



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Court Administrative Clerk

This is an interim claim: first: second: This is a final claim:

PURPOSE, LOCATION, AND DATE(S):
Travel to Guelph for site observations

Other Comments:

| EXPENSES | | | | | | Foreign Exchange \$ | CDN TOTALS | |
|--------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|------------|-----------------|
| DATES (mmm dd/yy) | Jun 17/14 | Jun 18/14 | | | | | | |
| Transportation: | | | | | | | | |
| Personal Auto 61.4 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 | \$141.42 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 141.42 | |
| - 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: | \$104.30 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 104.30 | |
| Meals: - Breakfast | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Lunch | \$0.00 | \$10.34 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 10.34 | |
| - Dinner | \$7.75 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 7.75 | |
| Other - Specify: Parking | \$0.00 | \$12.50 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 12.50 | |
| TOTALS | \$ 112.05 | \$ 164.26 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 276.31 | |
| Less Interim Claim | | | | | | | | \$0.00 |
| Less Purchasing Card | | | | | | | | \$258.22 |
| BALANCE PAYABLE (to Claimant) | | | | | | | | \$ 18.09 |

Recoverable: yes no If yes, re

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

Date: 07 July 14

I have examined the above expense claim

Date: July 7, 2014