



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Supervisor

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):
OMSSA Fall Conference, Dec. 3, 2014, Toronto, ON

Other Comments:
Refund of registration and hotel prepaid fee

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)								
Transportation:								
Personal Auto 61 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	\$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	\$ 0.00	
Less Interim Claim								\$0.00
Less Purchasing Card								\$0.00
BALANCE PAYABLE (to Claimant)								\$ 0.00
Recoverable: yes <input checked="" type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from Refund of registration/hotel bill								833.79
I hereby certify that all the above expenses were incurred for the purposes stated above.								
Date: <u>Dec 16/14</u>								
I have examined the above expense claim.								
Date: <u>Dec 17/14</u>								



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Social Services Program Manager

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

OMSSA Research/Policy Conference , Sheraton Downtown Queen St. Toronto Return

Other Comments:

Rental vehicle to travel to conference return for (5) Social Services employees

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Dec 02/14	Dec 3/14					
Transportation:							
Personal Auto 61 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	\$177.46	\$0.00	\$0.00	\$0.00	\$0.00	\$ 177.46
- Parking	\$0.00	\$36.00	\$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 Fuel	\$0.00	\$43.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 43.00
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	\$13.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 13.55
- 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	\$ 13.55	\$ 256.46	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 270.01
Less Interim Claim							\$0.00
Less Purchasing Card							\$256.46
BALANCE PAYABLE (to Claimant)							\$ 13.55

Recoverable: yes no If yes,

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

Date: Dec 15/14

I have examined the above expense clai

Date: Dec 15/14



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Manager of Social Services Division

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Manager and other division staff travelled to Toronto to attend OMSSA conference in Toronto December 2,3, 2014

Other Comments:

Dinner invoice covers 5 division managers

EXPENSES

Foreign Exchange \$

CDN TOTALS

DATES (mmm dd/yy)

Dec 02/14

Transportation:

Personal Auto 61 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

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 \$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

\$111.31 \$0.00 \$0.00 \$0.00 \$0.00

\$0.00 \$ 111.31

Other - Specify: Tip

\$20.04 \$0.00 \$0.00 \$0.00 \$0.00

\$0.00 \$ 20.04

TOTALS

\$ 131.35 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00

\$ 0.00 \$ 131.35

Less Interim Claim

\$0.00

Less Purchasing Card

\$131.35

BALANCE PAYABLE (to Claimant)

\$ 0.00

Recoverable: yes no If yes,

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

Date: Jan 30/15

I have examined the above expense claim

Date: Feb 21/15



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Division Manager, Program Manager (2), Supervisor, Coordinator, Sr. Program Analyst

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

PURPOSE, LOCATION, AND DATE(S):
OMSSA Policy and Research Conference, Dec. 2-3/14, Toronto, ON

Other Comments:
Hotel rooms charged in advance for conference.

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Nov 01/14						
Transportation:							
Personal Auto 61 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:	\$4,576.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,576.50
Accommodation:	\$1,252.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,252.74
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	\$5,829.24	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$5,829.24
Less Interim Claim							\$0.00
Less Purchasing Card							\$5,829.24
BALANCE PAYABLE (to Claimant)							\$ 0.00

Recoverable: yes no If yes, rec

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

Date: Dec 2/14

I have examined the above expense claim and it is correct.

Date: Dec 9/14



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Sr Program Analyst

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

PURPOSE, LOCATION, AND DATE(S):
OMSSA Conference Toronto December 2 and 3, 2014

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Dec 02/14						
Transportation:							
Personal Auto 61 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	\$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	\$9.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 9.35
- 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	\$ 9.35	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9.35
Less Interim Claim							\$0.00
Less Purchasing Card							\$9.35
BALANCE PAYABLE (to Claimant)							\$ 0.00

Recoverable: yes no If yes, recc

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

Date: 05-01-2015

I have examined the above expense claim at

Date: Jan 8/15