



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Children's Services Program Manager

This is an interim claim:

first:

second:

This is a final claim:

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

Expenses for 4 staff - OMSSA 2018 Children's Services Forum - April 16<sup>th</sup> & April 17<sup>th</sup> 2018 Ottawa Marriott Hotel

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Apr 15/18	Apr 16/18	Apr 17/18					
<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	165.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 165.91	
- Parking	\$0.00	\$0.00	\$36.00	\$0.00	\$0.00	\$0.00	\$ 36.00	
- 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	\$34.04	\$0.00	\$40.10	\$0.00	\$0.00	\$0.00	\$ 74.14	
<b>Registration:</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$0.00	\$987.16	\$0.00	\$0.00	\$0.00	\$0.00	\$ 987.16	
<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	\$95.62	\$0.00	\$0.00	\$0.00	\$0.00	\$ 95.62	
<b>Other – Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 0.00	\$1,082.78	\$ 76.10	\$ 0.00	\$ 0.00	\$ 0.00	\$1,358.83	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$1,358.83	
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 0.00</b>	

Recoverable: yes  no  If yes, recov

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

Date: May 1/18

I have examined the above expense claim and

Date: 03/05/18



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Children's Services Program Manager

This is an interim claim:

first:

second:

This is a final claim:

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

Registration for 4 people - OMSSA 2018 Children's Services Forum - April 17<sup>th</sup> 2018 Ottawa Marriott Hotel

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Apr 17/18							
<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	\$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>	\$1,717.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,717.60	
<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>	\$1,717.60	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$1,717.60	
Less Interim Claim								\$0.00
Less Purchasing Card								\$1,717.60
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 0.00</b>

Recoverable: yes  no  If yes, recov

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

Date: April 6/18

I have examined the above expense claim and

Date: 09/04/18