12.73

CARRIS WEB SIMMIT

TENDA A VERM
Ident. TPA 01140438
2010 11-03 12 20 50
Par:0M Tr 082 H 200
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PIRHI/PAUL

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Mastercard
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Id Estab 0003082726
AUT 021006 MC C E ME

REDUZIRE
INVACAO F CONFIANCA
COPIA CLIENTE
PROCESSADO POR STBS

CND = \$ 90.43

2 = \$ 45.21

UBER

Travel Report for ██████████
Week of Monday, November 4 2019

€44.04

7

Monday, November 4 at 10:34 AM



ORIGIN
Av. República 48, 1000 Lisboa, Portugal

DESTINATION
Rua do Crilo 105, 1950-143 Lisboa, Portugal

CAR TYPE
UberX

EXPENSE CODE

CAPTURED BY

Trip Total
€7.64

Tuesday, November 5 at 10:17 PM



ORIGIN
Av. República 48, 1000 Lisboa, Portugal

DESTINATION
Alameda dos Oceanos 39, 1990-203 Lisboa, Portugal

CAR TYPE
UberX

EXPENSE CODE

CAPTURED BY

Trip Total
€7.58

Tuesday, November 5 at 8:38 PM



ORIGIN
R. das Musas 27, 1990-074 Lisboa, Portugal

DESTINATION
R. Rodrigo da Fonseca 18, 1070-051 Lisboa, Portugal

CAR TYPE
UberX

EXPENSE CODE

CAPTURED BY

Trip Total
€11.63

Tuesday, November 5 at 10:54 PM



ORIGIN
R. Rodrigo da Fonseca 18, 1070-051 Lisboa, Portugal

DESTINATION
Av. da República 105, 1950-195 Lisboa, Portugal

CAR TYPE
UberX

EXPENSE CODE

CAPTURED BY

Trip Total
€3.55

UBER

Travel Report for [REDACTED]
Business
Week of Monday, November 4 2019

€44.04

7

Monday, November 4 at 10:34 AM

ORIGIN: Av. República 46, 1050-195 Lisboa, Portugal

DESTINATION: R. da Amélia 105, 1050-195 Lisboa, Portugal

CAR TYPE: UberX

TRIP TOTAL: €7.64

Tuesday, November 5 at 6:27 PM

ORIGIN: Av. República 46, 1000 Lisboa, Portugal

DESTINATION: A.ameda dos Oceanos 39, 1990-203 Lisboa, Portugal

CAR TYPE: UberX

EXPENSE CODE

EXPENSE NEMO

TRIP TOTAL
€7.58

Tuesday, November 5 at 8:38 PM

ORIGIN: R. das Musas 27, 1990-074 Lisboa, Portugal

DESTINATION: R. Rodrigo da Fonseca 88, 1070-051 Lisboa, Portugal

CAR TYPE: UberX

EXPENSE CODE

EXPENSE NEMO

TRIP TOTAL
€11.63

CND = \$17.46
/2 = 8.73

Tuesday, November 5 at 10:54 PM

ORIGIN: R. Rodrigo da Fonseca 88, 1070-051 Lisboa, Portugal

DESTINATION: Av. da República 46, 1050-195 Lisboa, Portugal

CAR TYPE: UberX

EXPENSE CODE

EXPENSE NEMO

TRIP TOTAL
€3.55

CND = \$5.33
/2 = 2.66

Wednesday, November 6 at 7:12 PM

S



ORIGIN
Av. da República 46, 1050-195 Lisboa, Portugal

DESTINATION
R. das Gáveas 7, 1200-208 Lisboa, Portugal

CAR TYPE
UberX

EXPENSE CODE

EXPENSE METHOD

TOTAL
€6.32

Wednesday, November 6 at 9:10 PM

Y



ORIGIN
Rua Misericórdia 14, C.C. Espaço Chiado Loja 3, 1200-273 Lisboa, Portugal

DESTINATION
1250 001 Lisbon, Portugal

CAR TYPE
UberX

EXPENSE CODE

EXPENSE METHOD

TOTAL
€2.50

Thursday, November 7 at 12:06 AM

G



ORIGIN
Largo da Trindade 1, 1200-235 Lisboa, Portugal

DESTINATION
Av. República 46, 1000 Lisboa, Portugal

CAR TYPE
UberX

EXPENSE CODE

EXPENSE METHOD

TOTAL
€4.82

Paul Pirri

From: Uber Receipts <uber.canada@uber.com>
Sent: November 2, 2019 9:18 PM
To: Paul Pirri
Subject: [Business] Your Saturday evening trip with Uber

Uber

Total: CA\$34.30
Sat, Nov 02, 2019

Thanks for riding, Paul

We hope you enjoyed your ride this evening.



Total CA\$34.30

Trip Fare	CA\$23.60
Subtotal	CA\$23.60
HST	CA\$3.95
Tolls, Surcharges, and Fees ⓘ	CA\$6.75

Amount Charged

  Switch CA\$34.30

GST Registration Number 792944936RT0001

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

You rode with Mahad



✓

Has passed Uber Multi-Step Safety Screen

4.94★ Rating

Mahad is known for:
Excellent Service

How was your ride?

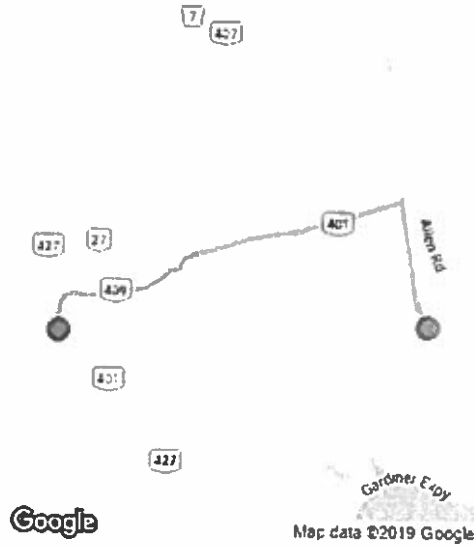
Rate Or Tip



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

08:54pm
[REDACTED]

09:17pm
21 N Star Rd, Mississauga, ON
L4W 1S9, Canada



Invite your friends and family.
Get €5 off your next ride when you refer a friend to try
Uber. Share code: paulp24303ue

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Uber

Total

C\$1,179.46

Collected by Expedia at checkout

Unless specified otherwise, rates are quoted in Canadian dollars.

VIEW RECEIPT

Additional hotel fees

These fees and deposits only apply if they are not included in your selected room rate.

You'll be asked to pay the following charges at the property:

- A tax is imposed by the city: EUR 2.00 per person, per-night, up to 7 nights. This tax does not apply to children under 14 years of age.

We have included all charges provided to us by the property. However, charges can vary, for example, based on length of stay or the room you book.

The price DOES NOT include any applicable hotel service fees, charges for optional incidentals (such as minibar snacks or telephone calls), or regulatory surcharges. The hotel will assess these fees, charges, and surcharges upon check-out.

Rules and restrictions

For rules and restrictions please view your [full itinerary](#).

Cancellations and changes

We understand that sometimes plans fall through. We do not charge a cancel or change fee. When the property charges such fees in accordance with its own policies, the cost will be passed on to you. Jupiter Lisboa Hotel charges the following cancellation and change fees.

The room/unit type and rate selected are non-refundable. Should you change or cancel this reservation for any reason, your payment will not be refunded.

No refunds will be issued for late check-in or early check-out.

Stay extensions require a new reservation.

Pricing

Your credit card is charged the total cost at time of purchase. Prices and room/unit availability are not guaranteed until full payment is received.

Some properties request that we wait to submit guest names until 7 days prior to check in.