



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: AIRPORT ADMINISTRATOR

This is an interim claim:  first:  second:

This is a final claim:

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

Ottawa, LPS Avia Office, 2014 Marketing Kick Off

**Other Comments:**

Airport Manager Loomex Property Management, marketing expense paid by City

| EXPENSES                                                                                                  |                    |                    |                    |                    |                    | Foreign Exchange \$ | CDN TOTALS     |
|-----------------------------------------------------------------------------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|----------------|
| DATES (mmm dd/yy)                                                                                         | May 01/14          | May 02/14          |                    |                    |                    |                     |                |
| <b>Transportation:</b>                                                                                    |                    |                    |                    |                    |                    |                     |                |
| Personal Auto<br>61.4 cents/km                                                                            | 0.00 km<br>\$ 0.00 | 0.00 km<br>\$ 0.00 | 0.00 km<br>\$ 0.00 | 0.00 km<br>\$ 0.00 | 0.00 km<br>\$ 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 train                                                                                             | \$108.48           | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 108.48      |
| <b>Registration:</b>                                                                                      | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 0.00        |
| <b>Accommodation:</b>                                                                                     | \$0.00             | \$365.46           | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 365.46      |
| <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                                                                                                  | \$75.38            | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 75.38       |
| <b>Other - Specify:</b>                                                                                   | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 0.00        |
| <b>TOTALS</b>                                                                                             | \$ 183.86          | \$ 365.46          | \$ 0.00            | \$ 0.00            | \$ 0.00            | \$ 0.00             | \$ 549.32      |
| Less Interim Claim                                                                                        |                    |                    |                    |                    |                    |                     | \$0.00         |
| Less Purchasing Card                                                                                      |                    |                    |                    |                    |                    |                     | \$549.32       |
| <b>BALANCE PAYABLE (to Claimant)</b>                                                                      |                    |                    |                    |                    |                    |                     | <b>\$ 0.00</b> |
| Recoverable: yes <input type="checkbox"/> no <input checked="" type="checkbox"/> If yes, recoverable from |                    |                    |                    |                    |                    |                     |                |

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

Date: July 3, 14

I have examined the above expense claim ar

Date: July 3, 2014



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Airport Administrator

This is an interim claim:  first:  second:

This is a final claim:

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

Travel to Cobourg Train Station, 563 Division Street, Peterborough, Ontario on May 1, 2014 and returned on May 3, 2014 to meet with LPS Avia regarding the 2014 Marketing Kick Off

**Other Comments:**

Second final claim

| EXPENSES                             |                      |                      |                    |                    |                    | Foreign Exchange \$ | CDN TOTALS      |
|--------------------------------------|----------------------|----------------------|--------------------|--------------------|--------------------|---------------------|-----------------|
| DATES (mmm dd/yy)                    | May 01/14            | May 03/14            |                    |                    |                    |                     |                 |
| <b>Transportation:</b>               |                      |                      |                    |                    |                    |                     |                 |
| Personal Auto<br>61.4 cents/km       | 48.00 km<br>\$ 29.47 | 48.00 km<br>\$ 29.47 | 0.00 km<br>\$ 0.00 | 0.00 km<br>\$ 0.00 | 0.00 km<br>\$ 0.00 |                     | \$ 58.94        |
| 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         |
| <b>Registration:</b>                 | \$0.00               | \$0.00               | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 0.00         |
| <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>                        | \$ 29.47             | \$ 29.47             | \$ 0.00            | \$ 0.00            | \$ 0.00            | \$ 0.00             | \$ 58.94        |
| Less Interim Claim                   |                      |                      |                    |                    |                    |                     | \$0.00          |
| Less Purchasing Card                 |                      |                      |                    |                    |                    |                     | \$0.00          |
| <b>BALANCE PAYABLE (to Claimant)</b> |                      |                      |                    |                    |                    |                     | <b>\$ 58.94</b> |

Recoverable: yes  no  If yes, re

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

Date: August 21/14

I have examined the above expense claim

Date: August 25/14