



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Social Services Supervisor

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

PURPOSE, LOCATION, AND DATE(S):

To attend a community trip to The Working Centre, Kitchener, Ontario on April 20, 2017 to learn more about the employment services offered there and participate in conversations on how we can incorporate some of these ideas in our Division resource centre, and other community initiatives.
Follow up community meeting on May 1, 2017 with the same group of people.

Other Comments:

There were a total of 14 people from Peterborough. Social Services Supervisor and one other City Staff -Employment Counsellor/Job Developer, as well as 12 members of the Poverty Reduction Network group. Transportation was provided by various drivers including one vehicle with City staff and others. Lunch paid for using City VISA for the group and will be reimbursed through PPRN grant payable to the City Social Services Division. This claim is for the toll on 407 that were incurred this date. The charges came through to my Visa on May 19th 2017.
There was a second meeting, on May 1, 2017, and lunch was purchased for a group of 20 participants (same group as above).

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Apr 20/17	May 01/17						
Transportation:								
Personal Auto 56.6 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	\$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 407 toll	\$45.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 45.57	
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	271.20	\$0.00	\$0.00	\$0.00	\$0.00	\$ 271.20	
- 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	\$ 45.57	\$ 271.20	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 316.77	
Less Interim Claim								\$0.00
Less Purchasing Card								\$316.77
BALANCE PAYABLE (to Claimant)								\$ 0.00
Recoverable: yes <input checked="" type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from PPRN- Community Activation Grant								\$316.77



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EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Apr 20/17							
Transportation:								
Personal Auto	0.00 km	0.00 km	0.00 km	0.00 km	0.00 km			
56.6 cents/km	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00	
Rental Vehicle	✓ \$48.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 48.48	
- Parking	✓ \$9.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 9.80	
- 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	✓ \$65.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 65.98	
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 →	131.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 131.08	
- 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	\$ 255.34	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 255.34	
Less Interim Claim								\$0.00
Less Purchasing Card								\$255.34
BALANCE PAYABLE (to Claimant)								\$ 0.00
Recoverable: yes <input checked="" type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from PPRN- Community Activation Grant								131.08

I hereby certify that all the above expenditure purposes stated above.
Date: May 1 2017