



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: City Solicitor

This is an interim claim:  first:  second:

This is a final claim:

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

Travel to Baltimore, MD for International Municipal Lawyers Conference September 9-14

**Other Comments:**

Accommodation includes accomodation and room service food charges (for Sept 10 and 11) with a reimbursement being made of \$7.83 CDN for a personal expense

| EXPENSES   |                       |                    |                    |                       |                    | Foreign Exchange \$ | CDN TOTALS |            |
|--|-----------------------|--------------------|--------------------|-----------------------|--------------------|---------------------|------------|------------|
| DATES (mmm dd/yy)  | Sep 09/14             | Sep 10/14          | Sep 11/14          | Sep 14/14             |                    |                     |            |            |
| <b>Transportation:</b>   |                       |                    |                    |                       |                    |                     |            |            |
| Personal Auto<br>64.5 cents/km   | 148.00 km<br>\$ 95.46 | 0.00 km<br>\$ 0.00 | 0.00 km<br>\$ 0.00 | 146.00 km<br>\$ 94.17 | 0.00 km<br>\$ 0.00 |                     | \$ 189.63  |            |
| Rental Vehicle   | \$0.00                | \$0.00             | \$0.00             | \$0.00                | \$0.00             | \$0.00              | \$ 0.00    |            |
| - Parking  | \$0.00                | \$0.00             | \$0.00             | \$83.51               | \$0.00             | \$0.00              | \$ 83.51   |            |
| - 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 Taxi   | \$30.99               | \$0.00             | \$0.00             | \$0.00                | \$0.00             | \$0.00              | \$ 30.99   |            |
| <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             | \$1,297.42            | \$0.00             | \$0.00              | \$1,297.42 |            |
| <b>Meals:</b> - Breakfast  | \$0.00                | \$0.00             | \$6.42             | \$0.00                | \$0.00             | \$0.00              | \$ 6.42    |            |
| - Lunch  | \$4.74                | \$30.89            | \$13.52            | \$0.00                | \$0.00             | \$0.00              | \$ 49.15   |            |
| - Dinner   | \$17.43               | \$0.00             | \$0.00             | \$0.00                | \$0.00             | \$0.00              | \$ 17.43   |            |
| <b>Other -- Specify:</b>   | \$0.00                | \$0.00             | \$0.00             | \$0.00                | \$0.00             | \$0.00              | \$ 0.00    |            |
| <b>TOTALS</b>  | \$ 148.62             | \$ 30.89           | \$ 19.94           | \$1,475.10            | \$ 0.00            | \$ 0.00             | \$1,674.55 |            |
| Less Interim Claim   |                       |                    |                    |                       |                    |                     |            | \$0.00     |
| Less Purchasing Card   |                       |                    |                    |                       |                    |                     |            | \$1,456.33 |
| <b>BALANCE PAYABLE (to Claimant)</b>   |                       |                    |                    |                       |                    |                     |            | \$ 218.22  |
| Recoverable: yes <input type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from |                       |                    |                    |                       |                    |                     |            |            |

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

Date: Oct-14, 2014

I have examined the above expense claim a

Date: \_\_\_\_\_



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: City Solicitor

This is an interim claim:  first:  second:

This is a final claim:

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

Travel and Registration for International Municipal Lawyers Conference in Baltimore, USA September 10-14/14

**Other Comments:**

Interim Claim is for advance flight booking (round trip) and the hotel reservation is a one-night deposit (remainder of stay will be accounted for at time of stay)

| EXPENSES                             |                    |                    |                    |                    |                    | Foreign Exchange \$ | CDN TOTALS |
|--------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|------------|
| DATES (mmm dd/yy)                    | May 28/14          | May 30/14          | Jun 04/14          |                    |                    |                     |            |
| <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                                | \$576.90           | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 576.90  |
| - Other                              | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 0.00    |
| <b>Registration:</b>                 | \$0.00             | \$0.00             | \$387.43           | \$0.00             | \$0.00             | \$0.00              | \$ 387.43  |
| <b>Accommodation:</b>                | \$0.00             | \$302.45           | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 302.45  |
| <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>                        | \$ 576.90          | \$ 302.45          | \$ 387.43          | \$ 0.00            | \$ 0.00            | \$ 0.00             | \$1,266.78 |
| Less Interim Claim                   |                    |                    |                    |                    |                    |                     | \$0.00     |
| Less Purchasing Card                 |                    |                    |                    |                    |                    |                     | \$1,266.78 |
| <b>BALANCE PAYABLE (to Claimant)</b> |                    |                    |                    |                    |                    |                     | \$ 0.00    |

Recoverable: yes  no  If yes,

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

Date: July 14/2014

I have examined the above expense claim and it is correct.

Date: July 14/2014