



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Airport Administrator

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

PURPOSE, LOCATION, AND DATE(S):
Marketing Workshop held in Ottawa, Ontario, on the February 5, 2015. Workshop attended by Airport Administrator and a representative from The Loomex Group

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Feb 04/15	Feb 05/15						
Transportation:								
Personal Auto 51.4 cents/km	km \$ 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	\$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:	\$416.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 416.68	
Meals: - Breakfast	\$0.00	\$28.59	\$0.00	\$0.00	\$0.00	\$0.00	\$ 28.59	
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Dinner	\$61.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 61.05	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 477.73	\$ 28.59	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 506.32	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$506.32	
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: _____

I have examined the above expense claim

Date: _____