



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLES: Development Specialist  
Training and Employment Counsellor

This is an interim claim:  first:  second:

This is a final claim:

**PURPOSE, LOCATION, AND DATE(S):**

January 23<sup>rd</sup> to 25<sup>th</sup> National Career Development Conference Cannexus 2017 – Shaw Centre, Ottawa, Ontario

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jan 22/17	Jan 23/17	Jan 24/17					
<b>Transportation:</b>								
Personal Auto 56.0 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>	\$243.26	\$289.81	\$313.09	\$0.00	\$0.00	\$0.00	\$846.16	
<b>Accommodation:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<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>	\$243.26	\$289.81	\$313.09	\$ 0.00	\$ 0.00	\$ 0.00	\$846.16	
Less Interim Claim								\$0.00
Less Purchasing Card								\$846.16
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 0.00</b>

Recoverable: yes  no  If yes, recove

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

Date: \_\_\_\_\_

I have examined the above expense claim and

Date: \_\_\_\_\_



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLES:

Training and  
Development Specialist  
Employment  
Counsellor

This is an interim claim:  first:  second:

This is a final claim:

**PURPOSE, LOCATION, AND DATE(S):**

January 23<sup>rd</sup> to 25<sup>th</sup> National Career Development Conference Cannexus 2017 – Shaw Centre, Ottawa, Ontario

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jan 22/17	Jan 23/17	Jan 24/17					
<b>Transportation:</b>								
Personal Auto 56.0 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>	\$243.26	\$289.81	\$313.09	\$0.00	\$0.00	\$0.00	\$846.16	
<b>Accommodation:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<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>	\$243.26	\$289.81	\$313.09	\$ 0.00	\$ 0.00	\$ 0.00	\$846.16	
Less Interim Claim								\$0.00
Less Purchasing Card								\$846.16
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 0.00</b>

Recoverable: yes  no  If yes, reco

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

Date: \_\_\_\_\_

I have examined the above expense claim ar



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLES:

Development Specialist  
Supervisor  
Training and  
Social Services

This is an interim claim:  first:  second:

This is a final claim:

**PURPOSE, LOCATION, AND DATE(S):**

January 23<sup>rd</sup> to 25<sup>th</sup> National Career Development Conference Cannexus 2017 – Shaw Centre, Ottawa, Ontario

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jan 22/17	Jan 23/17	Jan 24/17					
<b>Transportation:</b>								
Personal Auto 56.0 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	\$69.00	\$23.00	\$0.00	\$0.00	\$0.00	\$0.00	\$92.00	
- 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>	\$243.26	\$289.81	\$313.09	\$0.00	\$0.00	\$0.00	\$846.16	
<b>Accommodation:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<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>	\$312.26	\$312.81	\$313.09	\$ 0.00	\$ 0.00	\$ 0.00	\$938.16	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$938.16	
<b>BALANCE PAYABLE (to Claimant)</b>							\$ 0.00	

Recoverable: yes  no  If yes, recov

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

Date: \_\_\_\_\_

I have examined the above expense claim and



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Training and Development Specialist

This is an interim claim:  first:  second:

This is a final claim:

**PURPOSE, LOCATION, AND DATE(S):**

Employment Conference scheduled for January 23, 24, and 25, 2017 in Ottawa. We purchased 3 spots to take advantage of the Early Bird rate, but no staff have been selected to go at this point. My name is a placeholder.

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)								
<b>Transportation:</b>								
Personal Auto	0.00 km	0.00 km	0.00 km	0.00 km	0.00 km			
<b>53.9 cents/km</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 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>	\$ 1695.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 1695.00	
<b>Accommodation:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<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>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
Less Interim Claim								<b>\$0.00</b>
Less Purchasing Card								<b>\$ 1695.00</b>
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 0.00</b>

Recoverable: yes  no  If yes, rec

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

Date: Nov 2, 2016

I have examined the above expense claim ar

Date: Nov 2 2016



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):**

January 23, 24, 25 Cannexus Conference.

**Other Comments:**

3 attended the conference, meal receipts are for all 3 people.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jan 22/17	Jan 23/17	Jan 24/17	Jan 25/17				
<b>Transportation:</b>								
Personal Auto 51.9 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	\$276.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 276.29	
- 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	\$44.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 44.00	
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<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	\$21.09	\$0.00	\$0.00	\$ 21.09	
- Dinner	\$67.77	\$43.90	\$49.75	\$0.00	\$0.00	\$0.00	\$ 161.42	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 388.06	\$ 43.90	\$ 49.75	\$ 21.09	\$ 0.00	\$ 0.00	\$ 502.80	
Less Interim Claim								\$0.00
Less Purchasing Card								\$502.80
BALANCE PAYABLE (to Claimant)								\$ 0.00

Recoverable: yes  no  If yes, rec

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

Date: Jan 31/2017

I have examined the above expense claim a

Date: Jan 31/2017