



PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

City of
Peterborough

JOB TITLE:

Program Manager

This is an interim claim: <input type="checkbox"/> first: <input type="checkbox"/> second: <input type="checkbox"/>	This is a final claim: <input checked="" type="checkbox"/>
PURPOSE, LOCATION, AND DATE(S): 2 staff to attend the Housing and Homelessness Resource Centre Forum - Ontario Municipal Social Services Association - one day forum - March 27, 2014 in Toronto at the Eaton Chelsea	
Other Comments:	

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Mar 26/14	Mar 27/14						
Transportation:								
Personal Auto 60.8 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:	\$0.00	\$305.76	\$0.00	\$0.00	\$0.00	\$0.00	\$ 305.76	
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	\$46.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 46.76	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 46.76	\$ 305.76	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 352.52	
Less Interim Claim								\$0.00
Less Purchasing Card								\$352.52

BALANCE PAYABLE (to Claimant)

Recoverable: yes no If yes, recc

I hereby certify that all the above expenditure purposes stated above.

Date: Mar 28/14

I have examined the above expense claim ar

Date: Mar 31/14



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Supervisor, Program Manager

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Housing & Homelessness Forum, March 27/14, Toronto, ON

Other Comments:

EXPENSES

Foreign Exchange \$

CDN TOTALS

DATES (mmm dd/yy)

DATES (mmm dd/yy)							
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:	\$395.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 395.50
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	\$ 395.50
Less Interim Claim							\$0.00
Less Purchasing Card							\$395.50
BALANCE PAYABLE (to Claimant)							\$ 0.00

Recoverable: yes no If yes, rec

I hereby certify that all the above expenditures were for business purposes stated above.

Date: Apr 11/14

I have examined the above expense claim and

Date: Apr 2/14