



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Social Services Program Manager

This is an interim claim:

first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Travel to Toronto for 3 days of workshops: Nov 15th-16th was the HPS PiT Count Training Workshop, Nov 17th was the Registry Week Training Workshop.

Other Comments:

Appetizers from dinner on November 15th were shared with a Social Services Administrative Assistant.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Nov 14/17	Nov 15/17	Nov 16/17	Nov 17/17				
Transportation:								
Personal Auto 55.6 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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Bus	\$18.53	\$0.00	\$0.00	\$18.53	\$0.00	\$0.00	\$ 37.06	
- Air	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Other Taxi	\$10.75	\$0.00	\$11.25	\$6.75	\$0.00	\$0.00	\$ 28.75	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$179.81	\$179.81	\$288.84	\$0.00	\$0.00	\$0.00	\$ 648.46	
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	\$19.95	\$44.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 63.95	
Other – Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 229.04	\$ 223.81	\$ 300.09	\$ 25.28	\$ 0.00	\$ 0.00	\$ 778.22	
Less Interim Claim								\$0.00
Less Purchasing Card								\$778.22
BALANCE PAYABLE (to Claimant)								\$ 0.00

Recoverable: yes no If yes, rec:

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

Date: Dec 4 / 17

I have examined the above expense claim a



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Social Services Administrative
Assistant

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

PURPOSE, LOCATION, AND DATE(S):
Travel, accomodation, food for PIT Workshop in Torotno November 16th 2017

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Nov 15/17	Nov 16/17						
Transportation:								
Personal Auto 55.6 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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Bus	\$16.84	\$19.66	\$0.00	\$0.00	\$0.00	\$0.00	\$ 36.50	
- 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	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$179.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 179.81	
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	\$35.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 35.09	
Other – Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 231.74	\$ 19.66	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 251.40	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$251.40	
BALANCE PAYABLE (to Claimant)							\$ 0.00	

Recoverable: yes no .If yes, rec

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

Date: 2017-12-04

I have examined the above expense claim

Date: Dec 5/2017