



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Finance Assistant, Housing Division

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

ONPHA NON-PROFIT HOUSING ASSOCIATION 2014 Conference and Trade Show, Westin Ottawa, 11 Colonel By Drive Ottawa, Nov 14-16, 2014

Other Comments:

| EXPENSES | | | | | | Foreign Exchange \$ | CDN TOTALS |
|--------------------------------------|---------------|---------------|---------------|--------------------|--------------------|---------------------|----------------|
| DATES (mmm dd/yy) | Nov 14/14 | Nov 15/14 | Nov 16/14 | | | | |
| Transportation: | | | | | | | |
| Personal Auto 61 cents/km | km \$ 0.00 | km \$ 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: | \$256.00 | \$256.06 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 512.06 |
| 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 | \$31.24 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 31.24 |
| Other - Specify: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 |
| TOTALS | \$ 256.00 | \$ 287.30 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 543.30 |
| Less Interim Claim | | | | | | | \$0.00 |
| Less Purchasing Card | | | | | | | \$543.30 |
| BALANCE PAYABLE (to Claimant) | | | | | | | \$ 0.00 |

Recoverable: yes no If yes, re

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

Date: Dec. 12/14

I have examined the above expense claim

Date: Dec. 12/14