



Accounting Services Division  
Corporate Accounts Payable

DEC 6 / 2019

**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 =		1.32 (if applicable)	Invoice Number** EXP/SE19-SE23/19
Vendor Name** Mike Tanner		Vendor Number** 1017620	
Division** EDC	Work Address** 100 Queen St West	Postal Code** M5H 2N2	Invoice Date** (m/d/yyyy) December 4, 2019
Name and Location of Conference / Seminar / Training / Business Travel** Long Winter Paris - Paris, France			Payment Amount** \$ 429.10    325.00
Start Date** (m/d/yyyy) Wednesday, September 18, 2019		End Date** (m/d/yyyy) Monday, September 23, 2019	

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HIST **	Total Including Taxes **
Registration Fees	4256				0	-
Travel <input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus Baggage Fees / Insurance Use of Personal Vehicle Kms X <input type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.58/km		Covered by the French Consulate				
Accommodation days @ \$ /day		Covered by the French Consulate				
Ground Transportation (to and from Airport) ON ie: taxis and car rental    TORONTO	4220	EDO144 (pcard MT)	1550100000	76.59 <sup>76.59</sup>	8.51 <sup>8.51</sup>	85.10
Ground Transportation (to and from Airport) ie: taxis and car rental    DESTINATION *Foreign Transactions-- NO TAX*						
Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental *Foreign Transactions-- NO TAX*						
Per Diem (See Bus. Expense Policy) 5 days @ \$ 65 / day	4230	EDO144	1550100000	429.00 <sup>325.00</sup>		429.00 325.00
Other (Please specify)						
Training	4310					
<b>TOTAL EXPENSES</b>						<b>\$ 514.10    844.10</b>

Less: Advances & Prepayments: *Mandatory if applicable	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	SAP Document Number	Net Amount **	HIST **	Total Including Taxes **
	Registration Fees	4256					
Air Travel							
Accommodation							
Grds Transportation (To & Fr. Airport) ON.	4220	EDO144	1550100000	12-51030	76.59 <sup>76.59</sup>	8.51 <sup>8.51</sup>	85.10
Grds Transportation (To & Fr. Airport) Destination							
Grds Transportation (local-des. taxi, bus, train, etc.)							
Other (Please specify)							
<b>TOTAL ADVANCES &amp; PREPAYMENT AMOUNT**</b>							<b>\$85.10</b>
<b>TOTAL PAYABLE TO INDIVIDUAL / CITY</b>							<b>\$429.00    325.00</b>

Employee Name: Mike Tanner  
Title: Music Sector Development Officer  
Date: December 4, 2019  
Telephone: [REDACTED]  
Signature: [REDACTED]

Authorized by: Mike Williams  
Title: General Manager, Economic Development and Culture  
Date: December 4, 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.



Accounting Services Division  
Corporate Accounts Payable

**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. It is not mandatory to complete this form for training. 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>	Mike Tanner		
<b>Division:</b>	Economic Development & Culture		
<b>Work Address:</b>	100 Queen St West, Main floor		
<b>Name of Conference/Seminar/Training:</b>	Long Winter and La Station Collectif Mu Festival		
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>	Thursday, September 19, 2016	<b>End Date:</b>	Monday, September 23, 2019
<b>Are breakfast and/or meal provided by the Sponsor? Please specify.</b>			
Not Provided			
<b>Purpose:</b>	Invitation from the Consulate General of France in Toronto to represent the City of Toronto at an event co-produced by the Long Winter Festival (Toronto) and La Station Gare des Mines – Collectif Mu (Paris) and an accompanying conference event organized by le Bureau Export de la Musique (France) and FACTOR (Canada). The 3-day program comprises a mission with targeted meetings with the Music Officer for the City of Paris, the Unesco Creative Cities Team, the Embassy of Canada in France, the Frédéric Hocquart cabinet in charge of Paris Nightlife and Cultural Economics and other attending delegates. I expect to gather valuable information and best practices from the experience of Paris and other European cities that EDC will be able to apply in growing Toronto's nighttime economy and accommodating DIY events and spaces within city policies.		

<b>ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)</b>		
*Use exchange rate: 1 unit local = \$1.31 USD currency:	Foreign Currency*	Canadian \$
• Registration Fees: (Conference Seminar Training)	N/A	N/A
• Accommodation: (Standard Single Room) Number of Days: (110 Euro expense / day via sponsor)	N/A	Covered by the French Consulate
• Travel: Air <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> Personal Vehicle: ___ km X \$0. ___ CAD km	N/A	Covered by the French Consulate
• Ground transportation: (including car rental) (Specify estimates) taxi from home - Pearson Airport / airport in	N/A	\$250.00
• Sundry Expenses: ( See Business Expense Policy for limits) Number of Days: ___ 5 ___ X \$65 USD	325.00 USD	\$425.75
• Total Estimated Costs: Business Meeting expenses outside of conference costs:	N/A	N/A
<b>TOTALS:</b>	N/A	\$675.75
<b>Cost Centre/ WBS Element to be charged:</b> _____	ED0144	
<b>Functional Area to be charged:</b> _____	1550100000	

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

Signature of Employee:

\_\_\_\_\_  
(signature) (Mgr./Dir's initials) (date) 11-Jul-19

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

Approval for Proposed Expense

Division Head or Designate: Mike Williams  
(print name) \_\_\_\_\_ (date) 1 Aug 15/19

Deputy City Manager: Giullana Carbone  
(print name) \_\_\_\_\_ (signature) \_\_\_\_\_ (date) AUG 20 2019

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

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

RECEIVED  
AUG 15 2019

Batch-Transaction ID	Cardholder Name	Card Number	Transaction Date	Card Posting Dt	Merchant Name	Original Currency	Original Amount	Trx. Currency	Transaction Amt.
5351-73	TANNER, MICHAEL	*****	09/23/2019	09/24/2019	AAROPOPT LIMOUSINE SER	CAD	85.10	CAD	85.10

**AAROPOPT SERVICES**  
 7733 KEELE STREET  
 CONCORD ON  
 1866.225.1555

**SALE**

Clerk # 002083  
 TIC PS320747 REF# 06000002  
 Batch # 720 SEC# 001720002  
 09/23/19 20:46:10  
 Invoice # 2  
 APPR CODE 070587  
 MASTERCARD  
 \*\*\*\*\*

Chip  
 ✓/✓

**AMOUNT \$74.00**  
**TIP \$11.10**  
**TOTAL \$85.10**

APPROVED

MasterCard  
 AID: A0000000011010  
 TVR: 00 00 00 80 00  
 TSL E8 00

BY ENTERING A VERIFIED PIN  
 CARDHOLDER AGREES TO PAY ISSUER  
 SUCH TOTAL IN  
 ACCORDANCE WITH ISSUER'S  
 AGREEMENT  
 WITH CARDHOLDER

Thank You  
 Please Come Again

CUSTOMER COPY

