



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Manager of Social Services Division

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Accommodation costs for Housing Division Policy Analyst to attend Lean Training in Toronto November 12-15/19

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Nov 12/19							
Transportation:								
Personal Auto 60.1 cents/km	0.00 km \$ 0.00	0.00 km \$ 0.00	0 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	\$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:	\$525.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 525.45	
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Other – Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 525.45	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 525.45	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$525.45	
BALANCE PAYABLE (to Claimant)							\$ 0.00	

Recoverable: yes no If yes, reco

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

Date: 13/12/19

I have examined the above expense claim ar

Date: _____



PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

City of Peterborough

JOB TITLE:

Policy Analyst

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

LEAN Training, November 13-15, 2019. 4700 Keele St., Toronto, ON,

Other Comments:

Daily travel from the hotel to the Education Centre. Registration and Hotel charged to Social Services Division Manager's Visa

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Nov 12/19	Nov 13/19	Nov 14/19	Nov 15/19				
Transportation:								
Personal Auto 60.1 cents/km	127.00 km \$ 76.33	13.00 km \$ 7.81	13.00 km \$ 7.81	133.00 km \$ 79.93	0.00 km \$ 0.00		\$ 171.88	
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Parking	\$0.00	\$20.00	\$20.00	\$20.00	\$0.00	\$0.00	\$ 60.00	
- 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	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
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	\$0.00	\$12.75	\$9.74	\$0.00	\$0.00	\$0.00	\$ 22.49	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 76.33	\$ 40.56	\$ 37.55	\$ 99.93	\$ 0.00	\$ 0.00	\$ 254.37	

Less Interim Claim \$0.00

Less Purchasing Card \$0.00

BALANCE PAYABLE (to Claimant) \$ 254.37

Recoverable: yes no If yes, recoverable from

RECEIVED
NOV 29 2019
CHIEF ACCOUNTANT

I hereby certify that all the above expenditures were disbursed on behalf of the Corporation of the City of Peterborough for purposes stated above.

Date: Nov 19/19

I have examined the above expense c

Date: 20/11/19