



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Manager, Court Services**

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

**PURPOSE, LOCATION, AND DATE(S):**  
Annual Municipal Court Manager's Assoc Conference, Ottawa, Ontario May 25-28, 2014

**Other Comments:**

| EXPENSES                             |                    |                    |                    |                    |                    | Foreign Exchange \$ | CDN TOTALS |            |
|--------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|------------|------------|
| DATES (mmm dd/yy)                    | May 24/14          | May 25/14          | May 26/14          | May 27/14          | May 28/14          |                     |            |            |
| <b>Transportation:</b>               |                    |                    |                    |                    |                    |                     |            |            |
| Personal Auto<br>61.4 cents/km       | 0.00 km<br>\$ 0.00 | 0.00 km<br>\$ 0.00 | 0.00 km<br>\$ 0.00 | 0.00 km<br>\$ 0.00 | 0.00 km<br>\$ 0.00 |                     | \$ 0.00    |            |
| Rental Vehicle                       | \$81.94            | \$81.94            | \$81.94            | \$81.94            | \$81.98            | \$0.00              | \$ 409.74  |            |
| - 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    |            |
| <b>Registration:</b>                 | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 0.00    |            |
| <b>Accommodation:</b>                | \$0.00             | \$194.07           | \$194.07           | \$194.07           | \$0.00             | \$0.00              | \$ 582.21  |            |
| <b>Meals:</b> - Breakfast            | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 0.00    |            |
| - Lunch                              | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$6.77             | \$0.00              | \$ 6.77    |            |
| - Dinner                             | \$0.00             | \$0.00             | \$0.00             | \$21.12            | \$0.00             | \$0.00              | \$ 21.12   |            |
| <b>Other - Specify:</b>              | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 0.00    |            |
| <b>TOTALS</b>                        | \$ 81.94           | \$ 276.01          | \$ 276.01          | \$ 297.13          | \$ 88.75           | \$ 0.00             | \$1,019.84 |            |
| Less Interim Claim                   |                    |                    |                    |                    |                    |                     |            | \$0.00     |
| Less Purchasing Card                 |                    |                    |                    |                    |                    |                     |            | \$1,019.84 |
| <b>BALANCE PAYABLE (to Claimant)</b> |                    |                    |                    |                    |                    |                     |            | \$ 0.00    |

Recoverable: yes  no  If yes, \_\_\_\_\_

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

Date: July 7/14

I have examined the above expense claim

Date: July 9, 2014



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Manager, Court Services

This is an interim claim:  first:  second:

This is a final claim:

**PURPOSE, LOCATION, AND DATE(S):**

Annual Municipal Court Managers Assoc. Conference, Ottawa, Ontario May 25-28, 2014

**Other Comments:**

Interim claim for Registration of \$400 paid by cheque request

| EXPENSES                  |           |           |         |         |         | Foreign Exchange \$ | CDN TOTALS |          |
|---------------------------|-----------|-----------|---------|---------|---------|---------------------|------------|----------|
| DATES (mmm dd/yy)         | Feb 04/14 | May 25/14 |         |         |         |                     |            |          |
| <b>Transportation:</b>    |           |           |         |         |         |                     |            |          |
| Personal Auto             | 0.00 km   | 0.00 km   | 0.00 km | 0.00 km | 0.00 km |                     |            |          |
| 61.4 cents/km             | \$ 0.00   | \$ 0.00   | \$ 0.00 | \$ 0.00 | \$ 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 Gas               | \$0.00    | \$50.00   | \$0.00  | \$0.00  | \$0.00  | \$0.00              | \$ 50.00   |          |
| <b>Registration:</b>      | \$400.00  | \$0.00    | \$0.00  | \$0.00  | \$0.00  | \$0.00              | \$ 400.00  |          |
| <b>Accommodation:</b>     | \$0.00    | \$0.00    | \$0.00  | \$0.00  | \$0.00  | \$0.00              | \$ 0.00    |          |
| <b>Meals:</b> - 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    |          |
| <b>Other - Specify:</b>   | \$0.00    | \$0.00    | \$0.00  | \$0.00  | \$0.00  | \$0.00              | \$ 0.00    |          |
| <b>TOTALS</b>             | \$ 400.00 | \$ 50.00  | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00             | \$ 450.00  |          |
| Less Interim Claim        |           |           |         |         |         |                     |            | \$400.00 |
| Less Purchasing Card      |           |           |         |         |         |                     |            | \$50.00  |

**BALANCE PAYABLE (to Claimant)**

Recoverable: yes  no  If yes, rec

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

Date: June 3/14

I have examined the above expense claim

Date: June 9, 2014