

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Program Supervisor/Pearson Day Care

This is an interim claim: first: second: This is a final claim:

PURPOSE, LOCATION, AND DATE(S):
 Milage expenses to conference and return. Hotel charges for 1 person on January 22 @ the Comfort Inn for the Pedagogical Leadership Institute at the Holiday Inn, Scottsdale Road, Guelph, Ontario on January 22 and 23, 2015.

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jan 22/15	Jan 23/15						
Transportation:								
Personal Auto 51.4 cents/km	200.00 km \$ 102.80	200.00 km \$ 102.80	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 205.60	
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:	\$107.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 107.34	
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 210.14	\$ 102.80	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 312.94	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$107.34	
BALANCE PAYABLE (to Claimant)							\$ 205.60	

Recoverable: yes no If yes, re

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

Date: Jan 27, 2015

I have examined the above expense claim

Date: Jan 30 /15