



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Permit Technician, Building Division

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

HRAI Skilltech Academy: Small Commercial Air System Design Course. Toronto April 14, 15, 16, 2014

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)								
Transportation:								
Personal Auto 60.9 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:	\$598.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 598.90	
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	\$ 598.90	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 598.90	
Less Interim Claim								\$0.00
Less Purchasing Card								\$598.90

BALANCE PAYABLE (to Claimant)

Recoverable: yes no If yes, re

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

Date: May 14/14

I have examined the above expense claim

Date: May 14/14



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

HRAI Skilltech Training. Commercial Duct Design April 14, 15 & 16, 2014. Toronto

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Apr 13/14	Apr 14/14	Apr 15/14	Apr 16/14				
Transportation:								
Personal Auto 61.4 cents/km	26.00 km \$ 15.96	8.00 km \$ 4.91	8.00 km \$ 4.91	156.00 km \$ 95.78	0.00 km \$ 0.00		\$ 121.56	
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	\$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:	\$103.25	\$103.25	\$103.25	\$0.00	\$0.00	\$0.00	\$ 309.75	
Meals: - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Lunch	\$0.00	\$9.62	\$9.62	\$9.62	\$0.00	\$0.00	\$ 28.86	
- Dinner	\$32.66	\$25.99	\$0.00	\$16.66	\$0.00	\$0.00	\$ 75.31	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 151.87	\$ 143.77	\$ 117.78	\$ 122.06	\$ 0.00	\$ 0.00	\$ 535.48	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$0.00	
BALANCE PAYABLE (to Claimant)							\$ 535.48	
Recoverable: yes <input type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from								

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: APRIL 29/14

I have examined the above expense cl

Date: [Signature]