



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/OC8-OC10/19	
Vendor Name** Ilena Aldini-Messina			Vendor Number** 1015599	
Division** Economic Development & Culture	Work Address** 100 Queen St W, 6W	Postal Code** M5H 2N2	Invoice Date** (m/d/yyyy) November 22, 2019	
Name and Location of Conference / Seminar / Training / Business Travel** Communicating the Arts Conference, Montreal, QC			Payment Amount** \$ -	
Start Date** (m/d/yyyy) Tuesday, October 08, 2019		End Date** (m/d/yyyy) Thursday, October 10, 2019		

Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **
Registration Fees	4256	ED0152	1540200000 1550200000 1560200000 1570300000	1,395.41		1,395.41
Travel <input checked="" type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus Baggage Fees / Insurance	4253	ED0152	1540200000 1550200000 1560300000 1570300000	294.23	35.47	\$ 329.70
Use of Personal Vehicle Kms X <input checked="" type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.54/km						
Accommodation 2 days @ \$ 199.00 /day	4252	ED0152	1540200000 1550200000 1560200000 1570300000	473.62		473.62
Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO						
Ground Transportation (to and from Airport) ie: taxis and car rental DESTINATION *Foreign Transactions- NO TAX*	4254	ED0152	1540200000 1550200000 1560200000 1570300000	92.25		92.25
Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental *Foreign Transactions- NO TAX*						
Per Diem (See Bus. Expense Policy) 1 days @ \$ 65 / day days @ \$25 1 days @ \$50	4255	ED0152	1540200000 1550200000 1560200000 1570300000	96.79		96.79
Other (Please specify)						
Training	4310					
TOTAL EXPENSES						92,344.61

\$2,387.77

Less: Advances & Prepayments:		GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	SAP Document Number	Net Amount **	HST **	Total Including Taxes **
*Mandatory if applicable								
Registration Fees		4256	ED0152	1540200000	12-13275	1,395.41		1,395.41
Air Travel		4253	ED0152	1540200000	12-13276	294.23	35.47	329.70
Accommodation		4252	ED0152	1540200000	12-54567	-\$473.62		473.62
Grds Transportation (To & Fr. Airport) ON								
Grds Transportation (To & Fr. Airport) Destination		4254	ED0152	1540200000	12-54841	-\$92.25		92.25
Grds Transportation (local-des. taxi, bus, train, etc.)								
Other (Please specify)		4255	ED0152	1540200000	12-54842	-\$96.79		96.79
TOTAL ADVANCES & PREPAYMENT AMOUNT**								52,344.51
TOTAL PAYABLE TO INDIVIDUAL / CITY								\$0.00

\$2,387.77

Employee Name: _____	Ilena Aldini-Messina	Authorized by: _____	Marilyn Nickel
Title: _____	Supervisor, Special Events	Title: _____	Manager, Marketing
Date: _____	November 22, 2019	Date: _____	November 22, 2019
Telephone: _____	[Redacted]	Telephone: _____	[Redacted]
Signature: _____	[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

Name:	Ilena Aldini-Messina		
Division:	Economic, Development & Culture		
Work Address:	100 Queen Street West, 6 West		
Name of Conference/Seminar/Training:	Communicating the Arts - (Montreal)		
Within GTA <input type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input checked="" type="checkbox"/>	
Destination:	Montreal, QC		
Start Date:	08-Oct-19 (Tuesday)	End Date:	10-Oct-19 (Thursday)
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)			
Two lunches and One dinner included			
Purpose: Use space provided below for full description			
CTA MTL will gather 300 communication and education experts working in the arts. International professionals from museums, visual and performing arts will come together to network, engage in stimulating conversations and rethink their institution's models and strategies. Best practices will be shared and presented by directors, communication and marketing specialists, engagement experts and leading entrepreneurs from all over the world. THEME : INCLUSIVITY, EMPATHY AND WELL-BEING			
Conference Overview - At a time of global uncertainty and social division, how can the arts play a positive role in our society? How can they challenge their organisation to be more people-centred? How can they encourage empathy and improve well-being? Bridget Watson Payne declares in her book "How Art Can Make You Happy" that art institutions are for everyone and significant places for happiness. During 3 days, CTA MTL participants will be challenged to rethink their organisation, public engagement models and communication strategies in order to maximize their positive and powerful impact. This will be developed through 3 key areas: Inclusivity, Empathy and Well-Being			
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 unit local currency = \$ _____		
• Registration Fees: (Conference/Seminar/Training) (as of Feb 4 exchange rate) (early bird fee valid to Feb 28)		1030.00 USD	1352.15
• Accommodation: (Standard Single Room) Number of Days: <u>2</u> X \$ <u>179</u> /day incl. taxes			358
• Travel Method: Air <input checked="" type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> Personal Vehicle: <u> </u> km X \$ <u> </u> CAD/km			329.7
• Ground transportation: (including car rental, to/from airports) Specify estimates:			\$200
• Sundry Expenses: (See Business Expense Policy; Meals provided are deducted) Number of Days: <u>3 days (65+25+50) (see attached)</u> CAD or USD			140
Sub-Total Estimated Costs:			
- Other Business Meeting expenses outside of Conference costs, please specify:			
TOTAL ESTIMATED COST:			2379.85

Cost Centre/ WBS Element to be charged:	ED0152
Functional Area to be charged:	1540200000

I certify that all estimated costs relating to this trip are accurate.

Signature of Employee: _____

(signature)

Feb. 13, 2019
(date)

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

Approval for Proposed Expense

Division Head or	Mike Williams		Feb 18/19
	(print name)		(date)

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

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

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

REPORT ON CONFERENCE

Ilena Aldini-Messina

Employee Name: _____
Division: Marketing, Program Support, EDC
Date Submitted: Friday, November 22, 2019

Name of Conference: Communicating the Arts Conference – Inclusivity, Empathy & Wellbeing
Location: Montreal, Quebec
Date(s) Attended: October 8 – 10, 2019

Describe the benefits from attending the Conference (including any benefits to you and to the City):
Personal Development: The theme of this conference was directly aligned to Toronto History Museums' 2019 Theme – Health, Wellness & Inclusivity. Presentations reinforced that museums must remain relevant in our ever changing society by playing positive role through modernizing programming so that they are connecting with audiences and meeting their needs. As the Marketing Lead for Museums & Heritage Services I am now in a better position rethink public engagement models and communication strategies in order to maximize THS' positive and powerful impact to audiences.
Networking: This conference provided me with the opportunity to connect with leading art and museum communication professionals from around the world in a short period of time. I was able to share ideas and learn cutting-edge strategies that are setting these organizations apart and making them sustainable and viable for the future. Key organizations I was able to network with included: Montreal Museum of Fine Arts, Montreal; National Museum of Women in the Arts, Washington, DC; Rhode Island School of Design; San Francisco Ballet; TO Live, Toronto; Ujazdowski Castle Centre for Contemporary Art Poland; Frye Art Museum, Seattle; Concordia University, Montreal; Musicians Without Borders, Netherlands; & Art Gallery of NSW; Australia.
City Benefits (including financial benefits): I now have broader understanding on current best practices in marketing and communication in the arts/museum sector. This will help me rethink marketing and communications strategist for MHS, making them more effective, impactful and cost-efficient.

Employee's signature: _____ **Date:** November 22, 2019

Approved by (please print): _____
Division Head or Designate

Signature: _____ **Date:** Nov 22/19.

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

x _____
Mike Williams, General Manager

Bill

Billing date:2019-02-20 - 5:25 PM
Invoice no.: M39724428 (C1E4132250127195)
Organizer :Agenda
Event:Communicating the Arts Montreal
Additional information

SENDER

Agenda

80 rue du Faubourg Poissonniere
Paris 75010
France
clemence@communicatingthearts.com
+33149950806
TPS/TVQ : FR45 400768024

CLIENT

City of Toronto

City Hall, 100 Queen Street West, 6W
Toronto M5G 1P5 Ontario
Canada

Tickets sold

Designation	Tax rate	Qty	Unit Price	Amount ex VAT
Early Bird Rate for Non Profit, 8-10 Oct	0%	1	1 030,00 \$	1 030,00 \$
Total ex VAT				1 030,00 \$
Total ATI PAID				1 030,00 \$

Weezevent takes charge of the billing on behalf and for the organizer.
Your bank statement in the name of BILLET WEEZEVENT FRANCE DIJON.

Paid

Booking Receipt

Thank you for booking with Porter.
Your payment has been received.

Booking date
Feb 20, 2019

Confirmation number
KELUVE

Ilena [REDACTED] Aldini-Messina

\$329.70 CAD

Flights \$329.70

PD 453 Toronto (YTZ) to Montréal (YUL) \$110.00
Oct 8, 2019 at 6:45 AM
Basic Fare

Taxes, Fees and Charges \$46.08

Air Traveller Security Charge \$7.12
NAV and Surcharges \$6.00
Airport Improvement Fee \$15.00
Harmonized Sales Tax (HST) \$17.96

PD 488 Montréal (YUL) to Toronto (YTZ) \$110.00
Oct 10, 2019 at 8:30 PM
Basic Fare

Taxes, Fees and Charges \$63.62

Air Traveller Security Charge \$7.12
NAV and Surcharges \$6.00
Airport Improvement Fee \$30.00
Goods and Services Tax (GST) \$1.50
Quebec Sales Tax (QST) \$2.99
Harmonized Sales Tax (HST) \$16.01

Total cost \$329.70 CAD

Payment summary

Transaction Date

Feb 20, 2019

Method of Payment

MasterCard
XXXX-XXXX-XXXX-[REDACTED]

Le Meridien Versailles Montreal
 1808 Rue Sherbrooke Ouest
 Montreal H3H 1E5
 Canada
 Tel: 514-933-8111

Ilena Aldini
 AG1142 - Agenda Communicating With Arts

Page No : 1
 Client No : 563279
 Folio ID : A
 Arrivee : 08-OCT-19 12:48
 Depart : 10-OCT-19
 No de Client : 1
 Chambre No : 551
 Marriott Bonvoy Number :

Renseignements Facture

Taxe ID :

Le Meridien Mo YULMV OCT-10-2019 02:30 9999

Date	Reference	Description	Debits (CAD)	Credits (CAD)
08-OCT-19	RT551	Room Chrg - GRP SMERF	199.00	
08-OCT-19	RT551	Tax D'Hebergement/Occupancy Tx	6.97	
08-OCT-19	RT551	TPS/GST	10.30	
08-OCT-19	RT551	TVQ/QST	20.54	
09-OCT-19	RT551	Room Chrg - GRP SMERF	199.00	
09-OCT-19	RT551	Tax D'Hebergement/Occupancy Tx	6.97	
09-OCT-19	RT551	TPS/GST	10.30	
09-OCT-19	RT551	TVQ/QST	20.54	
OCT-10-2019	MC	MasterCard		-473.62

Approve EMV Receipt for MC - [REDACTED] PIN Verified
 TC:A4008718086A369A TVR:0000008000
 Application Label:MasterCard

** Total 473.62 -473.62
 *** Solde 0.00



Suite page suivante

UNIPAYMENT
SVC LIMO ET TAXI
(514) 501-2334

VIGRETTIE 1019
POCKET 32087

TERM ID: A7608413

BATCH: 373
SHIFT: 001

Sale

INV# : 000000005
MCARD

Chip

SEQR.373001001005

Application Label: MasterCard

AID: A0000000011010

TVR 00 00 20 00 00

TSI 6C 00

Amount: \$

41.00

Tip: \$

6.15

Total: CAD\$

47.15

APPROVED 097314
001/00

08-Oct-19

08:31:53

CUSTOMER COPY

MERCI / THANK YOU!



SSP America
7503413 - URBAN CRAVE
YUL Int'l Airport
Dorval QC H4Y 1H1

** TRANSACTION RECORD **
Tran. #: 273

Type: Purchase
Acct: MasterCard
Card #: xxxxxxxxxxxx

Amount \$35.07
Tip \$5.26

=====
TOTAL CAD\$40.33

Reference #:
66186973 0012070120 C
Auth. #: 029905
UL09CS12/E66186973 005
10/10/2019 7:20:31 PM

MasterCard
A0000000041010
0000008000 6800

APPROVED - THANK YOU
01-027

VERIFIED BY PIN

Customer Copy

IMPORTANT
Retain this copy for
your records

THANK YOU
Come Again

----- BACKUP FROM -----
ptr89 URCDBAR02

SERVICES ALIMENTAIRES QUEBEC
SSP Inc.
URBAN CRAVE DOME
AEROPORT DE MONTREAL
1-514-636-2037

Order # 84

1098 Sabrina

Tbl 23/1 Fct 7084 Cts 1
Oct10'19 06:36Ap

Eat In	
1 Burger Clasq	16.00
Croustillant	
1 Classic Caesar	14.50
Sous-Total 30.50	
T.P.S	1.53
T.V.Q.	3.04
07:19Ap Total	35.07

ENTREZ pour GAGNER!
Bon cadeau Amazon de \$500
Parlez-nous de votre visite a
1 un de nos magasins et
participez au tirage au sort
Consulter les conditions sur:
www.eatonthemove.com/CA

LOCATION: 7502413

Customer Care 1-877-325-8777

TPS 777895129RT0013
TVQ 1223656575TQ0013

Printed: Oct10'19 07:19:22Ap

=====
TPS: 1,53 \$ TVQ: 3,04 \$
Total : 35,07 \$

FACTURE ORIGINALE



2019-10-10 19:04:37 MEV:15888102-10111967
LA FRINGALE URBAINE
975-DO110, BOUL. ROMEO-VACHON, DORVAL,
H4Y 1H1

W Q V E S = 1 2 = E C L
=====

SERVICES DE
TRANSPORTATION TRU
11475 CH COTE DE LIE
DORVAL QC H9P 1B:
(514) 636-4636
Vignette 2831
Pocket 14528

SALE

Server #: 014528

Batch #: 503 REF#: 00
10/10/19 SEQ: 50300

APPR CODE: 095638
MASTERCARD

AMOUNT
TIP
TOTAL \$4

00 - APPROVED - 001

MasterCard
AID: A0000000041010
TVR: 00 00 00 80 00
TSE: E8 00

CUSTOMER COPY

MAISON PIGNARD INC
1486 SHERBROOKE OUEST
MONTREAL, QUEBEC H3G 1L3
(514) 750-1492

TYPE: PURCHASE

ACCOUNT: MASTERCARD
AMOUNT: \$ 19.55
TIP: \$ 2.00
TOTAL: \$ 21.55

CARD NUMBER: *****
DATE/TIME: 08/Oct/2019 13:30:27
REFERENCE NUMBER: 661863230011510110 C
AUTHORIZATION: 024067

MasterCard
A0000000041010
0000008000E800

01 APPROVED-THANK YOU 027

* IMPORTANT *
Retain this copy for your records

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Document de formation
Ne pas remettre au client

MAISON PIGNARD INC
1486 SHERBROOKE OUEST
MONTREAL, QC H3G 1L3
TÉL.: 514 750-1492

ENTRAÎNEMENT
FACTURE:0042230

TERM:B
08-oct-2019 13:30 SOPHIE

DIVERS \$12.50FP
DIVERS \$4.50FP

SOUS-TOTAL \$17.00
TPS (837934439RT0001) \$0.85
TVQ (1220721198TQ0001) \$1.70

TOTAL \$19.55
MASTERCARD \$21.55
REMISE \$2.00

TRANSACTION VENTE

Approuvée 024067

Nombre d'articles: 2
MERCİ, A LA PROCHAINE !!

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MAIOLO MONTREAL
1800 SHERBROOKE RUE O
MONTREAL QC

CARD
CARD TYPE MASTERCARD
DATE 2019/10/10
TIME 4814 08:36:39
RECEIPT NUMBER
C82041385-001-001-080-0

PURCHASE
AMOUNT \$29.09
TIP \$5.82
TOTAL

\$34.91

MasterCard
A0000000041010
366CF64090B31CE3
0000008000-E800
964ABE850F095CDF

APPROVED

AUTH# 003759 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORD

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MAIOLO MONTREAL
0016 Table 22 #Party 1
DEJEUNER H 8:19 10/10/19

1 BRUNCH NO PACKAG 22.00

Sub Total: 22.00
Taxe TPS: 1.27
Taxe TVQ: 2.52
Sub Total: 25.79

POURBOIRE15 3.30
TOTAL: 29.09

SERVICE:.....

TOTAL:.....

CHBR/ROOM:.....

NOM/NAME:.....

SIGNATURE:.....

TPS # 735763690 TVQ# 1224388914

514-904-1900
1800 SHERBROOKE QUEST MTL H3H 1E5

** MERCI ! THANK YOU ! **
Copie du commerçant
Ne pas remettre au client