



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Social Service Administrative Assistant

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

PURPOSE, LOCATION, AND DATE(S):

Central East Region Forum on June 16, 2015 in Oshawa Ontario - Banquet Hall Rental Fee

Other Comments:

Part of this Banquet Hall Rental expence will be recoverable from other regions but the amount is not yet known.

| EXPENSES | | | | | | Foreign Exchange \$ | CDN TOTALS |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|----------------|
| DATES (mmm dd/yy) | Jun 23/15 | | | | | | |
| 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 | \$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: Banquet Hall Rental | \$4,441.44 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$4,441.44 |
| TOTALS | \$4,441.44 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$4,441.44 |
| Less Interim Claim | | | | | | | \$0.00 |
| Less Purchasing Card | | | | | | | \$4,441.44 |
| BALANCE PAYABLE (to Claimant) | | | | | | | \$ 0.00 |
| Recoverable: yes <input checked="" type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from Cheques received from other Social Services Organizations. Amount not yet known. | | | | | | | |

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

Date: July 14, 2015

I have examined the above expense claim and

Date: July 14, 2015