



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Corporate Information Analyst

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Harris/Cayenta Customer Training Conference - San Diego, California - Nov. 16 to 21/14

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 16/14	Oct 17/14	Oct 18/14	Oct 19/14	Oct 20&21			
Transportation:								
Personal Auto 61 cents/km	148.00 km \$ 90.28	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	148.00 km \$ 90.28		\$ 180.56	
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	\$66.51	\$0.00	\$ 66.51	
- Bus	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Air	\$837.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 837.25	
- Other Baggage Fee	\$28.25	\$0.00	\$0.00	\$0.00	\$25.00	\$8.77	\$ 62.02	
Registration:	\$1,850.00	\$0.00	\$0.00	\$0.00	\$0.00	\$172.05	\$2,022.05	
Accommodation:	\$209.45	\$209.45	\$209.45	\$209.45	\$209.45	\$168.82	\$1,216.07	
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	\$13.92	\$2.24	\$ 16.16	
- Dinner	\$33.53	\$25.39	\$25.41	\$0.00	\$0.00	\$13.98	\$ 98.31	
Other - Specify: Taxi from Airport to Hotel	\$17.00	\$0.00	\$0.00	\$0.00	\$17.10	\$5.50	\$ 39.60	
TOTALS	\$3,065.76	\$ 234.84	\$ 234.86	\$ 209.45	\$ 422.26	\$ 371.36	\$4,538.53	
Less Interim Claim								\$2,022.05
Less Purchasing Card								\$0.00
BALANCE PAYABLE (to Claimant)								\$2,516.48
Recoverable: yes <input type="checkbox"/> no <input checked="" type="checkbox"/> If yes, recoverable from								
I hereby certify that all the above expenditures were disbursed on behalf of the Corporation of the City of Peterborough for purposes stated above.								
Date: <u>Nov. 28/14</u>								
I have examined the above expense								
Date: <u>Nov 28.2014</u>								