



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Information Services Librarian

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

**PURPOSE, LOCATION, AND DATE(S):**  
Ontario Library Association Conference - January 28-30, 2015

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jan 28/15	Jan 29/15	Jan 30/15					
<b>Transportation:</b>								
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	\$18.00	\$0.00	\$18.00	\$0.00	\$0.00	\$0.00	\$ 36.00	
- Air	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Other Taxi	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Registration:</b>	\$502.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 502.85	
<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	\$11.94	\$11.30	\$0.00	\$0.00	\$0.00	\$ 23.24	
- Dinner	\$26.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 26.56	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 547.41	\$ 11.94	\$ 29.30	\$ 0.00	\$ 0.00	\$ 0.00	\$ 588.65	
Less Interim Claim								\$502.85
Less Purchasing Card								\$67.80
<b>BALANCE PAYABLE (to Claimant)</b>								\$ 18.00

Recoverable: yes  no  If yes, rec

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

Date: March 11/15

I have examined the above expense claim

Date: March 11/15



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

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

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

OLA Super Conference at the Metro Toronto Convention Centre from Wednesday, January 28 to Friday, January 30, 2015

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Dec 18/14						
<b>Transportation:</b>							
Personal Auto 51.4 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>	435.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 435.05
<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>	\$ 435.05	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 435.05
Less Interim Claim							\$0.00
Less Purchasing Card							\$0.00
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 435.05</b>

Recoverable: yes  no  If yes, re

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

Date: Jan. 13, 2015

I have examined the above expense claim

Date: Jan 13, 2015



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Information Services Librarian

This is an interim claim:  first:  second:

This is a final claim:

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

Ontario Library Association Conference - January 28-30, 2015

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jan 28/15	Jan 29/15	Jan 30/15					
<b>Transportation:</b>								
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 Taxi	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Registration:</b>	\$502.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 502.85	
<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>	\$ 502.85	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 502.85	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$502.85	
<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: Feb. 11/15

I have examined the above expense claim

Date: Feb. 17, 2015



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: *Children's Services Librarian*

This is an interim claim:  first:  second:

This is a final claim:

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

OLA Super Conference at the Metro Toronto Convention Centre from Wednesday, January 28 to Friday, January 30, 2015

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Dec 18/14	Jan 28/15	Jan 30/15					
<b>Transportation:</b>								
Personal Auto 51.4 cents/km	0.00 km \$ 0.00	0.00 km \$ 0.00	137 km \$ 70.42	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 70.42	
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	\$18.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 18.00	
- 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>	435.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 435.05	
<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>	\$ 435.05	\$ 18.00	\$ 70.42	\$ 0.00	\$ 0.00	\$ 0.00	\$ 523.47	
Less Interim Claim							\$435.05	
Less Purchasing Card							\$0.00	
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 88.42</b>	
Recoverable: yes <input type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from								
I hereby certify that all the above expenses were incurred for the purposes stated above.							for	
Date: <u>Feb 6/15</u>								
I have examined the above expense								
Date: <u>Feb 6/15</u>								