



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: HR Assistant

This is an interim claim:  first:  second:

This is a final claim:

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

Registration, Flights, & Accommodations for Megan Hunt to attend Cayenta Conference in San Diego CA on November 18 to November 22, 2014

**Other Comments:**

Registration, flights, accommodation for Cayenta Conference from November 18 to November 22, 2014

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Nov 18/14						
<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	\$720.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 720.16
- Other Additional Reservation Charge	\$17.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 17.32
<b>Registration:</b>	\$1,191.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,191.29
<b>Accommodation:</b>	\$937.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 937.09
<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>	\$2,865.86	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$2,865.86
Less Interim Claim							\$0.00
Less Purchasing Card							\$2,865.86
<b>BALANCE PAYABLE (to Claimant)</b>							\$ 0.00

Recoverable: yes  no  If yes, r

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

Date: Nov. 3, 2014

I have examined the above expense claim

Date: NOV 3/14



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

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**Other Comments:**

Registration, flights, accommodation for Cayenta Conference from November 18 to November 22, 2014

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Nov 17/14	Nov 18/14	Nov 21/14	Nov 22/14			
<b>Transportation:</b>							
Personal Auto 61 cents/km	135.00 km \$ 82.35	0.00 km \$ 0.00	0.00 km \$ 0.00	135.00 km \$ 82.35	0.00 km \$ 0.00		\$ 164.70
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	\$720.16	\$0.00	\$0.00	\$0.00	\$0.00	\$ 720.16
- Other Additional Reservation Charge	\$0.00	\$17.32	\$0.00	\$0.00	\$0.00	\$0.00	\$ 17.32
<b>Registration:</b>	\$0.00	\$1,191.29	\$0.00	\$0.00	\$0.00	\$0.00	\$1,191.29
<b>Accommodation:</b>	\$196.62	\$937.09	\$0.00	\$45.76	\$0.00	\$0.00	\$1,179.47
<b>Meals:</b> - Breakfast	\$0.00	\$5.40	\$0.00	\$13.54	\$0.00	\$0.00	\$ 18.94
- Lunch	\$0.00	\$5.20	\$9.65	\$15.62	\$0.00	\$0.00	\$ 30.47
- Dinner	\$0.00	\$33.47	\$17.50	\$0.00	\$0.00	\$0.00	\$ 50.97
<b>Other - Specify: Backage Claim</b>	\$0.00	\$26.25	\$0.00	\$26.93	\$0.00	\$0.00	\$ 53.18
<b>TOTALS</b>	\$ 278.97	\$2,936.18	\$ 27.15	\$ 184.20	\$ 0.00	\$ 0.00	\$3,426.50
Less Interim Claim							\$2,865.86
Less Purchasing Card							\$196.62
<b>BALANCE PAYABLE (to Claimant)</b>							\$ 364.02

Recoverable: yes  no  If yes, rec

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

Date: \_\_\_\_\_

I have examined the above expense claim and

Date: DEC 10/14