



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Information Services Librarian

This is an interim claim:  first:  second:

This is a final claim:

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

Ontario Library Association Conference, Feb. 1-3, 2017

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Feb 01/03							
<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>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$357.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 357.30	
<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>	\$ 357.30	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 357.30	
Less Interim Claim								\$0.00
Less Purchasing Card								\$357.30
<b>BALANCE PAYABLE (to Claimant)</b>								\$ 0.00

Recoverable: yes  no  If yes, rec

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

Date: Mar. 14/17

I have examined the above expense claim a

Date: March 14/17



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Children's Services Librarian

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

**PURPOSE, LOCATION, AND DATE(S):**  
OLA Super Conference at the Metro Toronto Convention Centre from February 1-3

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jan 06/17	Feb 01/17						
<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	\$19.10	\$0.00	\$0.00	\$0.00	\$0.00	\$ 19.10	
- 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>	\$440.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 440.70	
<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>	\$ 440.70	\$ 19.10	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 459.80	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$440.70	
<b>BALANCE PAYABLE (to Claimant)</b>							\$ 19.10	

Recoverable: yes  no  If yes, recov

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

Date: Feb 8, 2017

I have examined the above expense claim and

Date: Feb 8, 2017



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Acting CEO

This is an interim claim:  first:  second:

This is a final claim:

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

Travel to attend the OLA SuperConference in Toronto January 31 to February 3, 2017

**Other Comments:**

Acting CEO, Information services librarian and Children's librarian attended. Kilometers claimed are for travel from Peterborough to the Pickering GoStation. Go train was taken from there into Toronto - 2 people on Jan 31, and for 3 on Feb 3 (Children's librarian joined us for the return trip).

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jan 31/17	Feb 01/17	Feb 02/17	Feb 03/17				
<b>Transportation:</b>								
Personal Auto 56.0 cents/km	99.00 km \$ 55.44	0.00 km \$ 0.00	0.00 km \$ 0.00	99.00 km \$ 55.44	0.00 km \$ 0.00		\$ 110.88	
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 GoTrain	\$16.70	\$0.00	\$0.00	\$25.05	\$0.00	\$0.00	\$ 41.75	
<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	\$18.07	\$0.00	\$20.28	\$0.00	\$0.00	\$ 38.35	
- Dinner	\$0.00	\$0.00	\$10.60	\$0.00	\$0.00	\$0.00	\$ 10.60	
<b>Other - Specify:</b> Refunded security deposit for Accomodation	(\$300.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	(\$ 227.86)	\$ 18.07	\$ 10.60	\$ 100.77	\$ 0.00	\$ 0.00	\$ 201.58	
Less Interim Claim								\$0.00
Less Purchasing Card								\$90.70
<b>BALANCE PAYABLE (to Claimant)</b>								\$ 110.88

Recoverable: yes  no  If yes, recoverable

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

March 1, 2017