



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Heritage Resources Coordinator

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

To attend annual conference of Heritage Canada The National Trust in Charlottetown, Prince Edward Island from October 1-5, 2014.

Other Comments:

This third and final claim is for remainder of associated expenses, including accommodation, transportation, and meals.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 01/14	Oct 02/14	Oct 03/14	Oct 04/14	Oct 05/14			
Transportation:								
Personal Auto 61 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	\$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 Taxi	\$10.00	\$0.00	\$0.00	\$0.00	\$15.00	\$0.00	\$ 25.00	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$219.00	\$219.00	\$219.00	\$219.00	\$22.64	\$0.00	\$ 898.64	
Meals: - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Lunch	\$20.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 20.79	
- Dinner	\$33.36	\$0.00	\$11.55	\$23.60	\$0.00	\$0.00	\$ 68.51	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 283.15	\$ 219.00	\$ 230.55	\$ 242.60	\$ 37.64	\$ 0.00	\$1,012.94	
Less Interim Claim								\$0.00
Less Purchasing Card								\$976.39
BALANCE PAYABLE (to Claimant)								\$ 36.55

Recoverable: yes no If yes, recd

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

Date: 29 October, 2014

I have examined the above expense claim at

Date: 29 October, 2014



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Heritage Resources Coordinator

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

PURPOSE, LOCATION, AND DATE(S):

To attend annual conference of Heritage Canada The National Trust in Charlottetown, Prince Edward Island from October 1-5, 2014.

Other Comments:

This second interim claim pertains directly to arrangements for transportation to and from Toronto Pearson Airport.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 01/14	Oct 02/14	Oct 03/14	Oct 04/14	Oct 05/14			
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	\$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	\$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	
Other - Specify: Airport Transportation	\$105.00	\$0.00	\$0.00	\$0.00	\$105.00	\$0.00	\$ 210.00	
TOTALS	\$ 105.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 105.00	\$ 0.00	\$ 210.00	
Less Interim Claim								\$0.00
Less Purchasing Card								\$210.00
BALANCE PAYABLE (to Claimant)								\$ 0.00

Recoverable: yes no If yes, rec

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

Date: Oct 7, 2014

I have examined the above expense claim and

Date: Oct 7, 2014



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Heritage Resources Coordinator

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

To attend annual conference of Heritage Canada The National Trust in Charlottetown, Prince Edward Island from October 1-5, 2014.

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 01/14	Oct 02/14	Oct 03/14	Oct 04/14	Oct 05/14			
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	\$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	\$219.36	\$0.00	\$0.00	\$0.00	\$285.14	\$0.00	\$ 504.50	
- Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Registration:	\$415.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 415.00	
Accommodation:	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 100.00	
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	\$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	\$ 734.36	\$ 0.00	\$ 0.00	\$ 0.00	\$ 285.14	\$ 0.00	\$1,019.50	
Less Interim Claim								\$0.00
Less Purchasing Card								\$1,019.50
BALANCE PAYABLE (to Claimant)								\$ 0.00
Recoverable: yes <input type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from								

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

Date: 28 August 2014

I have examined the above expense claim

Date: 28 August 2014