



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/OC23-OC25/19

Vendor Name\*\*  
Gabrielle Major  
Vendor Number\*\*  
1018535

Division\*\*  
Economic Development and Culture  
Work Address\*\*  
98 Atlantic Ave  
Postal Code\*\*  
M6K 1X9  
Invoice Date\*\* (mm/yyyy)

Name and Location of Conference / Seminar / Training / Business Travel\*\*  
Ontario Museum Association Annual Conference 2019, Brantford Ontario  
Payment Amount\*\*  
\$ 869.93

Start Date\*\* (mm/yyyy) 10/23/2019  
End Date\*\* (mm/yyyy) 10/25/2019

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **
Registration Fees	4256	AH0059	1570100000	399.00	51.87	450.87
Travel <input type="checkbox"/> Air <input checked="" type="checkbox"/> Train <input type="checkbox"/> Bus	4253	AH0059	1570100000	50.00	6.50	56.50
Baggage Fees / Insurance						
Use of Personal Vehicle Kms X <input type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.54/km						
Accommodation 3 days @ \$ 106.29 /day	4252	AH0059	1570100000	213.98	27.82	241.80
Ground Transportation (to and from Airport) ON ie: taxi and car rental TORONTO						
Ground Transportation (to and from Airport) ie: taxi and car rental DESTINATION	4254	AH0059	1570100000	15.00		15.00
Ground Transportation (DESTINATION-LOCAL) ie: taxi, bus, subway & car rental	4254	AH0059	1570100000	8.26		8.26
Per Diem (See Bus. Expense Policy) 0.5 days @ \$ 65 / day 1 days @ \$ 25 / day 1 days @ \$ 40 / day	4255	AH0059	1570100000			97.50
Other (Please specify)						
Training	4310					
<b>TOTAL EXPENSES</b>						<b>\$869.93</b>

Less: Advances & Prepayments:	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.							
Grds Transportation (To & Fr. Airport) Destination							
Grds Transportation (local-tn. taxi, bus, train, etc.)							
Other (Please specify)							
<b>TOTAL ADVANCES &amp; PREPAYMENT AMOUNT**</b>							<b>\$0.00</b>
<b>TOTAL PAYABLE TO INDIVIDUAL / CITY</b>							<b>\$869.93</b>

Employee Name: Gabrielle Major  
Title: Registrar  
Date: 10/31/2019  
Telephone: [Redacted]  
Signature: [Redacted]

Authorized by: Cheryl Blackman  
Title: Director - mHS  
Date: [Redacted]  
Telephone: [Redacted]  
Signature: [Redacted]

**\*\*This form may not be altered in any manner. All mandatory fields must be completed and filed 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.  
APF-0131.02

Updated: June 2015

JUN 27 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:	Gabrielle Major		
Division:	Economic Development and Culture		
Work Address:	98 Atlantic Ave, Toronto, ON M6K 1X9		
Name of Conference/Seminar/Training:	Ontario Museums Association Conference 2019		
Within GTA	<input type="checkbox"/>	Outside GTA & within Ontario	<input checked="" type="checkbox"/>
Outside Ontario/Canada	<input type="checkbox"/>		
Destination:	Brantford, Ontario		
Start Date:	Tuesday, October 22nd, 2019	End Date:	Friday, October 25th, 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)			
Lunch and dinner provided on October 24th. Breakfast and lunch provided on October 25th. No meals provided on October 22nd and 23rd.			
Purpose: Use space provided below for full description			
I, along with my colleague Chris Selman, have been selected to present a session at the 2019 Ontario Museums Association Conference. This is an opportunity to share my research and expertise with the broader museum community and position the City of Toronto as leaders in the field. Our session is on a rarely discussed but timely topic and I believe it will be a significant contribution to the discussion. Session title: Preserving Tragedy: Negotiating the collecting of spontaneous memorials. Session description: Collecting meaningful objects that reflect the communities we represent is a cornerstone of museological work. Unfortunately, this can include materials pertaining to tragedy. Museums are increasingly being asked to preserve objects related to traumatic events. Using two case studies the session discusses practical and theoretical considerations of collecting from spontaneous memorials.			
<b>ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)</b>			
*Use Exchange rate(s):	1 unit local currency = \$ _____ CAD	Foreign Currency*	Canadian\$ (incl. tax)
	1 unit local currency = \$ _____		
	1 unit local currency = \$ _____		
Registration Fees: (Conference/Seminar/Training)			\$450.87
Speaker's rate for conference			\$441.96
Accommodation: (Standard Single Room)			
Number of Days: <u>3</u> X \$127.00 /day incl. taxes			\$56.50
Travel Method:	Air <input type="checkbox"/> Train <input checked="" type="checkbox"/> Bus <input type="checkbox"/>		
Personal Vehicle: <u>   </u> km X \$0. <u>   </u> CAD/km			\$26.50
Ground transportation: (including car rental, to/from airports) Specify estimates:			
TTC to/fr Union: \$3.25x2 Taxi to/from \$20.00			\$162.50
Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)			\$1,138.33
Number of Days: 1 X \$25.00 1.5 x \$65.00 1x \$40.00			
<b>Sub-Total Estimated Costs:</b>			<b>\$1,138.33</b>
- Other Business Meeting expenses outside of Conference costs, please specify:			
<b>TOTAL ESTIMATED COST:</b>			<b>\$1,138.33</b>

Cost Centre/ WBS Element to be charged:	AH0059
Functional Area to be charged:	1520400000


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

 June 25, 2019

Signature of Employee:  (signature) June 13, 2019 (date)

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

Approval for Proposed Expense

Division Head or	Mike Williams		July 2/19
	(print name)	(signature)	(date)
Deputy City Manager:			
	(print name)	(signature)	(date)
City Manager/Mayor:			
	(print name)	(signature)	(date)
Committee & Report No. (if applicable)			
			(date)

**REPORT ON CONFERENCE**

**Employee Name:** Gabrielle Major  
**Division:** Economic Development and Culture  
**Date Submitted:** October 31, 2019

**Name of Conference:** Canadian Museums Association National Conference 2019  
**Location:** Brantford, Ontario  
**Date(s) Attended:** October 24 – 25, 2019

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

**Personal Development:** For the first time, I gained the valuable experience of presenting at an industry conference. I'm grateful for the opportunity to feel a part of the broader museum community in this province, and in turn I believe the timely issues raised in my session will benefit those who participated.

As a conference attendee, I went to sessions that covered a broad range of topics directly related to my work such as deaccessioning issues, and the power of capturing personal contextual details about artifacts. The sessions strengthened my existing knowledge, taught me new things, and bolstered my professional network. Overall I feel like a better professional with expanded tools to do my job.

**Networking:** Over lunch on both conference days I joined a working group about the future of collections management database systems. I met other museum professionals who do similar work, and now have more contacts I can consult on my ongoing improvement of our own collections management system.

**City Benefits (including financial benefits):** The session I led with my colleague was unique and the issues we broached had not been raised before in the Canadian museum context. By spearheading the discussion we helped position Museums & Heritage Services, and the City, as leaders in the field and as a source of expertise to be utilized by other institutions.

I also gained some resources and contacts which will make future deaccessioning projects more efficient, and will hopefully help direct more funds and resources into care of existing collections and purchase of new and exciting acquisitions.

Employee's signature:

Date:

Oct. 31 2019

Approved by (please print name):

Signature

Mike Williams

Signature:

Date:

Nov 6/19

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



Gabrielle Major

### Invitation: Speakers Register for OMA Conference @ Fri Jun 28, 2019

[Redacted]

1 message

museumsontario@gmail.com <museumsontario@gmail.com>  
Reply-To: museumsontario@gmail.com  
To: [Redacted]

11 June 2019 at 10:33

You have been invited to the following event.

#### Speakers Register for OMA Conference

[more details »](#)

Dear Speakers at the OMA Conference 2019,  
Please ensure at least one speaker in your session is registered by July 1.

**Speaker rate: \$399 + HST - only available over the phone. Call us toll-free: 1 866 862 8672**

Let your colleagues know about Head Start & Early Bird Registration!

**Head start rates - available online until June 15:**

OMA Member Full Conference: \$409 + HST

OMA Member, 1 day only: \$249 + HST

Non Member, 1 day only: \$355 + HST

**Early Bird Rate - available online June 15 - August 15:**

OMA Member Full Conference: \$469 + HST

OMA Member, 1 day only: \$289 + HST

Non Member, 1 day only: \$390 + HST

Online registration: <https://members.museumsontario.ca/events/63629/info>

Printable Registration Form: <https://members.museumsontario.ca/sites/default/files/Registration%20Form1.pdf>

Please contact [conference@museumsontario.ca](mailto:conference@museumsontario.ca) if for any reason you will not be able to meet this deadline, or for any questions. We're happy to work with you to find a solution.

When Fri Jun 28, 2019

Calendar [Redacted]

Who (Guest list has been hidden at organizer's request)

Going [Redacted]? Yes - Maybe - No [more options »](#)

Invitation from Google Calendar

You are receiving this email at the account [Redacted] because you are subscribed for invitations on calendar

To stop receiving these emails, please log in to <https://www.google.com/calendar/> and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to send a response to the organizer and be added to the guest list, or invite others regardless of their own invitation status, or to modify your RSVP. [Learn More.](#)



Registration Fee



Royal Bank

**RBC Rewards® Visa® Gold**

GABRIELLE MAJOR  
STATEMENT FROM JUL 09 TO AUG 07, 2019

**PREVIOUS STATEMENT BALANCE \$518.40**

**IMPORTANT INFORMATION**

**RBC REWARDS POINTS**

Previous Points balance	
Points earned this statement	
<b>New points balance</b>	

**CONTACT US**

Customer Service / Lost & Stolen	1-800-769-2512
Collect Outside North America	(416) 974-7780
RBC Rewards Travel Redemption	1-877-636-2870
Merchandise Redemption	1-800-769-2512
Web site	<a href="http://www.rbc rewards.com">www.rbc rewards.com</a>

**PAYMENTS & INTEREST RATES**

Minimum payment	\$10.00
Payment due date	<b>AUG 28, 2019</b>
Credit limit	
Available credit	
Annual interest rates:	
Purchases	19.99%
Cash advances	22.99%

**CALCULATING YOUR BALANCE**

Previous Statement Balance	
Payments & credits	
Purchases & debits	
Cash advances	
Interest	
Fees	

**NEW BALANCE**

TRANSACTION DATE	POSTING DATE	ACTIVITY DESCRIPTION	AMOUNT (\$)
		GABRIELLE MAJOR - PRIMARY	
		[REDACTED]	
		[REDACTED]	
		[REDACTED]	
		[REDACTED]	
JUL 19	JUL 22	OMA 4163488672 ON	\$450.87
		[REDACTED]	
		[REDACTED]	
		[REDACTED]	
		[REDACTED]	
		[REDACTED]	
		[REDACTED]	
		[REDACTED]	
		[REDACTED]	
		[REDACTED]	
		[REDACTED]	



RBC ROYAL BANK  
CREDIT CARD PAYMENT CENTRE  
P.O. BOX 4016, STATION "A"  
TORONTO, ONTARIO M5W 2E6

**NEW BALANCE**

**MINIMUM PAYMENT**  
\$10.00

**PAYMENT DUE DATE**  
AUG 28, 2019

**AMOUNT PAID**  
\$

RBC0190000\_4769266\_028-136555

01528

GABRIELLE MAJOR  
[REDACTED]

**RBC Rewards® Visa® Gold**

- Quick, convenient and secure ways to pay your credit card bill:
- RBC Online Banking at [www.rbcroyalbank.com/online](http://www.rbcroyalbank.com/online)
  - RBC Mobile app - text "RBC" to 722722 to download
- Other payment options include:
- RBC Royal Bank ATM
  - Telephone Banking 1-800-769-2511
  - Visit an RBC Royal Bank branch

<b>TRAIN 78</b>   <a href="#">info</a>			
From: <b>BRANTFORD</b> Fri. Oct 25, 2019		Departure: 20:45	
To: <b>TORONTO UNION STATION</b> Fri. Oct 25, 2019		Arrival: 21:51	
Class: <b>Economy - Escape fare</b>			
Remarks: Operated by: VIA Rail Canada.			
<b>RECEIPT</b>			
<b>FARE INFORMATION</b>			
Gabrielle Major (Adult)		\$50.00	
-----			
<b>FARE:</b> \$50.00	<b>G.S.T/H.S.T.:</b> \$6.50	<b>P.S.T.:</b> \$0.00	<b>TOTAL:</b> \$56.50
<b>TAX INFORMATION</b>			
Taxable fare: \$50.00 G.S.T/H.S.T. number: 105521785RT001			
<b>PAYMENT</b> ██████████ - AUTHORIZATION # 049311			
TRANSACTION DATE: 09/20/2019			
<b>ITINERARY</b>	<b>FARE PLAN</b>	<b>REFUND/EXCHANGE CONDITIONS</b>	
Gabrielle Major (Adult)			
TORONTO UNION STATION / BRANTFORD	ESCAPE	<u>Before Departure</u> : Non-refundable but exchangeable less a service charge of \$20.00 plus tax(es) and any applicable fare difference. <u>After Departure</u> : <b>Non-exchangeable and non-refundable.</b>	
BRANTFORD / TORONTO UNION STATION	ESCAPE	<u>Before Departure</u> : Non-refundable but exchangeable less a service charge of \$20.00 plus tax(es) and any applicable fare difference. <u>After Departure</u> : <b>Non-exchangeable and non-refundable.</b>	
<b>BAGGAGE ALLOWANCE*</b>			





Gabrielle Major [REDACTED]

VIA Rail Itinerary & Receipt | Oct 23, 2019 - Booking Ref: VXB602

1 message

VIA Rail Canada <service@viarail.ca>

20 September 2019 at 09:18

To: [REDACTED]

ITINERARY / RECEIPT - NOT VALID FOR TRAVEL

Thank you for choosing  
VIA Rail Canada .



BOOKING CONFIRMATION: VXB602

GABRIELLE MAJOR

**IMPORTANT - AN E-BOARDING PASS HAS BEEN ISSUED FOR EACH SEGMENT OF THIS TRIP AND HAS BEEN SENT IN A SEPARATE E-MAIL.** Please bring all e-boarding passes on your trip and review this confirmation carefully as it includes some important information about travelling with us.

**Customers with special service requests**

VIA suggests that all customers with special service requests arrive at VIA stations early for safe and timely access to the correct platform. Please validate VIA station hours as some stations open 30 minutes prior to scheduled train time.

ITINERARY # 1

**TRAIN 83** | [info](#)

From: <b>TORONTO UNION STATION</b> Wed. Oct 23, 2019	Departure: <b>16:35</b>
To: <b>BRANTFORD</b> Wed. Oct 23, 2019	Arrival: <b>17:41</b>
Class: <b>Economy - Escape fare</b>	
Remarks: Operated by: VIA Rail Canada.	

ITINERARY # 2



Royal Bank

RBC Rewards® Visa<sup>®</sup> Gold

GABRIELLE MAJOR [REDACTED]
STATEMENT FROM SEP 10 TO OCT 07, 2019

Managing your credit limit
It's important to check your credit limit regularly. Look for our message in this monthly statement on how to manage your limit.

PREVIOUS STATEMENT BALANCE \$354.12

IMPORTANT INFORMATION

RBC REWARDS POINTS

Table with 2 columns: Category (Previous Points balance, Points earned this statement, New points balance) and Value ([REDACTED]).

CONTACT US

Table with 2 columns: Service (Customer Service / Lost & Stolen, Collect Outside North America, RBC Rewards Travel Redemption, Merchandise Redemption, Web site) and Contact Info (1-800-769-2512, (416) 974-7780, 1-877-636-2870, 1-800-769-2512, www.rbc rewards.com).

PAYMENTS & INTEREST RATES

Table with 2 columns: Metric (Minimum payment, Payment due date, Credit limit, Available credit, Annual interest rates: Purchases, Cash advances) and Value (\$10.00, OCT 28, 2019, [REDACTED], [REDACTED], 19.99%, 22.99%).

CALCULATING YOUR BALANCE

Table with 2 columns: Category (Previous Statement Balance, Payments & credits, Purchases & debits, Cash advances, Interest, Fees) and Value ([REDACTED]).

NEW BALANCE

Main transaction table with columns: Transaction Date, Posting Date, Activity Description, Amount (\$). Includes entry for VIA RAIL/VXB602/23OCT MONTREAL QC for \$56.50. Ends with NEW BALANCE \$115.21.



RBC ROYAL BANK
CREDIT CARD PAYMENT CENTRE
P.O. BOX 4016, STATION 'A'
TORONTO, ONTARIO M5W 2E6

Summary boxes: NEW BALANCE [REDACTED], MINIMUM PAYMENT \$10.00, PAYMENT DUE DATE OCT 28, 2019, AMOUNT PAID \$ [REDACTED].

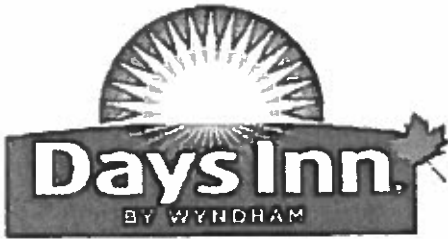
RBC Rewards® Visa<sup>®</sup> Gold

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- RBC Mobile app - text 'RBC' to 722722 to download
Other payment options include:
- RBC Royal Bank ATM
- Telephone Banking 1-800-769-2511
- Visit an RBC Royal Bank branch

RBC0190000\_6105597\_083-413826 03744

GABRIELLE MAJOR
[REDACTED]





**DAYS INN BRANTFORD**

460 FAIRVIEW DRIVE  
 BRANTFORD ON N3R 7A9 CA  
 Phone: (519) 759-2700  
 Fax: (519) 759-2089  
 Email: info@daysinnbrantford.ca  
 Hotel ID: 04419  
 Printed: 2019-10-25 9:36:30 AM

**Folio (Detailed)**

Name: MAJOR, GABRIELLE Confirmation Number: 82407EC022009  
 ACCOUNT/ INVOICE#: 543-619701  
 Address: [REDACTED]  
 Room: 135 Room Type: NQ1, 1 QUEEN NSMK Nights: 2 Guests: 1/0  
 Rate Plan: RACK Daily Rate: \$106.99 + \$13.91 Tax GTD: SAT - CREDIT CARD  
 Arrival: 2019-10-23 (Wed) Departure: 2019-10-25 (Fri) TERMINAL

Room Rate:  
 2019-10-23 (Wed) - 2019-10-24 (Thu) \$106.99 + \$13.91 Tax per night.

Date	Code	Description	Amount	Balance
2019-10-23	RM	ROOM CHARGE	\$106.99	\$106.99
2019-10-23	TAX3	HST	\$13.91	\$120.90
2019-10-24	RM	ROOM CHARGE	\$106.99	\$227.89
2019-10-24	TAX3	HST	\$13.91	\$241.80
2019-10-25	VISA	VI-CREDIT CARD TERMINAL	-\$241.80	\$0.00

**Summary**

Room	Tax	F&B	Other	CC	Cash	DB
\$213.98	\$27.82	\$0.00	\$0.00	-\$241.80	\$0.00	\$0.00

Wyndham Rewards members earn valuable points on qualifying stays at nearly 7,000 hotels around the world. Points can be redeemed for free nights, gift cards, merchandise and more. If you're not already a member, join at the front desk, visit us at [www.wyndhamrewards.com](http://www.wyndhamrewards.com) or call 1-866-WYN-RWDS.

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

(1) Regardless of charge instructions, the undersigned acknowledges the above as personal indebtedness. (2) This property is privately owned and management reserves the right to refuse services to any one, and will not be responsible for injury or accidents to guests or loss of money, jewelry or any personal valuables of any kind. We or our affiliates may contact you about goods and services unless you call 888-946-4283 or write to Opt Out/ Privacy, Wyndham Hotel Group, LLC, 22 Sylvan Way, Parsippany, NJ 07054 to opt out. View our website about privacy.

HST # 106485469RT0002

Products & Services My Accounts Customer Service

Accounts Summary Profile & Account Settings

RBC Rewards Visa Gold [Redacted]

Statements/ Documents

Messages/ Alerts

eBills

Offers For You

Beyond Banking

Print



RBC Rewards Visa Gold

Credit Limit

Last Payment

Oct 28, 2019

Current Balance Available Credit

Statement Balance Statement Date Payment Due Minimum Payment

View Statements

[Redacted] [Redacted] [Redacted] Oct 07, 2019 Oct 28, 2019 \$10.00

Set Up Alerts

RBC Rewards [Redacted] as of Oct 31, 2019

Check Points Activity Payback With Points Shop RBC Rewards

ENR 367 5063 11/19/19

What would you like to

- Add Authorized User(s)
- Balance Transfer
- Credit Card Information Upd
- Set Up Automatic Payments
- Change Credit Limit
- Switch a Credit Card
- View and Manage Documen
- Download Transactions
- Replace Card
- Visa Checkout
- Link or update Petro-Points
- Travel Plans
- Purchase Foreign Cash
- Add Travel Insurance

Make a Payment Due: October 28, 2019

Minimum Payment \$10.00

From: Savings [Redacted]

On: Oct 31 2019

Submit

Authorized Transactions Total \$13.99

DATE DESCRIPTION DEBIT CREDIT

[Redacted transaction entry]

Posted Transactions Download Transactions

DATE DESCRIPTION DEBIT CREDIT

[Redacted transaction entry]

Oct 25, 2019 DAYS INN BRANTFORD ON \$241.80

**FARE RECEIPT**

Date: 10/23/19 Total: \$ 1500

Pickup Address: VIA RAIL

Drop Off Address: DAY 5 INN

(519) 752-1010 | 1-888-710-8239 www.branttaxi.com  

RECEIPT

H.S.T. No. R100977917

RECEIVED from .....

Date Oct 25/19 Amount \$ 8.26

From .....

To .....

Car No. 29  Driver's Signature