



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):**

Canada-Ontario Homelessness Symposium - Toronto Ontario - January 23-24, 2018

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jan 22/18	Jan 23/18						
<b>Transportation:</b>								
Personal Auto 58.7 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	\$25.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 25.88	
- Air	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Other Fuel	\$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>	\$156.60	\$156.60	\$0.00	\$0.00	\$0.00	\$0.00	\$ 313.20	
<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	\$25.96	\$20.52	\$0.00	\$0.00	\$0.00	\$0.00	\$ 46.48	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 208.44	\$ 177.12	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 385.56	
Less Interim Claim								\$0.00
Less Purchasing Card								\$385.56
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 31/18

I have examined the above expense claim and

Date: Feb 12/18



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Manager, Housing Division**

This is an interim claim:  first:  second:

This is a final claim:

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

Housing & Homelessness Summit, Chelsea Hotel 33 Gerard St W Toronto Jan. 23-24/18

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jan 23/18	Jan 24/18						
<b>Transportation:</b>								
Personal Auto 58.7 cents/km	139.00 km \$ 81.59	139.00 km \$ 81.59	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 163.18	
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Parking	\$0.00	\$38.42	\$0.00	\$0.00	\$0.00	\$0.00	\$ 38.42	
- 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 Fuel	\$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>	\$213.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 213.81	
<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	\$20.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 20.79	
<b>Other – Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 316.19	\$ 120.01	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 436.20	
Less Interim Claim								\$0.00
Less Purchasing Card								\$273.02
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 163.18</b>

Recoverable: yes  no  If yes, recc

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

Date: 2018 feb 13

I have examined the above expense claim ar

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