

2019 ACCRUALS



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/NO06-NO11/19	
Vendor Name** Sunil Johal			Vendor Number** 1020634	
Division** EDC	Work Address** City Hall, 100 Queen St. W. 9th Floor, East Tower	Postal Code** M5H 2N2	Invoice Date** (m/d/yyyy) November 26, 2019	
Name and Location of Conference / Seminar / Training / Business Travel** 2019 Metropolis North America Migration Policy Forum - San Diego, CA			Payment Amount** \$191.40	
Start Date** (m/d/yyyy) Wednesday, November 6, 2019		End Date** (m/d/yyyy) Monday, November 11, 2019		

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	IIST **	Total Including Taxes **
Registration Fees	4256					
Travel <input checked="" type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus Baggage Fees / Insurance	4215	ED0131	1540100000			Paid by World Education Services
Use of Personal Vehicle Kms X <input type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.54/km						
Accommodation 1 days @ \$ 361.60 /day plus hotel taxes	4210	ED0131	1540100000			Paid by World Education Services
Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO	4220	ED0131	1540100000			N/A
Ground Transportation (to and from Airport) ie: taxis and car rental DESTINATION *Foreign Transactions- NO TAX*	4220	ED0131	1540100000			Paid by World Education Services
Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental *Foreign Transactions- NO TAX*	4220	ED0131	1540100000			Paid by World Education Services
Per Diem (See Bus. Expense Policy) 3 days @ \$ 65.00 USD / day	4230	ED0131	1540100000			\$ 191.40
Other (Please specify)	4230	ED0131	1540100000			N/A
Training	4310					
TOTAL EXPENSES						\$191.40

Less: Advances & Prepayments: *Mandatory if applicable		GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	SAP Document Number	Net Amount **	IIST **	Total Including Taxes **
Registration Fees		4230	ED0131	1540100000		\$0.00		\$ -
Air Travel		4215	ED0131	1540100000		\$0.00		\$ -
Accommodation		4210	ED0131	1540100000		\$0.00		\$ -
Grds Transportation (To & Fr. Airport) ON,		4220	ED0131	1540100000		\$0.00		\$ -
Grds Transportation (To & Fr. Airport) Destination		4230	ED0131	1540100000		\$0.00		\$ -
Grds Transportation (local-dex. taxi, bus, train, etc.)		4230	ED0131	1540100000		\$0.00		\$ -
Other (Please specify)								
TOTAL ADVANCES & PREPAYMENT AMOUNT**								\$191.40
TOTAL PAYABLE TO <u>INDIVIDUAL</u> / CITY								

Employee Name:	Sunil Johal	Authorized by:	Milke Williams
Title:	Director Business Growth Services	Title:	General Manager, EDC
Date:		Date:	
Telephone:		Telephone:	
Signature:		Signature:	

****This form may not be altered in any manner. All mandatory fields must be 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.**

OCT / 7 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

Name:	Sunil Johal		
Division:	Economic Development & Culture		
Work Address:	100 Queen Street West, 9th Floor, East Tower		
Name of Conference/Seminar/Training:	2019 Metropolis North America Migration Policy Forum		
Within GTA <input type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input checked="" type="checkbox"/>	
Destination:	San Diego, California		
Start Date:	Wednesday, November 6, 2019	End Date:	Monday, November 11, 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)			
Meals provided for will be deducted accordingly. See attached per diem breakdown.			
Purpose: Use space provided below for full description			
Invited by the World Education Services to speak on a panel at the 2019 Metropolis North America Migration Policy Forum to speak on: Labour Market Integration of Newcomers in Toronto: Opportunities and Challenges. The audience for the Conference will include a number of border mayors from the US and Mexico, as well as policymakers from across N. America. The City of Toronto is frequently referred to as one of the most diverse cities on earth, more than half of Toronto's residents were born outside of Canada and over 180 languages are spoken in the city. Panel presentation will explore how Toronto integrates newcomers into its labour market, focusing on specific successful interventions and programs as well as some long-standing challenges that remain unresolved. Travel expenses including registration, hotel and flight will be paid by World Education Services.			
ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)			
*Use Exchange rate(s):	1 unit local currency =	\$1.00 USD	\$1.32 CAD
	1 unit local currency =		
	1 unit local currency =	\$	
Registration Fees: (Conference/Seminar/Training)			
		N/A	N/A
Accommodation: (Standard Single Room)			
Number of Days: 2	X	/day incl. taxes	
		N/A	N/A
Travel Method:			
Air <input checked="" type="checkbox"/>	Train <input type="checkbox"/>	Bus <input type="checkbox"/>	
Personal Vehicle:	km X	\$0. CAD/km	N/A
Ground transportation: (including car rental, to/from airports) Specify estimates:			
Taxi to/from home / airport and to /from airport / hotel			N/A
Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)			
Number of Days: 3	X	\$65.00 CAD or USD	
		\$145.00	\$191.40
Sub-Total Estimated Costs:			\$191.40
- Other Business Meeting expenses outside of Conference costs, please specify:			
B2B Meetings with Stakeholders			
			\$100.00
TOTAL ESTIMATED COST:			\$291.40
Cost Centre/ WBS Element to be charged:	ED0131		
Functional Area to be charged:	1540100000		

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

Signature of Employee:

[Redacted Signature]

07-Oct-19

(date)

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

Approval for Proposed Expense

Division Head or Mike Williams
(print name)

[Redacted Signature]

Oct 7/19
(date)

Deputy City Manager: Giuliana Carbone
(print name)

(signature)

(date)

City Manager/Mayor: _____
(print name)

(signature)

(date)

Committee & Report No. (if applicable)

(date)

October 4, 2019

To: Mike Williams, General Manager, Economic Development and Culture

From: Sunil Johal, Director, Business Growth Services

Re: **Request for Authorization to Travel**
November 6 – 11, 2019
San Diego, California – 2019 Metropolis North America Migration Policy Forum

Invited by the World Education Services to speak on a panel at the 2019 Metropolis North America Migration Policy Forum to speak on: Labour Market Integration of Newcomers in Toronto: Opportunities and Challenges. The audience for the Conference will include a number of border mayors from the US and Mexico, as well as policymakers from across North America.

The Panel will provide an opportunity to highlight Toronto's successes at integrating newcomers to a broad and diverse audience of policymakers and politicians from across North America. The presentation at the conference will focus on the following:

- The City of Toronto is frequently referred to as one of the most diverse cities on earth, more than half of Toronto's residents were born outside of Canada and over 180 languages are spoken in the city.
- Panel presentation will explore how Toronto integrates newcomers into its labour market, focusing on specific successful interventions and programs as well as some long-standing challenges that remain unresolved. Travel expenses including registration, hotel and flight will be paid by World Education Services.

The trip will also provide an opportunity to liaise with economic development officials from the US, a number of whom are expected to be in attendance at the conference, in addition to officials from immigration and workforce development agencies

[REDACTED]

Sunil Johal