



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>1.5009</u> <small>(if applicable)</small>		Invoice Number** EXP/JU22-JU29/19
Vendor Name** Cheryl Blackman		Vendor Number** <b>1019693</b>
Division** Economic Development & Culture	Work Address** Metro Hall, 8th Floor 55 John Street	Postal Code** M5V 3C6
Name and Location of Conference / Seminar / Training / Business Travel** Focus Digital Mediation and Cultural Innovation 2019		Invoice Date** (m/d/yyyy) July 18, 2019
Start Date** (m/d/yyyy) Saturday June 22, 2019		End Date** (m/d/yyyy) Saturday June 29, 2019
		Payment Amount** \$ <b>445.63</b>

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **
Registration Fees	4256					
Travel <input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus						
Baggage Fees / Insurance						
Use of Personal Vehicle Kms X <input checked="" type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.54/km						
Accommodation days @ \$ /day						
Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO	4220	AH0047 Cheryl's Peard	1570200000	182.16	\$20.34	202.50
Ground Transportation (to and from Airport) ie: taxis and car rental DESTINATION *Foreign Transactions- NO TAX*	4220	AH0047 Cheryl's Peard	1570200000	19.66 Euro		29.98
Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental *Foreign Transactions- NO TAX*	4230	AH0047 Cheryl's Peard	1570200000	\$ 55.38EURO \$ 2.00EURO \$ 8.09EURO		85.04 3.08 12.42
Per Diem (See Bus. Expense Policy) days @ \$ /day	4230					445.63
Other (Please specify) Admission to Muscum Exhibit	4230	AH0047 Cheryl's Peard	1570200000	14.00 Euro		21.50
Training	4310					
<b>TOTAL EXPENSES</b>						<b>\$800.15</b>

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						
Air Travel							
Accommodation							
Grds Transportation (To & Fr. Airport) ON.	4220	AH0047	1570200000	12-35625+12-31862	-\$182.16	-\$20.34	202.50
Grds Transportation (To & Fr. Airport) Destination	4220	AH0047	1570200000	12-35448	-\$29.98	-	29.98
Grds Transportation (local-des. taxi, bus, train, etc.)	4230	AH0047	1570200000	12-31856, 12-31857 +12-31858	-\$100.54	-	100.54
Other (Please specify) admission fee to exhibit	4230	AH0047	1570200000	12-33860	-\$21.50	-	21.50
<b>TOTAL ADVANCES &amp; PREPAYMENT AMOUNT**</b>							<b>-\$354.52</b>
<b>TOTAL PAYABLE TO INDIVIDUAL / CITY</b>							<b>\$445.63</b>

Employee Name: Cheryl Blackman  
Title: Director, Museums & Heritage Services  
Date: Sept 9, 2019  
Telephone: [Redacted]  
Signature: [Redacted]

Authorized by: Mike Williams  
Title: General Manager  
Date: Sept 11, 2019  
Telephone: [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

<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>	Focus Digital Mediation and Cultral Innovation 2019		
	Within GTA <input type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input checked="" type="checkbox"/>
<b>Destination:</b>	Paris, France		
<b>Start Date:</b>	Sunday June 23, 2019	<b>End Date:</b>	Saturday June 29, 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>			
Meals are not included			
<b>Purpose: Use space provided below for full description</b>			
To attend the program FOCUS on Digital Mediation and Cultural Innovation to enhance the expertise of French cultural institutions and foster collaborations between French companies and institutions. This program will offer opportunity to discover French experiences and technologies developed in the field of Digital Mediation, and share moments of exchanges between French and foreign professional through roundtable discussions and speed meetings. <u>All costs related to travel and accommodations will be handled and paid for by the Institut Francais.</u>			

**ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)**

*Use Exchange rate(s):	1 unit local currency =		Foreign Currency*	Canadian\$ (incl.tax)
	1 unit local currency =	\$ 1.34	CAD	
	1 unit local currency =	\$ _____		
	1 unit local currency =	\$ _____		
<b>Registration Fees: (Conference/Seminar/Training)</b>			N/A	N/A
<b>Accommodation: (Standard Single Room)</b>				
<b>Number of Days:</b> _____ X \$ _____ /day incl. taxes			N/A	N/A
<b>Travel Method:</b>				
Air <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/>				
<b>Personal Vehicle:</b> _____ km X \$0. _____ CAD/km			N/A	N/A
<b>Ground transportation: (including car rental, to/from airports) Specify estimates:</b>				
Taxi to & from airport in France			\$110 Euro	\$165.33
<b>Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)</b>				
<b>Number of Days:</b> 7 X \$65.00 USD			\$440 USD	\$589.60
<b>Sub-Total Estimated Costs:</b>				\$754.93
<b>- Other Business Meeting expenses outside of Conference costs, please specify:</b>			N/A	N/A
<b>TOTAL ESTIMATED COST:</b>				\$754.93

<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:** \_\_\_\_\_ 05/17/19  
(date)

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

**Approval for Proposed Expense**

<b>Division Head or</b>	Mike Williams <small>(print name)</small>		MAY 22 2019 <small>(date)</small>
<b>Deputy City Manager:</b>	Giuliana Carbone <small>(print name)</small>		MAY 28 2019 <small>(date)</small>
<b>City Manager/Mayor:</b>	 <small>(print name)</small>	 <small>(signature)</small>	 <small>(date)</small>

<b>Committee &amp; Report No. (if applicable)</b>	 <small>(date)</small>
---	---------------------------

SEP 11 2019

**REPORT ON CONFERENCE**

**Employee Name:** Cheryl Blackman  
**Division:** EDC, Museums & Heritage Services  
**Date Submitted:** August 26, 2019

**Name of Conference:** Focus Digital Mediation and Cultural Innovation 2019  
**Location:** Paris, France  
**Date(s) Attended:** June 22-June 29, 2019

**Describe the benefits from attending the Conference (including any benefits to you and to the City):**

The Focus on Digital Mediation and Cultural Innovation program offered the opportunity to discover French experiences and technologies and share moments of exchanges between French and foreign professionals through roundtable discussions and speed meetings.

**Personal Development:**

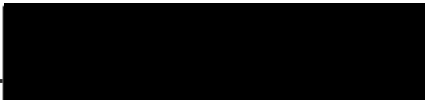
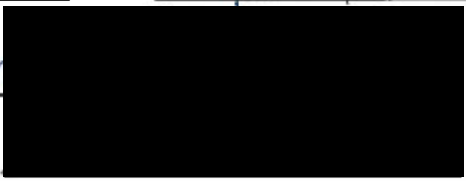
The trip to France allowed me to deepen my understanding of the opportunities for digital mediation in our ten museums and to build international and national colleagues who can collaborate on initiatives to create dialogues across a global community

**Networking:**

The immediate effect was building connections with 17 museums professionals from around the world. This has been magnified at least 2 times by the additional contacts made in the more than 15 speed meetings completed at the conference.

**City Benefits (including financial benefits):**

I now have firsthand connections to VR/AR experts who have more almost two decades of success implementing large scale projects using technology that local producers are just learning to do.

**Employee's signature:**  **Date:** Sept 9, 2019  
**Approved by (please print):** Mike William 

Division Head or Designate

Signature: \_\_\_\_\_



Date: Sept 13/17

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



**Amy Morton**

---

**From:** Cheryl Blackman  
**Sent:** June 24, 2019 6:03 PM  
**To:** Amy Morton  
**Subject:** Fwd: Thanks for tipping! We've updated your Sunday morning trip receipt

FYI

Cb

Sent from my iPhone

Begin forwarded message:

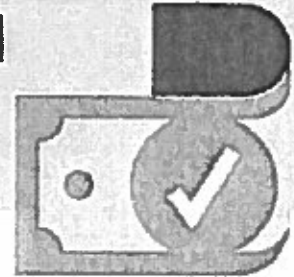
**From:** "Uber Receipts" <uber.france@uber.com>  
**Date:** June 23, 2019 at 10:32:01 AM GMT+2  
**To:** [REDACTED]  
**Subject:** Thanks for tipping! We've updated your Sunday morning trip receipt

Uber

Total: €57.38  
Sun, Jun 23, 2019

Thanks for tipping, Cheryl

Here's your updated Sunday morning ride receipt.



**Total**

**€57.38**

---

Trip fare

€55.38

---

Subtotal	€55.38
Tip	€2.00

---

Amount Charged

 **** Switch	€55.38
---	--------

 **** Switch	€2.00
---	-------

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

You rode with Abdelkader



4.86 ★ Rating

---

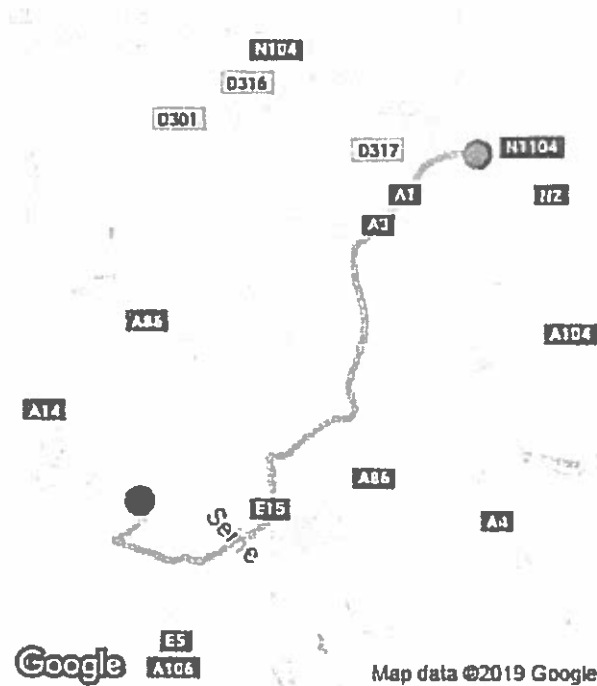
Abdelkader is known for:  
Excellent Service

Issued on behalf of AS DRIVE



09:45am  
 93290 Tremblay-en-France,  
 France

10:29am  
 38 Rue du Commandant  
 René Mouchotte, 75014  
 Paris, France



Invite your friends and family.

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

[REPORT LOST ITEM >](#)

[CONTACT SUPPORT >](#)

[MY TRIPS >](#)

Uber

[FAQ](#)

[Forgot password](#)

[Uber B.V.](#)

[Mr. Trouw aan 7](#)

[1097 DP Amsterdam](#)

[Privacy](#)

[Terms](#)

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



**Amy Morton**

---

**From:** Cheryl Blackman  
**Sent:** June 24, 2019 6:01 PM  
**To:** Amy Morton  
**Subject:** Fwd: Your Sunday afternoon trip with Uber

FYI

Sent from my iPhone

Begin forwarded message:

**From:** "Uber Receipts" <[uber.france@uber.com](mailto:uber.france@uber.com)>  
**Date:** June 23, 2019 at 1:50:33 PM GMT+2  
**To:** [REDACTED]  
**Subject:** Your Sunday afternoon trip with Uber

**Uber**

Total: €8.09  
Sun, Jun 23, 2019

**Thanks for riding, Cheryl**

We hope you enjoyed your ride  
this afternoon.



**Total**

**€8.09**

---

Trip fare

€8.09

---

Subtotal

€8.09

Amount Charged



••••



Switch

€8.09

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

You rode with Toumany



4.9 ★ Rating

Toumany is known for:  
Excellent Service

How was your ride?

RATE OR TIP

Issued on behalf of Toumany Traore



[FAQ](#)

[Forgot password](#)

[Uber B.V.](#)

[Eil. Tredestraat 7](#)

[1097 DP Amsterdam](#)

[Privacy](#)

[Terms](#)

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

CARTE BANCAIRE

A0000000041010  
MasterCard  
LE 25/06/19 A 13:05:45  
G.C.C.  
17AYTRE  
4583694 45397190500014  
30004  
#####  
B52F513E0G286F5C  
001 000069 96 C @  
NO AUTO: 070604  
MONTANT :

4,60 EUR

DEBIT  
TICKET CLIENT 1.50 EUR  
A CONSERVER 3.00 EUR  
-----  
0,23 EUR  
4,27 EUR

TOTAL TTC 4,50 EUR

PAIEMENTS

Carte bancaire 4.50 EUR

RESTANT DU 0,00 EUR

Merci pour votre visite et à bientôt !

au

CARTE BANCAIRE EMV

A0000000041010  
MasterCard  
LE 23/06/19 A 15:59:17  
ORSAY16121RES2  
PARIS 8662025196  
75007 22 34 12  
4231409 48246343700038 437  
11899  
#####  
A1968F6F6F73538C  
001 000098 255 C @  
MONTANT :

9,00 EUR

DEBIT  
TICKET CLIENT  
A CONSERVER

1.00

E TVA 10.00 HT 8.18 TVA 0.82 TTC 9.00

CB MANUEL 9.00  
( PASSAGE )

To:017 Doc:170970 Lg: 1 B0002 (x2qP) MANFD119  
DIMANCHE 23-06-2019 15:59:15  
Cle 6-Serv:6 Caisse 1 Num:0015032/001

Montant exprimés en euros  
PRIX TTC - VAT INCLUDED

Faites-nous part de vos remarques a  
serviceclient@musiam-paris.com  
Merci de votre visite et au revoir

Musiam

CARTE BANCAIRE EMV

A0000000041010  
MasterCard  
LE 26/06/19 A 13:58:00  
BISTRO DU GABUT  
LA ROCHELLE  
17000  
7460016 83472159900019  
30047  
#####  
76E0EASA39CAA273  
001 000005 211 C @  
MONTANT :

6,00 EUR

DEBIT  
TICKET CLIENT  
A CONSERVER  
-----  
19  
1  
-----  
U € Total €  
6,00 6,00

BT  
GABUT

CARTE BANCAIRE EMV

A0000000041010  
MasterCard  
LE 26/06/19 A 22:03:36  
LE KADOURA  
L HOUMEAU 70531346781  
17137  
7462257 75098042700025  
30047

#####  
63255954C5FE1D45 5.00 C  
001 000004 86 C @ 40.00 C  
MONTANT : 27,00 EUR 36.00 C

DEBIT 28.00 C  
TICKET CLIENT 36.00 C  
A CONSERVER

CARTE BANCAIRE

A0000000041010  
MasterCard  
le 29/06/19 a 10:29:55  
HOTEL MONTPARNASSE  
75014 PARIS  
1176771  
42986321000028  
18206

D: 8896634DCFOF5868  
004 001 058922  
C @

H: MONTANT = 19,66 EUR  
DEBIT

R: TICKET CLIENT  
A CONSERVER

A: service

oyageurs Transvic

: 1986 - Article 5)  
N  
993 - Article 3)

82 Bd MASSENA  
75013 PARIS

Tél : 06 14 05 09 45 - 06 95 666 700  
SARL capital au 7622.45€  
Licence n°: 2011/11/0002864 - Siren n°: 533177655

Chambre No: 621

Nombre de passagers / Number of passengers : 3

13400 Prix / Price : 59 €

10 Acompte / Advance : \_\_\_\_\_

solde / Balance : \_\_\_\_\_

PLEASE READY 5 MINUTES BEFORE RESERVATION

Sign \_\_\_\_\_

ATPS TAXI & LIMO SERVICES  
00463\*  
PEARSON AIRPORT 6350  
MISSISSAUGA ON

CARD .....  
CARD TYPE MASTERCARD  
DATE 2019/06/22  
TIME 0111 16:19:31  
RECEIPT NUMBER  
C85063914-001-003-009-0

PURCHASE  
AMOUNT \$90.00  
TIP \$13.50  
TOTAL

\$103.50

MasterCard  
A0000000041010  
6680FD5DFC563B00  
0000008000-E800  
65C80AD9A8F423D7

ATPS TAXI & LIMO SERVICES  
00465\*  
PEARSON AIRPORT 6350  
MISSISSAUGA ON

CARD .....  
CARD TYPE MASTERCARD  
DATE 2019/06/29  
TIME 0036 21:01:20  
RECEIPT NUMBER  
C85056056-001-002-009-0

PURCHASE  
AMOUNT \$90.00  
TIP \$9.00  
TOTAL

\$99.00

MasterCard  
A0000000041010  
C9E76AE868D6555B  
0000008000-E800  
DC3DC83511A10837



6CC551E13170C110  
517 001 341820  
C @  
MONTANT= 14,00 EUR  
DEBIT

TICKET CLIENT  
A CONSERVER

CARTE BANCAIRE  
BANQUE POPULAIRE  
OCCITANE  
A0000000041010  
MasterCard

HEMA

Paris - Gare Montparnasse  
1 rue du commandant Rene Houclotte  
75015 Paris  
Tel. 0185 145945

17400619 citron vert - menthe 1,00 R  
28210177 eau gazeuse 1,50 R  
l'eau 2 pour 2.50 0,25-  
28200177 eau gazeuse 1,50 R  
l'eau 2 pour 2.50 0,25-

Tota: 3 pièce(s) 3,50

EFT (MASTERCARD) 3,50

CARDHOLDER COPY

Date 23/06/2019

Time 18:26:43

Pref. name MasterCard

AID A0000000041010

MID 526567002201536

TID VX82D-903053323

PTID 76104341

Entry mode ICC

Card type mcpurchasingcredit

Auth. code 122740

Card \*\*\*\*\*

PAN seq. 00

Effective 22/07/2018

Tender 9KDN001245774394165

Type GOODS\_SERVICES

Reference

Obeddcb3c43f4dfe973a575c18f905ee7e47b3aa7

db695fde800223e750cec3

TC 981D83359FAB9D6E

TOTAL ? 3.50

Thank you  
Please retain for your records

(TVA 5,5 % x 3,32 = 0,18 R)

Liste réductions  
l'eau 2 pour 2.50 0,50-

Montant total des réductions 0,50-

Montant Monteur Ticket Date Heures

LE

CARTE BANCAIRE  
CREDIT AGRICOLE  
A0000000041010  
MasterCard  
LE 28/06/19 A 23:19:57  
LE PLOMB DU CANTAL  
75014 PARIS  
1031843 75362412100012  
18206

vandr

Table

Qte

1 Rep

Ne

#####  
411B48G40CADCFFA  
001 000036 44 C @  
NO AUTO: 172012  
MONTANT : 29,00 EUR

DEBIT  
TICKET CLIENT  
A CONSERVER  
MFRCI

TVA1 20%	0.00	1.70	10.00
TVA2 10%	18.78	1.00	18.45
total	25.57	3.44	28.00

RCS 330 542 820 TVA No FR 1933054282

Merci de votre visite  
a bientôt

23:33 vendredi 28 juin 2019 Facture n°: 27164  
Vendeur: 8 11

CARTE BANCAIRE  
AMORINO  
17000 LA ROCHELLE  
A0000000041010  
MasterCard  
LE 27/06/19 A 14:20:03  
AMORINO  
17000 LA ROCHELLE  
1323344 80952858100014  
11706

1 x 4,8

Total 8C3E40D15F471716  
IVA 10 % 001 000001 125 C @  
CB MAN NO AUTO: 082015  
14:20 27/06/ MONTANT :

4,80 EUR

DEBIT  
TICKET CLIENT  
A CONSERVER  
MERCİ AU REVOIR