



PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

City of
Peterborough

JOB TITLE:

Health & Safety Coordinator

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Registration & accommodation to attend 3 day conference - March 23, 24, 25 & 26th, 2015, in Etobicoke - International Plaza Hotel & Conference Centre - 655 Dixon Road, Etobicoke, ON M9W 1J3. "Crisis Intervention Prevention Training".

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Mar 23/15	Mar 24/15	Mar 25/15	Mar 26/15			
Transportation:							
Personal Auto 51.4 cents/km	148.00 km \$ 76.07	0.00 km \$ 0.00	0.00 km \$ 0.00	119.00 km \$ 61.17	0.00 km \$ 0.00		\$ 137.24
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:	\$1080.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,080.00
Accommodation:	\$333.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 333.60
Meals: - Breakfast	\$0.00	\$0.00	\$11.28	\$0.00	\$0.00	\$0.00	\$ 11.28
- Lunch	\$0.00	\$11.28	\$17.91	\$12.87	\$0.00	\$0.00	\$ 42.06
- Dinner	\$0.00	\$28.52	\$0.00	\$0.00	\$0.00	\$0.00	\$ 28.52
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
TOTALS	\$1,489.67	\$ 39.80	\$ 29.19	\$ 74.04	\$ 0.00	\$ 0.00	\$1,632.70
Less Interim Claim							\$1,413.60
Less Purchasing Card							\$81.86
BALANCE PAYABLE (to Claimant)							\$ 137.24
Recoverable: yes <input type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from							

I hereby certify that all the above expenditures were disbursed on behalf of the Corporation of the City of Peterborough for purposes stated above.

Date: March 31/15

I have examined the above expense claim a

Date: MARCH 31/15