



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Housing Programs Assistant**

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

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

Ontario Non-Profit Housing Association (ONPHA) conference at the Sheraton Hotel in Toronto from November 1-2, 2019.

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 31/19	Nov 01/19	Nov 02/19					
<b>Transportation:</b>								
Personal Auto 60.1 cents/km	82.00 km \$ 49.28	0.00 km \$ 0.00	82.00 km \$ 49.28	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 98.56	
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 GO Train	\$12.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 12.25	
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$269.12	\$269.12	\$0.00	\$0.00	\$0.00	\$0.00	\$ 538.24	
<b>Meals:</b> - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Lunch	\$0.00	\$0.00	\$19.74	\$0.00	\$0.00	\$0.00	\$ 19.74	
- Dinner	\$0.00	\$28.59	\$0.00	\$0.00	\$0.00	\$0.00	\$ 28.59	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 330.65	\$ 297.71	\$ 69.02	\$ 0.00	\$ 0.00	\$ 0.00	\$ 697.38	
Less Interim Claim								
Less Purchasing Card								\$598.82
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 98.56</b>

Recoverable: yes  no  If yes, recov

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

Date: November 3, 2019

I have examined the above expense claim and

Date: Dec 10, 2019



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Program Assistant, Housing Services

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

PURPOSE, LOCATION, AND DATE(S):  
ONPHA Conference 2019 123 Queen St Toronto, Oct 31-Nov 2 2019

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 31/19							
<b>Transportation:</b>								
Personal Auto 62.8 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(B7)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Registration:</b>	\$757.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 757.10	
<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>	\$ 757.10	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 757.10	
Less Interim Claim								\$0.00
Less Purchasing Card								\$757.10
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 0.00</b>

Recoverable: yes  no  If yes, reco

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

Date: 2019 Oct 7

I have examined the above expense claim ar

Date: 2019 Oct 7



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Finance Assistant, Housing Services

This is an interim claim:  first:  second:

This is a final claim:

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

ONPHA Conference 2019 123 Queen St Toronto, Oct 31-Nov 2 2019

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 31/19	Nov 01/19	Nov 02/19					
<b>Transportation:</b>								
Personal Auto 60.1 cents/km	120.00 km \$ 72.12	0.00 km \$ 0.00	120.00 km \$ 72.12	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 144.24	
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Parking	\$0.00	\$0.00	\$40.00	\$0.00	\$0.00	\$0.00	\$ 40.00	
- 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[B7]	\$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>	\$269.12	\$269.12	\$0.00	\$0.00	\$0.00	\$0.00	\$ 538.24	
<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	\$44.67	\$0.00	\$0.00	\$0.00	\$0.00	\$ 44.67	
<b>Other – Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 341.24	\$ 313.79	\$ 112.12	\$ 0.00	\$ 0.00	\$ 0.00	\$ 767.15	
Less Interim Claim								\$0.00
Less Purchasing Card								\$622.91
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 144.24</b>

Recoverable: yes  no  If yes, reco

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

Date: Dec 4/19

I have examined the above expense claim an

Date: 2019 Dec 5



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Finance Assistant, Housing Services

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

**PURPOSE, LOCATION, AND DATE(S):**  
ONPHA Conference 2019 123 Queen St Toronto, Oct 31-Nov 2 2019

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 31/19							
<b>Transportation:</b>								
Personal Auto 62.8 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[B7]	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Registration:</b>	\$768.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 768.40	
<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>	\$ 768.40	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 768.40	
Less Interim Claim								\$0.00
Less Purchasing Card								\$768.40
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 0.00</b>

Recoverable: yes  no  If yes, reco

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

Date: Oct 4/19

I have examined the above expense claim ar

Date: 2019 Oct 4