



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Secretary to the Committee of Adjustment,
Planning Division Administrative Assistant

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Ontario Association of Committees of Adjustment & Consent Authorities Conference, Kingston, ON, June 1 and 2, 2015

Other Comments:

\$500 Registration paid by cheque dated April 8, 2015, not purchasing card. As there isn't a designated space, I added the amount to the "Less Purchasing Card" section.

| EXPENSES | | | | | | Foreign Exchange \$ | CDN TOTALS | |
|-----------------------------------------------------------------------------------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|------------|--|
| DATES (mmm dd/yy) | Apr 08/15 | Apr 15/15 | | | | | | |
| Transportation: | | | | | | | | |
| Personal Auto 53.4 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 Train | \$0.00 | \$29.38 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 29.38 | |
| Registration: | \$500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 500.00 | |
| 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 | \$ 500.00 | \$ 29.38 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 529.38 | |
| Less Interim Claim | | | | | | | \$0.00 | |
| Less Purchasing Card | | | | | | | \$529.38 | |
| BALANCE PAYABLE (to Claimant) | | | | | | | \$ 0.00 | |
| Recoverable: yes <input type="checkbox"/> no <input checked="" type="checkbox"/> If yes, recoverable from _____ | | | | | | | | |
| I hereby certify that all the above expenses were incurred for the purposes stated above. | | | | | | | | |
| Date: <u>May 5, 2015</u> | | | | | | | | |
| I have examined the above expense claim and find it to be correct. | | | | | | | | |
| Date: <u>May 6/15</u> | | | | | | | | |



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PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Secretary to the Committee of Adjustment, Planning Division Administrative Assistant

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

PURPOSE, LOCATION, AND DATE(S):
Ontario Association of Committees of Adjustment & Consent Authorities Conference, Kingston, ON, June 1 and 2, 2015

Other Comments:
The return train ticket was purchased in April and is on the previous T & H form.

| EXPENSES | | | | | | Foreign Exchange \$ | CDN TOTALS | |
|--------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|------------|---------|
| DATES (mmm dd/yy) | May 20/15 | | | | | | | |
| Transportation: | | | | | | | | |
| Personal Auto 53.4 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 Train to Kingston | \$47.46 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 47.46 | |
| 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 | \$ 47.46 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 47.46 | |
| Less Interim Claim | | | | | | | | \$0.00 |
| Less Purchasing Card | | | | | | | | \$47.46 |
| BALANCE PAYABLE (to Claimant) | | | | | | | | \$ 0.00 |

Recoverable: yes no If yes, n

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

Date: May 27, 2015

I have examined the above expense claim

Date: May 28/15