



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Social Services Administrative Assistant

This is an interim claim:  first:  second:

This is a final claim:

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

Travelled to Haliburton to attend Bridges Training November 7 and 8, 2014 at Pinestone Resort.

**Other Comments:**

Travelled with 4 other Social Services Division Staff  
Accommodation receipt and dinner receipt is for 6 staff persons.

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Nov 07/14						
<b>Transportation:</b>							
Personal Auto 61 cents/km	251 km \$ 153.11	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 153.11
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>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>Accommodation:</b>	\$739.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 739.02
<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	\$131.42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 131.42
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>TOTALS</b>	\$1,023.55	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$1,023.55
Less Interim Claim							\$0.00
Less Purchasing Card							\$870.44
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 153.11</b>

Recoverable: yes  no  If yes, re

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

Date: Nov 12/14

I have examined the above expense claim

Date: Nov 12/14