



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Division Manager, Program Manager,
Supervisor, Case Manager**

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):
National Conference on Ending Homelessness
Montreal, QB November 2 - 4, 2015

Other Comments:
Credit of \$483.52, refunded on Oct 30th from previous Travel & Hospitality form in October for National Conference on Ending Homelessness - Travel Costs attached.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Nov 02/15	Nov 04/15						
Transportation:								
Personal Auto 53.3 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:	\$194.31	\$1,206.72	\$0.00	\$0.00	\$0.00	\$0.00	\$1,401.03	
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	\$ 194.31	\$1,206.72	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$1,401.03	
Less Interim Claim								\$0.00
Less Purchasing Card								\$1,401.03
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 expend purposes stated above.

Date: Nov 24, 2015

I have examined the above expense claim

Date: Dec. 3/15



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Social Service Division Manager
Manager, Case Manager, Supervisor

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

PURPOSE, LOCATION, AND DATE(S):
National Conference on Ending Homelessness
Montreal, QB November 2 - 4, 2015

Other Comments:
Accommodation for Case Manager, Supervisor . Travel with VIA for Case Manager, Supervisor, Manager and Division Manager

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 30/15	Oct 07/15						
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 Transportation - Via Rail	\$0.00	\$465.56	\$0.00	\$0.00	\$0.00	\$0.00	\$ 465.56	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$1,893.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,893.53	
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	\$1,893.53	\$ 465.56	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$2,359.09	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$2,359.09	
BALANCE PAYABLE (to Claimant)							\$ 0.00	

Recoverable: yes no If yes, reco

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

Date: Nov. 4, 2015

I have examined the above expense claim an

Date: Nov 5/15



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):

National Conference on Ending Homelessness
Montreal, QB November 2 - 4, 2015

Other Comments:

Attendees: Homeless Addictions Program Manager, Division Manager, Program Supervisor, 3 Community Partners

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jun 26/15							
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:	\$3259.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,259.56	
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	\$3,259.56	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$3,259.56	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$3,259.56	
BALANCE PAYABLE (to Claimant)							\$ 0.00	

Recoverable: yes no If yes, rec

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

Date: July 2, 2015

I have examined the above expense claim:

Date: July 7/15



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Social Service Case Manager

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):
National Conference on Ending Homelessness
Montreal, QB November 2 - 4, 2015

Other Comments:
Attendee: Case Manager

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 28/15							
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:	\$747.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 747.34	
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	\$ 747.34	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 747.34	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$747.34	
BALANCE PAYABLE (to Claimant)							\$ 0.00	

Recoverable: yes no If yes, recover

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

Date: November 4, 2015

I have examined the above expense claim and

Date: Nov 5/15



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Program Manager**

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

PURPOSE, LOCATION, AND DATE(S):
Canadian Alliance to End Homelessness - Annual Conference on Ending Homelessness - Montreal, Quebec November 1-4, 2015

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Nov 01/15	Nov 02/15						
Transportation:								
Personal Auto 53.3 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	\$25.20	\$0.00	\$0.00	\$0.00	\$0.00	\$ 25.20	
- Dinner	\$18.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 18.75	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 18.75	\$ 25.20	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 43.95	
Less Interim Claim								\$0.00
Less Purchasing Card								\$43.95
BALANCE PAYABLE (to Claimant)								\$ 0.00

Recoverable: yes no If yes, recove

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

Date: Nov 23/15

I have examined the above expense claim and t

Date: Nov 30/15



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Manager of Social Services Division**

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

PURPOSE, LOCATION, AND DATE(S):
Attend National Conference Ending Homelessness in Montreal November 2-4/15

Other Comments:
Food receipts .

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Nov 02/15	Nov 03/15	Nov 04/15				
Transportation:							
Personal Auto 53.3 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	\$22.93	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 22.93
- Lunch	\$13.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 13.53
- Dinner	\$194.40	\$41.00	\$43.38	\$0.00	\$0.00	\$0.00	\$ 278.78
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
TOTALS	\$ 230.86	\$ 41.00	\$ 43.38	\$ 0.00	\$ 0.00	\$ 0.00	\$ 315.24
Less Interim Claim							\$0.00
Less Purchasing Card							\$66.31
BALANCE PAYABLE (to Claimant)							\$ 248.93
Recoverable: yes <input type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from							

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

Date: Dec 7/15

I have examined the above expense claim and

Date: Dec 14/15