



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Heritage Researcher

This is an interim claim:  first:  second:

This is a final claim:

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

Travel to London, Ontario from October 8-9, 2014 to attend the Doors Open Ontario Symposium, hosted by the Ontario Heritage Trust. Rental car was returned late in the evening on 9 October.

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 08/14	Oct 09/14						
<b>Transportation:</b>								
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	\$87.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 87.82	
- 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 Fuel	\$44.69	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 59.69	
<b>Registration:</b>	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 40.00	
<b>Accommodation:</b>	\$135.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 135.17	
<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>	<b>\$ 307.68</b>	<b>\$ 15.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 322.68</b>	
Less Interim Claim							<b>\$0.00</b>	
Less Purchasing Card							<b>\$282.68</b>	
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 40.00</b>	

Recoverable: yes  no  If yes, reco

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

Date: 29 October, 2014

I have examined the above expense claim ar

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