



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Health and Safety Coordinator

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Professional development training for certification course is Obligations and liabilities of OHS Professional, September 10 and 11, 2014. Second interim (registration and air on interim claim) Air and registration have been captured on second Conference registration already so have been removed from this claim

Other Comments:

took advantage of early bird pricing saving \$200 on professional development course

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Sep 09/14	Sep 10/14	Sep 11/14				
Transportation:							
Personal Auto 61.4 cents/km	200.00 km \$ 122.80	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 122.80
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
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
Accommodation:	\$0.00	\$424.38	\$0.00	\$0.00	\$0.00	\$0.00	\$ 424.38
Meals: - 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	\$13.63	\$0.00	\$0.00	\$0.00	\$ 13.63
Other - Specify: Taxi	\$15.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 35.00
TOTALS	\$ 137.80	\$ 444.38	\$ 13.63	\$ 0.00	\$ 0.00	\$ 0.00	\$ 595.81
Less Interim Claim							\$0.00
Less Purchasing Card							\$453.01
BALANCE PAYABLE (to Claimant)							\$ 142.80

Recoverable: yes no If yes, reco

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

Date: Sept 26/14

I have examined the above expense claim and

Date: Sept 26/14



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Health and Safety Coordinator

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Conference registration and Professional development registration and Airfare claimed already on interim claim.

Other Comments:

took advantage of early bird pricing saving \$355 on registration and \$200 on professional development course

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 14/14	Sep 15/14	Sep 16/14	Sep 17/14				
Transportation:								
Personal Auto 61.4 cents/km	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	200.00 km \$ 122.80	0.00 km \$ 0.00		\$ 122.80	
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	\$628.42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 628.42	
- Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Registration:	\$1,819.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,819.65	
Accommodation:	\$0.00	\$0.00	\$602.88	\$0.00	\$0.00	\$0.00	\$ 602.88	
Meals: - Breakfast	\$0.00	\$0.00	\$0.00	\$10.19	\$0.00	\$0.00	\$ 10.19	
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Dinner	(cash) \$16.95	(cash) \$15.00	\$27.47	\$0.00	\$0.00	\$0.00	\$ 59.42	
Other - Specify: Taxi	\$0.00	\$0.00	\$0.00	\$38.90	\$0.00	\$0.00	\$ 38.90	
TOTALS	\$2,465.02	\$ 15.00	\$ 630.35	\$ 171.89	\$ 0.00	\$ 0.00	\$3,282.26	
Less Interim Claim								\$2,448.07
Less Purchasing Card								\$679.44
BALANCE PAYABLE (to Claimant)								\$ 154.75
Recoverable: yes <input type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from								

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

Date: Sept 26/14

I have examined the above expense claim

Date: Sept. 26/14