



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Human Resources Consultant

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

**PURPOSE, LOCATION, AND DATE(S):**  
 Association of Municipal Managers, Clerks & Treasurers, Barrie, Ontario September 4 and 5, 2014

**Other Comments:**  
 HR Processes & Issues, Collective Agreements & Discipline + online session access.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 04/14	Sep 05/14						
<b>Transportation:</b>								
Personal Auto 64.5 cents/km	158.00 km \$ 101.91	163.00 km \$ 104.49	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 206.40	
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	
<b>Registration:</b>	\$1,130.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,130.00	
<b>Accommodation:</b>	\$135.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 135.99	
<b>Meals:</b> - Breakfast	\$15.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 15.50	
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Dinner	\$39.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 39.03	
<b>Other - Specify:</b> Room HST	\$17.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 17.68	
<b>TOTALS</b>	\$1,440.11	\$ 104.49	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$1,544.60	
Less Interim Claim								\$1,130.00
Less Purchasing Card								\$208.20
<b>BALANCE PAYABLE (to Claimant)</b>								\$ 206.40

*MAD* (OK) ✓

Recoverable: yes  no  If yes, recoverable from

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

Date: Sept. 15/14

I have examined the above expense clai

Date: Sept. 15/14



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: HR Assistant

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

**PURPOSE, LOCATION, AND DATE(S):**  
 Association of Municipal Managers, Clerks & Treasurers, Barrie, Ontario September 4 and 5, 2014

**Other Comments:**  
 HR Processes & Issues, Collective Agreements & Discipline + online session access.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)								
<b>Transportation:</b>								
Personal Auto	0.00 km	0.00 km	0.00 km	0.00 km	0.00 km			
64.5 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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Registration:</b>	\$1,130.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,130.00	
<b>Accommodation:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Meals: - Breakfast</b>	\$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>	\$1,130.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$1,130.00	
Less Interim Claim								\$0.00
Less Purchasing Card								\$1,130.00
<b>BALANCE PAYABLE (to Claimant)</b>								\$ 0.00

Recoverable: yes  no  If yes, re:

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

Date: August 1, 2014

I have examined the above expense claim

Date: August 1/14



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: HR Assistant

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

**PURPOSE, LOCATION, AND DATE(S):**  
 Association of Municipal Managers, Clerks & Treasurers, Barrie, Ontario September 4 and 5, 2014

**Other Comments:**  
 HR Processes & Issues, Collective Agreements & Discipline + online session access.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 03/14	Sep 04/14	Sep 05/14					
<b>Transportation:</b>								
Personal Auto 64.5 cents/km	166.00 km \$ 107.07	km \$ 0.00	166.00 km \$ 107.07	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 214.14	
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 taxi	\$0.00	<i>cash</i> \$16.50	\$0.00	\$0.00	\$0.00	\$0.00	\$ 16.50	
<b>Registration:</b>	\$1,130.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,130.00	
<b>Accommodation:</b>	\$153.67	\$153.67	\$0.00	\$0.00	\$0.00	\$0.00	\$ 307.34	
<b>Meals:</b> - Breakfast	\$0.00	\$13.50	\$15.50	\$0.00	\$0.00	\$0.00	\$ 29.00	
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Dinner	\$23.34	<i>cash</i> \$16.61	\$0.00	\$0.00	\$0.00	\$0.00	\$ 39.95	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$1,414.08	\$ 200.28	\$ 122.57	\$ 0.00	\$ 0.00	\$ 0.00	\$1,736.93	
Less Interim Claim								\$1,130.00
Less Purchasing Card								\$359.68
<b>BALANCE PAYABLE (to Claimant)</b>								\$ 247.25
Recoverable: yes <input type="checkbox"/> no <input checked="" type="checkbox"/> If yes, recoverable from								

I hereby certify that all the above expend purposes stated above.  
 Date: Sept 12/14

I have examined the above expense claim  
 Date: Sept 15/14

*OK*  
*MAR*



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: HR CONSULTANT

This is an interim claim:  first:  second:

This is a final claim:

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

Association of Municipal Managers, Clerks & Treasurers, Barrie, Ontario September 4 and 5, 2014

**Other Comments:**

HR Processes & Issues, Collective Agreements & Discipline + online session access.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)								
<b>Transportation:</b>								
Personal Auto 64.5 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	
<b>Registration:</b>	\$1,130.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,130.00	
<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>	\$1,130.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$1,130.00	
Less Interim Claim								\$0.00
Less Purchasing Card								\$1,130.00
<b>BALANCE PAYABLE (to Claimant)</b>								\$ 0.00

Recoverable: yes  no  If yes, rec

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

Date: August 1, 2014

I have examined the above expense claim &

Date: August 1/14