



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Division Manager, Program Manager, Supervisor, Caseworker (3), Employment Councillor

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

OMSSA Annual Learning Symposium, Ottawa, June 17 & 18/13

Other Comments:

EXPENSES

| EXPENSES | | | | | | Foreign Exchange \$ | CDN TOTALS | |
|--------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|------------|--|
| DATES (mmm dd/yy) | Jun 06/13 | | | | | | | |
| Transportation: | | | | | | | | |
| Personal Auto 61.9 cents/km | 0.00 km \$ 0.00 | 0.00 km \$ 0.00 | 0.00 km \$ 0.00 | 0.00 km \$ 0.00 | 0.00 km \$ 0.00 | | \$ 0.00 | |
| Rental Vehicle | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Parking | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Bus | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Air | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Other | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| Registration: | \$5,813.85 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5,813.85 | |
| Accommodation: | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| Meals: - Breakfast | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Lunch | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Dinner | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| Other - Specify: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| TOTALS | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$5,813.85 | |

Less Interim Claim \$0.00

Less Purchasing Card \$5,813.85

BALANCE PAYABLE (to Claimant) \$ 0.00

Recoverable: yes no If yes, recoverable from

I hereby certify that all the above expenditures were disbursed on behalf of the Corporation of the City of Peterborough for purposes stated above.

Date: Aug 1/13 Signature: _____

I have examined the above expense claim and the attached re

Date: Aug 2/13 Signature: _____



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Division Manager, Supervisor, Casworker (3), Employment Counsellor

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):
OMSSA Spring Forum, Ottawa, ON, June 16-19/13

Other Comments:

| EXPENSES | | | | | | Foreign Exchange \$ | CDN TOTALS | |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|------------|----------|
| DATES (mmm dd/yy) | Jun 19/13 | | | | | | | |
| Transportation: | | | | | | | | |
| Personal Auto 61.9 cents/km | 0.00 km \$ 0.00 | 0.00 km \$ 0.00 | 0.00 km \$ 0.00 | 0.00 km \$ 0.00 | 0.00 km \$ 0.00 | | \$ 0.00 | |
| Rental Vehicle | \$368.20 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 368.20 | |
| - Parking | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Bus | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Air | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Other | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| Registration: | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| Accommodation: | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| Meals: - Breakfast | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Lunch | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Dinner | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| Other - Specify: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| TOTALS | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 368.20 | |
| Less Interim Claim | | | | | | | | \$0.00 |
| Less Purchasing Card | | | | | | | | \$368.20 |
| BALANCE PAYABLE (to Claimant) | | | | | | | | \$ 0.00 |
| Recoverable: yes <input type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from | | | | | | | | |

I hereby certify that all the above expenditures were disbursed on behalf of the Corporation of the City of Peterborough for purposes stated above.

Date: July 4/13 Signature: _____

I have examined the above expense claim and the attached rec

Date: July 8/13 Signature: _____



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Manager of Social Services
Supervisor, Case Managers, Employment
Counsellor

This is an interim claim: first: second: 3rd This is a final claim:

PURPOSE, LOCATION, AND DATE(S):
Attend OMSSA conference in Ottawa June 16-19, 2013

Other Comments:
5 rooms for 3 nights

3 Rooms at \$200.19 per night
2 Room at \$223.47 per night

| EXPENSES | | | | | | Foreign Exchange \$ | CDN TOTALS | |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|------------|-----------|
| DATES (mmm dd/yy) | Jun 16/13 | Jun 17/13 | Jun 18/13 | | | | | |
| Transportation: | | | | | | | | |
| Personal Auto 60.9 cents/km | 0.00 km \$ 0.00 | 0.00 km \$ 0.00 | 0.00 km \$ 0.00 | 0.00 km \$ 0.00 | 0.00 km \$ 0.00 | | \$ 0.00 | |
| Rental Vehicle | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Parking | \$36.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 36.00 | |
| - Bus | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Air | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Other | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| Registration: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| Accommodation: | \$1,047.51 | \$1,047.51 | \$1,047.51 | \$0.00 | \$0.00 | \$0.00 | \$3,142.53 | |
| Meals: - Breakfast | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Lunch | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Dinner | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| Other - Specify: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| TOTALS | \$1,083.51 | \$1,047.51 | \$1,047.51 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$3,178.53 | |
| Less Interim Claim | | | | | | | | \$0.00 |
| Less Purchasing Card | | | | | | | | \$3178.53 |
| BALANCE PAYABLE (to Claimant) | | | | | | | | \$ 0.00 |
| Recoverable: yes <input type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from | | | | | | | | |

I hereby certify that all the above expenditures were disbursed on behalf of the Corporation of the City of Peterborough for purposes stated above.

Date: July 2/13 Signature: _____

I have examined the above expense claim and the attached receipts



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Caseworker

This is an interim claim: first: second: ~~third~~ This is a final claim:

PURPOSE, LOCATION, AND DATE(S):
OMSSA Conference, Ottawa Ontario, June 16 - 19, 2103

Other Comments:

| EXPENSES | | | | | | Foreign Exchange \$ | CDN TOTALS |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|------------------|
| DATES (mmm dd/yy) | Jun 16/13 | Jun 17/13 | Jun 18/13 | | | | |
| Transportation: | | | | | | | |
| Personal Auto 60.9 cents/km | 0.00 km \$ 0.00 | 0.00 km \$ 0.00 | 0.00 km \$ 0.00 | 0.00 km \$ 0.00 | 0.00 km \$ 0.00 | | \$ 0.00 |
| Rental Vehicle | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 |
| - Parking | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 |
| - Bus | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 |
| - Air | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 |
| - Other | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 |
| Registration: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 |
| Accommodation: | \$200.19 | \$219.82 | \$200.19 | \$0.00 | \$0.00 | \$0.00 | \$ 620.20 |
| Meals: - Breakfast | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 |
| - Lunch | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 |
| - Dinner | \$22.49 | \$23.54 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 46.03 |
| Other - Specify: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 |
| TOTALS | \$ 222.68 | \$ 243.36 | \$ 200.19 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 666.23 |
| Less Interim Claim | | | | | | | \$0.00 |
| Less Purchasing Card | | | | | | | \$0.00 |
| BALANCE PAYABLE (to Claimant) | | | | | | | \$ 666.23 |
| Recoverable: yes <input type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from | | | | | | | |

I hereby certify that all the above expenditures were disbursed on behalf of the Corporation of the City of Peterborough for purposes stated above.

Date: 28/6/13 Signature: _____

I have examined the above expense claim and the attached receipt

Date: July 3/13 Signature: _____



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Case Manager

This is an interim claim: first: second: ^{5th} This is a final claim:

PURPOSE, LOCATION, AND DATE(S):
OMSSA Conference at Delta Hotel in Ottawa June 17 - June 19, 2013

Other Comments:
Attendees: Linda Mitchelson (SS Director); Rose Joncas (SS Supervisor); Karen Tucker and Kim Davis (SS Case Managers) and Kelly Ladouceur (SS Employment Counsellor)

| EXPENSES | | | | | | Foreign Exchange \$ | CDN TOTALS | |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|------------|----------|
| DATES (mmm dd/yy) | 2013/17/06 | 2013/18/06 | | | | | | |
| Transportation: | | | | | | | | |
| Personal Auto 60.9 cents/km | 0.00 km \$ 0.00 | 0.00 km \$ 0.00 | 0.00 km \$ 0.00 | 0.00 km \$ 0.00 | 0.00 km \$ 0.00 | | \$ 0.00 | |
| Rental Vehicle | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Parking | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Bus | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Air | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Other fuel only - cost of rental vehicle was covered by the City corporately. | \$66.05 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 66.05 | |
| Registration: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| Accommodation: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| Meals: - Breakfast | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Lunch | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Dinner | \$0.00 | \$12.42 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 12.42 | |
| Other - Specify: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| TOTALS | \$ 66.05 | \$ 12.42 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 78.47 | |
| Less Interim Claim | | | | | | | | \$0.00 |
| Less Purchasing Card | | | | | | | | \$0.00 |
| BALANCE PAYABLE (to Claimant) | | | | | | | | \$ 78.47 |
| Recoverable: yes <input type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from | | | | | | | | |

I hereby certify that all the above expenditures were disbursed on behalf of the Corporation of the City of Peterborough for purposes stated above.

Date: 27/6/13 Signature: _____



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Case Manager

This is an interim claim:

first:

second:

6th

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

OMSSA CONFERENCE Ottawa Ontario June 16 to June 19 2013

Other Comments:

| EXPENSES | | | | | | Foreign Exchange \$ | CDN TOTALS |
|--------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|------------|
| DATES (mmm dd/yy) | Jun 16/13 | Jun 17/13 | Jun 18/13 | Jun 19/13 | | | |
| Transportation: | | | | | | | |
| Personal Auto 60.9 cents/km | 0.00 km \$ 0.00 | 0.00 km \$ 0.00 | 0.00 km \$ 0.00 | 0.00 km \$ 0.00 | 0.00 km \$ 0.00 | | \$ 0.00 |
| Rental Vehicle | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 |
| - Parking | \$0.00 | \$21.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 21.00 |
| - Bus | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 |
| - Air | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 |
| - Other | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 |
| Registration: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 |
| Accommodation: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 |
| Meals: - Breakfast | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 |
| - Lunch | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 |
| - Dinner | \$1.94 | \$23.57 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 25.51 |
| Other - Specify: tip | \$0.00 | \$5.49 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 5.00 |
| TOTALS | \$ 1.94 | \$ 49.57 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 51.51 |

Less Interim Claim

Less Purchasing Card

BALANCE PAYABLE (to Claimant)

Recoverable: yes no If yes, recoverable from

I hereby certify that all the above expenditures were disbursed on behalf of the Corporation of the City of Peterborough for purposes stated above.

Date: June 21, 13 Signature: _____

I have examined the above expense claim and the attached
Date: June 24, 13 Signature: _____



City of Peterborough

AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Program Manager, Community Partner,
Information Management Assistant

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

OMSSA Conference at the Ottawa City Centre, Ottawa Ontario June 16th to 19th 2013

Other Comments:

2 - City of Peterborough staff and 1 community partner attended this conference

| EXPENSES | | | | | | Foreign Exchange \$ | CDN TOTALS | |
|---|------------------------|--------------------|--------------------|---------------------|--------------------|---------------------|------------------|--|
| DATES (mmm dd/yy) | Jun 16/13 | Jun 17/13 | Jun 18/13 | Jun 19/13 | | | | |
| Transportation: | | | | | | | | |
| Personal Auto 60.9 cents/km | 279.00 km \$ 169.91 | 0.00 km \$ 0.00 | 0.00 km \$ 0.00 | 279 km \$ 169.91 | 0.00 km \$ 0.00 | | \$ 339.82 | |
| Rental Vehicle | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Parking | \$54.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 54.00 | |
| - Bus | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Air | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Other | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| Registration: | \$1,022.65 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,022.65 | |
| Accommodation: | \$400.38 | \$400.38 | \$400.38 | \$0.00 | \$0.00 | \$0.00 | \$1,201.14 | |
| Meals: - Breakfast | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Lunch | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Dinner | \$40.03 | \$48.94 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 88.97 | |
| Other - Specify: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| TOTALS | \$1,463.06 | \$ 449.32 | \$ 400.38 | \$ 169.91 | \$ 0.00 | \$ 0.00 | \$2,706.58 | |
| Less Interim Claim | | | | | | | \$0.00 | |
| Less Purchasing Card | | | | | | | \$2,366.76 | |
| BALANCE PAYABLE (to Claimant) | | | | | | | \$ 339.82 | |
| Recoverable: yes <input checked="" type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from transportation | | | | | | | | |
| I hereby certify that all the above expenditures were disbursed on behalf of the Corporation of the City of Peterborough for purposes stated above. | | | | | | | | |
| Date: <u>June 27/13</u> | | | | Signature: _____ | | | | |
| I have examined the above expense claim and the attached _____ | | | | | | | | |
| Date: <u>June 28/13</u> | | | | Signature: _____ | | | | |