



# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

**City of Peterborough**

**JOB TITLE:**

**Social Services Manager**

This is an interim claim:  first:  second:

This is a final claim:

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

Travel to and from the Holiday Inn Airport Hotel in Toronto to present at the OMSSA leadership forum October 23, 2017.

**Other Comments:**

Traveled with 3 other Social Services Staff.

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Oct 23/17						
<b>Transportation:</b>							
Personal Auto 55.6 cents/km	200.00 km \$ 111.20	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 111.20
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 407 Charges	\$21.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 21.02
<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	\$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>	\$ 132.22	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 132.22
Less Interim Claim							\$0.00
Less Purchasing Card							
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 132.22</b>
Recoverable: yes <input type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from							

I hereby certify that all the above expenditures were disbursed on behalf of the Corporation of the City of Peterborough for purposes stated above.

Date: NOV 24 2017

I have examined the above expense claim

Date: Nov 28 / 17



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):**

Presentation at OMSSA Leadership Forum, Holiday Inn, Etobicoke ON, October 23/2017

**Other Comments:**

I used my corporate credit card to cover the lunch expenses for the 4 presenters  
I also covered parking.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 23/17							
<b>Transportation:</b>								
Personal Auto	0.00 km	0.00 km	0.00 km	0.00 km	0.00 km			
55.6 cents/km	\$ 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	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 25.00	
- 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>	\$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	\$75.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 75.08	
- 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>	\$ 100.08	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.08	
Less Interim Claim								\$0.00
Less Purchasing Card								\$100.08
<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: Oct 25 / 2017

I have examined the above expense claim and  
Date: Nov 1 / 17