



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Social Services Supervisor, 2 Eligibility  
Review Officers

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

**PURPOSE, LOCATION, AND DATE(S):**  
Eligibility Review Officer Conference October 7, 8, 9, 2015

**Other Comments:**  
Hotel Fees for 3 Rooms - 2 Eligibility Review Officers & 1 Supervisor

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 09/15							
<b>Transportation:</b>								
Personal Auto 58.6 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>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$1,271.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,271.16	
<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>	\$1,271.16	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$1,271.16	
Less Interim Claim								\$0.00
Less Purchasing Card								\$1,271.16
<b>BALANCE PAYABLE (to Claimant)</b>								\$ 0.00
Recoverable: yes <input type="checkbox"/> no <input checked="" type="checkbox"/> If yes, recoverable from								

I hereby certify that all the above expenditures were for the purposes stated above.  
Date: Nov 4, 2015

I have examined the above expense claim and find it valid.  
Date: Nov-5/15