



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Manager of Communication Services**

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Website Refresh Development, Waterloo, ON., March 26-29, 2019

Other Comments:

This expense form is for four staff who attended, including Customer Service Coordinator, Accessibility and Communication Specialist, and Social Services Graphics & Media Clerk

| EXPENSES | | | | | | Foreign Exchange \$ | CDN TOTALS | |
|--------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|----------------|--|
| DATES (mmm dd/yy) | Mar 26/19 | Mar 27/19 | Mar 28/19 | Mar 29/19 | | | | |
| Transportation: | | | | | | | | |
| Personal Auto 58.9 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 | \$163.17 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 163.17 | |
| - 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 | \$55.35 | \$0.00 | \$0.00 | \$0.00 | \$ 55.35 | |
| Registration: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| Accommodation: | \$505.11 | \$505.11 | \$505.11 | \$0.00 | \$0.00 | \$0.00 | \$1,515.33 | |
| Meals: - Breakfast | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Lunch | \$0.00 | \$44.05 | \$43.44 | \$42.94 | \$0.00 | \$0.00 | \$ 130.43 | |
| - 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 | \$ 668.28 | \$ 549.16 | \$ 603.90 | \$ 42.94 | \$ 0.00 | \$ 0.00 | \$1,864.28 | |
| Less Interim Claim | | | | | | | \$0.00 | |
| Less Purchasing Card | | | | | | | \$1,864.28 | |
| BALANCE PAYABLE (to Claimant) | | | | | | | \$ 0.00 | |

Recoverable: yes no If yes, recd

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

Date: May 8, 2019

I have examined the above expense claim and

Date: May 9/2019



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Manager of Communication Services**

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Waterloo Website Project

Other Comments:

| EXPENSES | | | | | | Foreign Exchange \$ | CDN TOTALS | |
|--------------------------------------|-----------|---------|---------|---------|---------|---------------------|------------|----------------|
| DATES (mmm dd/yy) | Mar 26/19 | | | | | | | |
| Transportation: | | | | | | | | |
| Personal Auto | 0.00 km | 0.00 km | 0.00 km | 0.00 km | 0.00 km | | | |
| 54.2 cents/km | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 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: | \$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 | \$89.64 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 89.64 | |
| Other - Specify: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| TOTALS | \$ 89.64 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 89.64 | |
| Less Interim Claim | | | | | | | | \$0.00 |
| Less Purchasing Card | | | | | | | | \$89.64 |
| BALANCE PAYABLE (to Claimant) | | | | | | | | \$ 0.00 |

Recoverable: yes no If yes, recover

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

Date: April 9, 2019

I have examined the above expense claim and

Date: April 15/19