



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/0C01-0C03/19
Vendor Name** Konrad Skorupa			Vendor Number** 1016799
Division** EDC	Work Address** 100 Queen Street East	Postal Code** M5H2N2	Invoice Date** (m/d/yyyy) October 8, 2019
Name and Location of Conference / Seminar / Training / Business Travel** 2019 Creative City Summit			Payment Amount** \$ 1,590.54
Start Date** (m/d/yyyy) Monday, September 30, 2019		End Date** (m/d/yyyy) Thursday, October 3, 2019	

Description	GL Account	Cost Centre/ WBS Element/ Internal Order	Functional Area	Net Amount	HST	Total Including Taxes
Registration Fees	4256	AH0035	1560400000	729.39	0	\$ 729.39
Travel <input checked="" type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus Baggage Fees / Insurance	4253	A110035	1560400000	600.86	69.62	\$ 670.48
Use of Personal Vehicle Kms X <input type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.58/km						\$ -
Accommodation 3 days @ \$ 277.52 /day	4252	AH0035	1560400000	652.71	29.85	\$ 682.56
Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO	4254					\$ 42.50
Ground Transportation (to and from Airport) ie: taxis and car rental DESTINATION *Foreign Transactions- NO TAX*	4254	AH0035	1560400000	46.48	2.02	\$ 48.50
Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental *Foreign Transactions- NO TAX*						\$ -
Per Diem (See Bus. Expense Policy) 3 days @ \$ 65 / day	4255	AH0035	1560400000	195.00		\$ 195.00
Other (Please specify)						\$ -
Training						\$ -
TOTAL EXPENSES						\$2,319.93

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	AH0035	1560400000	19-71283	729.39		729.39
Accommodation							
TOTAL ADVANCES & PREPAYMENT AMOUNT**							729.39
TOTAL PAYABLE TO INDIVIDUAL CITY							\$1,590.54

Employee Name: Konrad Skorupa	Authorized by: Patrick Tobin
Title: Cultural Development Officer	Title: Director, Arts and Culture, Economic Development and Culture
Date: October 8, 2019	Date: October 8, 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:	Konrad Skorupa		
Division:	Economic Development and Culture		
Work Address:	100 Queen Street West		
Name of Conference/Seminar/Training:	The 2019 Creative City Network Summit in Saskatoon - Growing the Creative		
	Within GTA <input type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input checked="" type="checkbox"/>
Destination:	Saskatoon, Saskatchewan		
Start Date:	01-Oct	End Date:	03-Oct-19
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)			
Yes, each day, breakfast, lunch and dinner are included as part of the three day summit.			
Purpose: Use space provided below for full description			
The annual Creative City Network of Canada Summit, entitled Growing the Creative Cultural Economy for the 21st Century, is a great opportunity to learn and network with municipal cultural peers from across Canada on issues relating to municipal cultural policy, space and grants. The three days of programming includes a keynote session, Peer-to-Peer presentations and study tours. This year's summit will be held in Saskatoon, SK, Canada from October 1 to October 3, 2019.			
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)	\$650 + \$34 65 (Eventbrite Fee)		684 65
Accommodation: (Standard Single Room)	Number of Days	3 X \$ _____ /day incl. taxes	682 55
Travel Method:	Air <input checked="" type="checkbox"/>	Train <input type="checkbox"/>	Bus <input type="checkbox"/>
Personal Vehicle:	_____ km	X \$0 _____ CAD/km	559 16
Ground transportation: (including car rental, to/from airports) Specify estimates	* To and from Airport in Saskatoon *		* 90
Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)	Number of Days	_____ X \$ _____ CAD or USD	N/A
Sub-Total Estimated Costs:			2,016.36
- Other Business Meeting expenses outside of Conference costs, please specify: As a CCNC Board Member, I will be attending a late dinner for - Board, Staff, and some of our Summit Planning Committee during the conference.			60
TOTAL ESTIMATED COST:			\$2,076.36
Cost Centre/ WBS Element to be charged:	AH0035		
Functional Area to be charged:	156040000		

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

Signature of Employee: _____

(signature)

April 10/19
(date)

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

Approval for Proposed Expense

Division Head or Mike Williams
(print name)

APR 12 2019
(date)

Deputy City Manager: _____
(print name)

(signature)

(date)

City Manager/Mayor: _____
(signature)

(date)

Committee & Report No. (if applicable)

REPORT ON CONFERENCE

Employee Name: Konrad Skorupa
Division: Economic Development & Culture
Date Submitted: Friday, October 4, 2019

Name of Conference: Creative City Summit
Location: Saskatoon, Saskatchewan
Date(s) Attended: Monday, September 30 to Thursday, October 3, 2019

Personal Development:

I was able to learn from other municipalities the best practise on cultural development when dealing with grants, space and cultural policy. Specifically, the ways in which municipalities are incorporating best practices to increase the support for the Indigenous community.

Networking:

The Summit is designed to be more intimate and interactive to provide practitioners with a platform to exchange ideas and learn from their peers. I connected with representatives from other municipalities, arts organizations, provincial and federal government agencies and others can meet to share ideas, connect, and work together to build vital infrastructure for arts and cultural development in Canada.

City Benefits (including financial benefits):

As a result of the conference, The Economic Development and Culture division is in a better position to develop policies and strategies that grow the creative, cultural economies.

** A continental breakfast and lunch was included on first day. Nothing else.

Employee's signature: _____ Date: Oct 7/19

Approved by (please print): **Mike Williams**
Division Head or Designate

Signature: _____ Date: Oct 10/19

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

eventbrite

Order #940110056

2019 Creative City Summit - Saskatoon, SK



Member - Early Bird CA\$684.65

The Delta Hotels by Marriott Bessborough, 601 Spadina Crescent E, Saskatoon, SK S7K 3G8, Canada

Tuesday, October 1, 2019 at 7:30 AM - Thursday, October 3, 2019 at 4:00 PM (CST)

Eventbrite Completed

Eventbrite logo

Order #940110056. Ordered by Konrad Skorupa on April 25, 2019 11:30 AM

Konrad Skorupa



9401100561187029044001

Event Information:

Please print and bring your order confirmation to Saskatoon. For Summit Travel discount, please visit: <https://www.creativecity.ca/network-activities/creative-city-summits/2019-summit#summit-travel-discount>

All requests for refunds must be made through Eventbrite:

Before July 15, 2019 - full refund
Before August 30, 2019 - \$100 administration fee
After August 30, 2019 - no refunds

Registration Information:

Include my name on the delegate list made available to attendees?
Yes

Do you organize events?

Start selling in minutes with Eventbrite!
www.eventbrite.ca



Scotiabank Gold Amex Card - [REDACTED]

Overview

Credit limit: \$ [REDACTED] Balance owing: \$ [REDACTED] Pending transaction: \$ [REDACTED] Available credit: \$ [REDACTED]

Last statement balance: \$ [REDACTED] Payment due date: [REDACTED]
Last payment: [REDACTED] Minimum payment due: [REDACTED]
Creditor insurance: [REDACTED] Overdue payment: \$0.00
Statement delivery: [REDACTED] Overtime amount: \$0.00
Total payment due: [REDACTED]

Your Rewards

Scotia Rewards

Total points: [REDACTED]

Redeem your points now



Quick tip

Did you know you can redeem your points for a credit to your account? Just go to Scotia Rewards and click "Redeem Now".



Turn on Scotia InfoAlerts and we'll keep you up-to-date on your bank account activity.

Turn on Scotia InfoAlerts

Pending Transactions

Table with 4 columns: Date, Transaction description, Debits\$, Credits\$. Rows include EVENTBRITE CAD, EVENTBRITE, and TICKETGUARDIAN transactions from Apr. 25, 2019.

Posted Transactions

Cards: All cards Filter by: Current and Last Statement Periods



Saskatoon

Sep 30, 2019 - Oct 3, 2019 | Itinerary # 7471641097559

Important Information

- We combined two one-way tickets to get you the best deal on this flight. If you need to make changes or cancel, you'll need to do it twice-once for each one-way ticket.
- Remember to bring your itinerary and government-issued photo ID for airport check-in and security.

Total Price

Toronto to Saskatoon CA \$341.40

Saskatoon to Toronto CA \$263.68

Total Price CA \$605.08

All prices include taxes & fees and are quoted in Canadian dollars. Your two one-way fares may be processed through multiple transactions.

Toronto (YYZ) → Saskatoon (YXE)

Sep 30, 2019 - Sep 30, 2019 , 1 one way ticket

COMPLETED

Air Canada

MR2D8E

We hope you had a great trip. Thank you for choosing Expedia for your travel reservations.

Price Summary

Traveller 1: Adult	CA \$341.40
Flight	CA \$270.00
Taxes & Fees	CA \$71.40
Total:	CA \$341.40

All prices quoted in Canadian dollars.

Traveller Information

KONRAD SKORUPA No frequent flyer details provided Ticket # 0149460058723
 Adult

* Seat assignments, special meals, frequent flyer point awards and special assistance requests should be confirmed directly with the airline.

Sep 30, 2019 - Departure Nonstop Total travel time: 3 h 30 m

	Toronto	Saskatoon	3 h 30 m 2,214 km
<small>W AIR CANADA</small>	YYZ 7:40 am Terminal 1 Air Canada 1539 Economy (T) Confirm seats with the airline*	YXE 9:10 am	

Airline Rules & Regulations

- We understand that sometimes plans change. We do not charge a

Additional Flight Services

- The airline may charge additional fees for checked baggage or other optional services.
 - Additional fees for your flight to Saskatoon

cancel or change fee. When the airline charges such fees in accordance with its own policies, the cost will be passed on to you.

- Tickets are non-refundable, non-transferable and name changes are not allowed.
- Please read the complete penalty rules for changes and cancellations applicable to this fare.
- Please read important information regarding airline liability limitations .
- For residents of Québec, prices include a contribution to the Indemnity Fund of C\$1.00 per C\$1,000 of travel services purchased.

Saskatoon (YXE) → Toronto (YYZ)

Oct 3, 2019 - Oct 3, 2019 , 1 one way ticket

COMPLETED

Air Canada

MR2B6I

We hope you had a great trip. Thank you for choosing Expedia for your travel reservations.

Traveller Information

KONRAD SKORUPA Adult	No frequent flyer details provided	Ticket # 0149460058724
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* Seat assignments, special meals, frequent flyer point awards and special assistance requests should be confirmed directly with the airline.

Oct 3, 2019 - Departure Nonstop

Total travel time: 3 h 17 m

Web Fare

	Saskatoon	Toronto	3 h 10 m
			2,214 km
	YXE 1:11 pm	YYZ 6:28 pm	
		Terminal 1	
	Air Canada 1124		
	Economy (L) Confirm seats with the airline*		

Price Summary

Traveller 1: Adult	CA \$263.68
Flight	CA \$224.00
Taxes & Fees	CA \$39.68
Total: CA \$263.68	

All prices quoted in Canadian dollars.

Additional Flight Services

- The airline may charge additional fees for checked baggage or other optional services.
 - Additional fees for your flight to Toronto

Airline Rules & Regulations

- We understand that sometimes plans change. We do not charge a cancel or change fee. When the airline charges such fees in accordance with its own policies, the cost will be passed on to you.
- Tickets are non-refundable, non-transferable and name changes are not allowed.
- Please read the complete penalty rules for changes and cancellations applicable to this fare.
- Please read important information regarding airline liability limitations .
- For residents of Québec, prices include a contribution to the Indemnity Fund of C\$1.00 per C\$1,000 of travel services purchased.

Need help with your reservation?

- Visit our Customer Support page.

Scotiabank.

Scotiabank Gold Amex Card - [REDACTED]

Sep. 4, 2019	Air Canada TEH - TFS Toronto	341.40	
Sep. 4, 2019	Air Canada TEH - TFS Toronto	263.68	
Totals for 09/04/2019- 09/04/2019		605.08	\$0.00

Additional details you may need:

Your total minimum payment due includes your overdue payment and your overlimit amount when applicable.



Konrad Skorupa [REDACTED]

Air Canada - Receipt - Baggage Fee

1 message

Air Canada <confirmation@aircanada.ca>

Sun, Sep 29, 2019 at 8:21 AM

To: [REDACTED]

Your fees have been successfully collected.

Departure Date: 2019-09-30

Passenger: KONRAD SKORUPA
Departure city: TORONTO-T1 YYZ
Destination city: SASKATOON YXE

Fee Breakdown:

Excess baggage fee (1 piece): 30.00 CAD

HST/TVH: 3.90 CAD

Total CAD: 33.90 CAD

Form of payment used: American Express XXXXXXXXXXXXX [REDACTED]

Please Note: This fee is non refundable.

RC - HARMONIZED SALES TAX

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Air Canada mobile+ can remember your personal and payment information so you can fly through your mobile experience and pay for items like upgrades and flight changes quickly, easily and securely. Click the link below to Learn More, <https://services.aircanada.com/portal-web/mobile/static/mobileplus.html>

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Air Canada, PO Box 64239, RPO Thorncliffe, Calgary, Alberta, T2K 6J7

Scotiabank.

Scotiabank Gold Amex Card [REDACTED]

Sep. 29, 2019	Shell Canada C02175 02175ETOBICOKE ON	51.11	
Sep. 29, 2019	AIR CANADA AIR CANADA WINNIPEG	33.90	
Totals for 09/29/2019- 09/29/2019		\$85.01	\$0.00

Additional details you may need:

Your total minimum payment due includes your overdue payment and your overlimit amount when applicable.



Konrad Skorupa [Redacted]

Air Canada - Receipt - Baggage Fee

1 message

Air Canada <confirmation@aircanada.ca>
To: [Redacted]

Wed, Oct 2, 2019 at 5:17 PM

Your fees have been successfully collected.

Departure Date: 2019-10-03

Passenger: KONRAD SKORUPA
Departure city: SASKATOON YXE
Destination city: TORONTO YYZ

Fee Breakdown:

Excess baggage fee (1 piece): 30.00 CAD

GST/TPS: 1.50 CAD

Total CAD: 31.50 CAD

Form of payment used: American Express XXXXXXXXXXXX [Redacted]

Please Note: This fee is non refundable.

XG - GOODS AND SERVICES TAX GST

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Air Canada mobile+ can remember your personal and payment information so you can fly through your mobile experience and pay for items like upgrades and flight changes quickly, easily and securely. Click the link below to Learn More, <https://services.aircanada.com/portal-web/mobile/static/mobileplus.html>

You can view all your available Air Canada mobile+ messages here: <https://mymessages.aircanada.com/en/97QhjFDIkYeHFscYj2tELQ>

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Air Canada, PO Box 64239, RPO Thorncliffe, Calgary, Alberta, T2K 6J7

Scotiabank.

Scotiabank Gold Amex Card - [REDACTED]

Oct. 2, 2019	AIR CANADA AIR CANADA-WINNIPEG	21.70	
Oct. 2, 2019	RED PEPPER RESTAURANT SASSASKATOON SK	25.06	
Totals for 10/02/2019- 10/02/2019		\$56.56	\$0.00

Additional details you may need:

Your total minimum payment due includes your overdue payment and your overlimit amount when applicable.


DELTA
 HOTELS
 MARRIOTT

BESSBOROUGH

601 Spadina Crescent East, Saskatoon, Saskatchewan, S7K 3G8
 Tel: 306-244-5521 Fax: 306-653-2458

Mr Konrad Skorupa

Canada

Room: 0543
 Folio: 152679
 Cashier: 82
 Arrival: 09-30-19
 Departure: 10-03-19
 Reference:

Group: 2019 Creative City Summit

Date	Description	Additional Information	Charges	Credits
09-30-19	Room Charge		199.00	
09-30-19	Room GST		9.95	
09-30-19	Room PST		11.94	
09-30-19	Destination Marketing Program		6.63	
10-01-19	Room Charge		199.00	
10-01-19	Room GST		9.95	
10-01-19	Room PST		11.94	
10-01-19	Destination Marketing Program		6.63	
10-02-19	Room Charge		199.00	
10-02-19	Room GST		9.95	
10-02-19	Room PST		11.94	
10-02-19	Destination Marketing Program		6.63	
10-03-19	American Express	XXXXXXXXXXXX [REDACTED] XX/XX		682.56

Total	682.56	682.56
Balance Due	0.00	CDN

GST Summary	
Registration No:	825490956
Room	29.85
F&B	0.00
Other	19.89
Total	49.74

PST Summary	
Room	0.00
F&B	0.00
Other	0.00
Total	0.00

Guest 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.



Scotiabank Gold Amex Card - [REDACTED]

Oct 03/2019	DELTA HOTELS BESSBOROUGH, SASKATOON, SK	1682.56	
Totals for 10/03/2019- 10/03/2019		\$682.56	\$0.00

Additional details you may need:



306-652-2222 306-653-3333
Chauffeur Service at Taxi Rates

ACCT. NAME	
CLIENT REF.	NOTE
TRIP FROM	
TRIP TO	
DRIVER'S NAME	DRIVER ID
RIDER'S NAME	CAR NO.

Zoharis *7617*
157

ACCT. ID

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DATE	Y	Y	M	M	D	D
TIME	H	H	M	M	AM	PM

AMOUNT ON METER	2	1	.	0	0
GRATUITY (IF ANY)			.		
TOTAL (G.S.T. Included)	2	1	.	0	0

IMPORTANT: PLEASE PRINT INSIDE BLACK BOXES

[Redacted Signature]

PASSENGER SIGNATURE



306-652-2222 306-653-3333
Chauffeur Service at Taxi Rates

ACCT. NAME	
CLIENT REF.	NOTE
TRIP FROM	
TRIP TO	
DRIVER'S NAME	DRIVER ID
RIDER'S NAME	CAR NO.

Delta *Airport*

ACCT. ID

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DATE	Y	Y	M	M	D	D
TIME	H	H	M	M	AM	PM

AMOUNT ON METER			.		
GRATUITY (IF ANY)			.		
TOTAL (G.S.T. Included)	2	1	.	5	0

IMPORTANT: PLEASE PRINT INSIDE BLACK BOXES

[Redacted Signature]

PASSENGER SIGNATURE

