



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Program Manager

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Municipal Site visit - Prince Edward Lennox and Addington Social Service 95 Advance Ave Napanee Ont
- August 12, 2014

Other Comments:

3 other employees attended as well

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)							
Transportation:							
Personal Auto 64.5 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	114.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 114.72
- 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 gas	\$73.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 73.44
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	45.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 45.09
- 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	\$ 233.25	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 233.25
Less Interim Claim							\$0.00
Less Purchasing Card							\$233.25
BALANCE PAYABLE (to Claimant)							\$ 0.00

Recoverable: yes no If yes, rec

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

Date: Sept 3 / 14

I have examined the above expense claim a

Date: Sept 3 / 14