



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 = _____ <small>(if applicable)</small>			Invoice Number** EXP/NO7-NO8/19	
Vendor Name** Elena Bird			Vendor Number** TBD 1011674	
Division** EDC	Work Address** 100 Queen Street West, 8th Floor, East Tower	Postal Code** M4H 2N2	Invoice Date** (m/d/yyyy) January 16, 2020	
Name and Location of Conference / Seminar / Training / Business Travel** Future Cities Canada Summit: Catalyzing Community Solutions at TD Future Cities Centre Evergreen Brick Works			Payment Amount** -\$ 0.00	
Start Date** (m/d/yyyy) 11/07/2019		End Date** (m/d/yyyy) 11/08/2019		

Description	GL Account**	Cost Centre/ WBS Element/ Internal Order**	Functional Area**	Net Amount**	HST**	Total Including Taxes**
Registration Fees	4256	EDO160	154020000	492.15	63.98	556.13
Travel <input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus	N/A	N/A	N/A	N/A		
Baggage Fees / Insurance						
Use of Personal Vehicle Kms X <input type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.58/km	N/A	N/A	N/A	N/A		
Accommodation days @ \$ _____ /day	N/A	N/A	N/A	N/A		
Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO	N/A	N/A	N/A	N/A		
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) days @ \$ _____ / day	N/A	N/A	N/A	N/A		
Other (Please specify)						
Training	4310					
TOTAL EXPENSES						\$556.13

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	EDO160	154020000		\$492.15	\$63.98	556.13
Air Travel							
Accommodation							
Grds Transportation (To & Fr. Airport) ON.							
Grds Transportation (To & Fr. Airport) Destination							
Grds Transportation (local-des. taxi, bus, train, etc.)							
Other (Please specify)							
TOTAL ADVANCES & PREPAYMENT AMOUNT**							\$556.13
TOTAL PAYABLE TO INDIVIDUAL CITY							\$0.00

Employee Name: <u>Elena Bird</u>	Authorized by: <u>Pam Roberts</u>
Title: <u>Policy Development Officer</u>	Title: <u>Director, Program Support</u>
Date: <u>January 16, 2020</u>	Date: <u>January 16, 2020</u>
Telephone: <u>[REDACTED]</u>	Telephone: <u>[REDACTED]</u>
Signature: <u>[REDACTED]</u>	Signature: <u>[REDACTED]</u>

****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:	Elena Bird		
Division:	Economic Development and Culture		
Work Address:	City Hall, 100 Queen Street West		
Name of Conference/Seminar/Training:	Future Cities Canada Summit		
	Within GTA <input type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input type="checkbox"/>
Destination:	Evergreen Brickworks, 550 Bayview Ave, Toronto, ON M4W 3X8		
Start Date:	07-Nov-19	End Date:	08-Nov-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)			
N/A Summit in Toronto			
Purpose: Use space provided below for full description			
Opportunity to learn about community solutions to city challenges. The two keynote speakers are: Gabriella Gomez-Mont and Bruce Katz.			
1) Gabriella Gomez-Mont was the founder of Laboratorio para la Ciudad (2013 - 2018), the award-winning experimental arm of the Mexico City government. She now directs Experimentalista, a new type of nomadic and creative office that specializes in cities and constantly shifts shape to accommodate high-level, transdisciplinary collaborations across the world.			
2) Bruce Katz is the Founding Director of the Nowak Metro Finance Lab at Drexel University in Philadelphia. Previously he served as inaugural Centennial Scholar at Brookings Institution and as vice president and director of Brookings' Metropolitan Policy Program for 20 years. He is a member of the RSA City Growth Commission in the United Kingdom and a Visiting Professor in Practice at London School of Economics. Katz previously served as chief of staff to the secretary of Housing and Urban Development and staff director of the Senate Subcommittee on Housing and Urban Affairs. Katz co-lead the Obama administration's housing and urban transition team.			
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)			\$556.13
\$492.15+\$63.98 (HST) = \$556.13			
Accommodation: (Standard Single Room)			
Number of Days:	X	/day incl. taxes	
Travel Method:	Air <input checked="" type="checkbox"/>	Train <input type="checkbox"/>	Bus <input type="checkbox"/>
Personal Vehicle:	km X \$0.	CAD/km	
Ground transportation: (including car rental, to/from airports) Specify estimates:			
Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)			
Number of Days:	X	CAD	
		Sub-Total Estimated Costs:	\$556.13
- Other Business Meeting expenses outside of Conference costs, please specify:			
		TOTAL ESTIMATED COST:	\$556.13

Cost Centre/ WBS Element to be charged:	EDO160
Functional Area to be charged:	1560300000

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

Signature of Employee: _____ (date) 20-Aug-19

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

Approval for Proposed Expense
 Division Head or Mike Williams (print name) _____ (date) 20-Aug-19

Deputy City Manager: _____ (print name) _____ (signature) _____ (date)

City Manager/Mayor: _____ (print name) _____ (signature) _____ (date)

Committee & Report No. (if applicable) _____ (date)

DEC 19 2019

REPORT ON CONFERENCE

Employee Name: Elena Bird

Division: Economic Development and Culture

Date Submitted: November 22, 2019

Name of Conference: Future Cities Canada Summit

Location: Evergreen Brickworks Toronto

Date(s) Attended: November 7 and 8 2019

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

Personal Development: Key takeaways from the Summit are that primarily UK and American cities have been exploring and testing innovative ways to revitalize communities. Presenter examples focused on cities and neighbourhoods that are under commercial strain from austerity measures or economic decline. In response, new forms of civic engagement that happen outside of government are bringing together community actors to develop local wealth alliances and land trusts. These initiatives result in economic regeneration activities that are more socially inclusive and sustainable.

Networking: I met with Dark Matter Labs. DML provides an initial intellectual and theoretical framing for the Civic Capital Lab, which will be launched as part of the Future Cities Canada project. Civic Capital Lab is under the direction and leadership of Community Foundations of Canada, Maison de l'Innovation Sociale, MaRS Discovery District, McConnell Foundation, Dark Matter Laboratories and Future Cities Canada Initiative (led by Evergreen).

City Benefits (including financial benefits): The Summit was an opportunity for the Economic Development and Culture Division to gain a broader perspective on inclusive economic development initiatives outside of Canada. The Summit interlinked economic, environmental, social, cultural and Indigenous learning through the speakers and topics.

Employee's signature: _____ **Date:** Dec. 19, 2019

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

Signature: _____ **Date:** Dec 24/19

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

Catalyzing Community Solutions: Future Cities Canada Summit

TD Future Cities Centre | Evergreen Brick Works | 550 Bayview Avenue | Toronto, ON M4W 3X8 | Canada
Thursday, 7 November 2019 at 9:00 AM - Friday, 8 November 2019 at 4:00 PM (EST)

View

DESIGN **MANAGE**

- Event Dashboard
- Order Options
- Invite & Promote
- Analyse
- Manage Attendees

Order #1025455823 - \$556.13

Completed (Delivery method: eTicket)

Actions

Purchased by Elena Bird [redacted] on 23 Aug 2019 at 10:09 AM (EDT)
Paid by MasterCard - XXXX XXXXX [redacted] *Larissa's pcard*

Attendee	Qty	Tickets	Paid	GST/HST	Actions
Elena Bird	1	Government Staff - Early Bird	\$556.13	\$63.98	Actions
TOTAL			\$556.13	\$63.98	

*Bat-Trx ID
53 29-64*

Catalyzing Community Solutions: Future Cities Canada Summit



Government Staff - Early Bird \$556.13

TD Future Cities Centre, Evergreen Brick Works, 550 Bayview Avenue, Toronto, ON M4W 3X8, Canada

Thursday, 7 November 2019 at 9:00 AM - Friday, 8 November 2019 at 4:00 PM (EST)

Eventbrite Completed

GST/HST \$63.98

Order Information

Name

Order #1025455823. Ordered by Elena Bird on 23 August 2019 10:08 AM

Elena Bird



10254558231330580047001



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