



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Employment Services Program Manager

This is an interim claim:  first:  second:

This is a final claim:

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

Travel to Toronto return to attend Ontario Works CMSM and First Nations Annual Service Planning Forum April 9-11

**Other Comments:**

Location: Courtyard By Marriott Toronto Downtown 475 Yonge Street, Toronto

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Apr 09/18	Apr 10/18	Apr 11/18					
<b>Transportation:</b>								
Personal Auto 61.3 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	\$81.22	\$0.00	\$0.00	\$0.00	\$ 81.22	
- 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 Fuel	\$0.00	\$0.00	\$30.25	\$0.00	\$0.00	\$0.00	\$ 30.25	
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$0.00	\$0.00	\$441.82	\$0.00	\$0.00	\$0.00	\$ 441.82	
<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	\$29.18	\$0.00	\$0.00	\$0.00	\$0.00	\$ 29.18	
<b>Other - Specify: Parking</b>	\$35.00	\$35.00	\$35.00	\$0.00	\$0.00	\$0.00	\$ 105.00	
<b>TOTALS</b>	\$ 35.00	\$ 64.18	\$ 588.29	\$ 0.00	\$ 0.00	\$ 0.00	\$ 687.47	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$658.29	
<b>BALANCE PAYABLE (to Claimant)</b>							\$ 29.18	

Recoverable: yes  no  If yes, recover

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

Date: May 12/18

I have examined the above expense claim and

Date: 03/05/18