



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Housing Programs Officer

This is an interim claim:  first:  second:

This is a final claim:

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

OMSSA 2014 Policy and Research Conference, Sheridan Hotel, 123 Queen St W Toronto, Dec 2-3, 2014

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Dec 02/14	Dec 03/14						
<b>Transportation:</b>								
Personal Auto 61 cents/km	139.00 km \$ 84.79	139.00 km \$ 84.79	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 169.58	
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Parking	\$0.00	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 15.00	
- Bus	\$6.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 6.00	
- 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>	\$802.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 802.30	
<b>Accommodation:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Meals:</b> - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Lunch	\$11.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 11.05	
- 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>	\$ 904.14	\$ 99.79	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$1,003.93	
Less Interim Claim								\$0.00
Less Purchasing Card								\$802.30
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 201.63</b>

Recoverable: yes  no  If yes, re

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

Date: 8 Dec 14

I have examined the above expense claim

Date: Dec 8/14