



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Employment Program Manager

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

PURPOSE, LOCATION, AND DATE(S):

Travel to Toronto by Employment Services Program Manager to attend Provincial meetings: June 28, 2016 - Ontario Works Employment Assistance Transformation Technical Workgroup. June 29, 2016 - OMSSA Leadership Table.

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jun 28/16	Jun 29/16						
Transportation:								
Personal Auto 51.9 cents/km	140.00 km \$ 72.66	139.00 km \$ 72.14	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 144.80	
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Parking	\$19.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 19.21	
- 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:	\$223.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 223.99	
Meals: - Breakfast	\$0.00	\$19.33	\$0.00	\$0.00	\$0.00	\$0.00	\$ 19.33	
- Lunch	\$9.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 9.90	
- Dinner	\$21.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 21.00	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 346.76	\$ 91.47	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 438.23	
Less Interim Claim								\$399.69
Less Purchasing Card								\$38.54
BALANCE PAYABLE (to Claimant)								\$ 0.00

Recoverable: yes no If yes, recc

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

Date: Aug 04/2016

I have examined the above expense claim ar

Date: Aug 4/16



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Employment Services Program Manager**

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PURPOSE, LOCATION, AND DATE(S):
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Other Comments:

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DATES (mmm dd/yy)	Jun 28/16	Jun 29/16						
Transportation:								
Personal Auto 51.9 cents/km	140.00 km \$ 72.66	139.00 km \$ 72.14	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 144.80	
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:	\$223.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 223.99	
Meals: - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Lunch	\$9.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 9.90	
- Dinner	\$21.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 21.00	
Other – Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 327.55	\$ 72.14	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 399.69	
Less Interim Claim								\$0.00
Less Purchasing Card								\$223.99
BALANCE PAYABLE (to Claimant)								\$ 175.70

Recoverable: yes no If yes, recov

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

Date: July 11/16

I have examined the above expense claim and

Date: July 11/16