



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Training and Development Specialist

This is an interim claim:  first:  second:

This is a final claim:

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

OMSSA Directives Training - 250 Yonge St. Toronto, ON. - March 9 - 11, 2015

Other Comments:

## EXPENSES

Foreign Exchange \$

CDN TOTALS

DATES (mmm dd/yy)	Feb 09/15	Mar 09/15	Mar 10/15	Mar 11/15			
<b>Transportation:</b>							
Personal Auto 51.4 cents/km	0.00 km \$ 0.00	133.00 km \$ 68.36	0.00 km \$ 0.00	133.00 km \$ 68.36	0.00 km \$ 0.00		\$ 136.72
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
<b>Registration:</b>	\$1,163.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,163.90
<b>Accommodation:</b>	\$0.00	\$0.00	\$0.00	\$276.37	\$0.00	\$0.00	\$ 276.37
<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	\$15.27	\$25.19	\$0.00	\$0.00	\$0.00	\$ 40.46
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>TOTALS</b>	\$1,163.90	\$ 83.63	\$ 25.19	\$ 344.73	\$ 0.00	\$ 0.00	\$1,617.45

Less Interim Claim \$0.00

Less Purchasing Card \$1,480.73

**BALANCE PAYABLE (to Claimant)** **\$ 136.72**

Recoverable: yes  no  If yes, recoverable from \_\_\_\_\_

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

Date: March 26, 2015 Signature: \_\_\_\_\_

I have examined the above expense claim and the attached \_\_\_\_\_

Date: March 26, 2015 Signature: \_\_\_\_\_

Peterborough for

Signature