



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Supervisor Social Services

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Attended the Able conference November 2, 3, 2015 105 Princes Boulevard Toronto

Other Comments:

This was a 2 day conference that started at 8:00 AM on Monday November 2, 2015. Therefore I went down to Toronto on Sunday evening. *- expenses for 2 staff*

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Nov 01/15	Nov 02/15	Nov 03/15				
Transportation:							
Personal Auto 53.3 cents/km	138 km \$ 73.55	0.00 km \$ 0.00	138.00 km \$ 73.55	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 147.10
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
- Parking	\$47.00	\$47.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 94.00
- 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:	\$426.90	\$426.90	\$0.00	\$0.00	\$0.00	\$0.00	\$ 853.80
Meals: - Breakfast	\$0.00	\$12.15	\$8.11	\$0.00	\$0.00	\$0.00	\$ 20.26
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
- Dinner	\$0.00	\$23.73	\$31.70	\$0.00	\$0.00	\$0.00	\$ 55.43
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
TOTALS	\$ 547.45	\$ 509.78	\$ 113.36	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,170.59
Less Interim Claim							\$0.00
Less Purchasing Card							\$1,023.49
BALANCE PAYABLE (to Claimant)							\$ 147.10
Recoverable: yes <input type="checkbox"/> no <input checked="" type="checkbox"/> If yes, recoverable from							

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

Date: Nov 13/15

I have examined the above expense claim and

Date: 11/11/15



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Social Services Administrative Assistant

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

ABLE - Financial Empowerment Conference in Toronto, November 2 and 3, 2015

Other Comments:

Registration fee for Social Services Supervisor & Employment Counsellor

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 23/15							
Transportation:								
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	
Registration:	\$791.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 791.00	
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	\$ 791.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 791.00	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$791.00	
BALANCE PAYABLE (to Claimant)							\$ 0.00	

Recoverable: yes no If yes, reco

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

Date: Sept 30, 2015

I have examined the above expense claim an

Date: Oct. 1/15