



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Wellness & Absence Management Coordinator

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Travel b/w to Barrie for Office Ergonomics Course on May 9, 2019, then traveled to Burlington to attend a Mug Group PD Session on May 10, 2019

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	May 09/19	May 09/19	May 10/19					
Transportation:								
Personal Auto 58.9 cents/km	152.00 km \$ 89.53	138.00 km \$ 81.28	200.00 km \$ 117.80	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 288.61	
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	\$ 207.92	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 207.92	
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	\$ 16.10	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 16.10	
Other – Specify:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
TOTALS	\$ 89.53	\$ 305.30	\$ 117.80	\$ 0.00	\$ 0.00	\$ 0.00	\$ 512.63	
Less Interim Claim							\$ 0.00	
Less Purchasing Card							\$ 224.02	
BALANCE PAYABLE (to Claimant)							\$ 288.61	

Recoverable: yes no If yes, recove

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

Date: Jun 26/19

I have examined the above expense claim and

Date: June 26/19



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Wellness & Absence Management
Coordinator

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Registration for employee to attend the training seminar Office Ergonomic Assessments Certificate Workshop which is being held on May 9, 2019 at the Hampton Inn and Suites By Hilton, located at 74 Bryne Drive, Barrie ON L4N 9Y4

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Apr 18/19							
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	\$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:	\$676.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 676.87	
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	\$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	\$ 676.87	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 676.87	
Less Interim Claim								\$0.00
Less Purchasing Card								\$676.87
BALANCE PAYABLE (to Claimant)								\$ 0.00

Recoverable: yes no If yes, reco:

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

Date: May 7/19

I have examined the above expense claim an