



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Supervisor

This is an interim claim:  first:  second:

This is a final claim:

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

ASI Renewal meeting - Courtyard Marriott, Yonge St Toronto - Oct 15 & 16 2014

**Other Comments:**

Accommodations and meals are for 4 attendees from Social Services using 3 hotel rooms.

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Oct 14/14	Oct 15/14	Oct 16/14				
<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	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>Accommodation:</b>	✓ \$357.28	✓ \$357.28	✓ \$436.38	\$0.00	\$0.00	\$0.00	\$1,150.94
<b>Meals:</b> - Breakfast	\$0.00	\$0.00	✓ \$22.76	\$0.00	\$0.00	\$0.00	\$ 22.76
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
- Dinner	✓ \$117.65	✓ \$109.05	\$0.00	\$0.00	\$0.00	\$0.00	\$ 226.70
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>TOTALS</b>	\$ 474.93	\$ 466.33	\$ 459.14	\$ 0.00	\$ 0.00	\$ 0.00	\$1,400.40
Less Interim Claim							\$0.00
Less Purchasing Card							\$1,400.40
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 0.00</b>

Recoverable: yes  no  If yes, reco

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

Date: Nov 6 2014

I have examined the above expense claim ar

Date: Nov 7/14