



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Training and Development Specialist
Supervisor
Case Manager
Employment Counsellor
Family Support Worker

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

PURPOSE, LOCATION, AND DATE(S):
Expenses for the 2016 Supportive Approaches Through Innovative Learning (SAIL) Champions Regatta. This was a Ministry sponsored conference in Downtown Toronto November 8th and 9th, 2016.

Other Comments:
Tim Hortons breakfast receipt for: Training and Development Specialist, Case Manager, and Employment Counsellor
Holiday Inn dinner receipt for: Training and Development Specialist, Supervisor, Case Manager, Employment Counsellor, and Family Support Worker
Holiday Inn accommodation expenses for: Training and Development Specialist, Case Manager, Employment Counsellor, and Family Support Worker

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Nov 08/16	Nov 09/16						
Transportation:								
Personal Auto 53.9 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	\$145.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 145.43	
- 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 (Gas)	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 50.00	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$996.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 996.28	
Meals: - Breakfast	\$9.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 9.38	
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Dinner	\$118.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 118.96	
Other – Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 1320.05	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1320.05	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$1,260.67	
BALANCE PAYABLE (to Claimant)							\$ 59.38	



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Other Comments:

407 Toll Charge

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Nov 08/16							
Transportation:								
Personal Auto 53.9 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 (Toll)	\$13.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 13.59	
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	
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	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 13.59	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$13.59	
BALANCE PAYABLE (to Claimant)							\$ 0.00	

Recoverable: yes no If yes, reco

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

Date: January 3, 2017

I have examined the above expense claim ar