

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

**JOB TITLE:** Payroll Administrator

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

**PURPOSE, LOCATION, AND DATE(S):**  
National Payroll Week Seminar - 33 Benson Street, Kingston, On September 15, 2014. Event began at 8:00 a.m.

**Other Comments:**  
Stayed with family

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Sep 14/14	Sep 15/14					
<b>Transportation:</b>							
Personal Auto 64.5 cents/km	210.00 km \$ 135.45	198.00 km \$ 127.71	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 263.16
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	\$33.90	\$0.00	\$0.00	\$0.00	\$0.00	\$ 33.90
<b>Accommodation:</b>	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 30.00
<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>	\$ 135.45	\$ 191.61	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 327.06
Less Interim Claim							<b>\$0.00</b>
Less Purchasing Card							<b>\$0.00</b>
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 327.06</b>
Recoverable: yes <input type="checkbox"/> no <input checked="" 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: Sept 18, 2014

I have examined the above expense claim and

Date: Sept 18, 2014