



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Director, Planning & Development Services
Department

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Attend a business meeting with Kilgour & Associates, 2285 St Laurent Blvd #16c, Ottawa, ON K1G 4Z6, September 18 and 19, 2014

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 18/14	Sep 19/14						
Transportation:								
Personal Auto 64.5 cents/km	297.00 km \$ 191.57	297.00 km \$ 191.57	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 383.14	
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Meals: - Breakfast	\$0.00	\$16.96	\$0.00	\$0.00	\$0.00	\$0.00	\$ 16.96	
- Lunch	\$8.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 8.03	
- Dinner	\$17.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 17.96	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 217.56	\$ 208.53	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 426.09	
Less Interim Claim								\$0.00
Less Purchasing Card								\$42.95
BALANCE PAYABLE (to Claimant)								\$ 383.14

Recoverable: yes no If yes, re

I hereby certify that all the above expendi
purposes stated above

Date: Oct 3/14

I have examined the above expense claim

Date: _____