



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Library Manager/CEO

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

PURPOSE, LOCATION, AND DATE(S):
March 29, 2015 Toronto ON Libraries 2025 Workshop

Other Comments:
Paid for on Corporate VISA

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Mar 29/15	Mar 30/15					
Transportation:							
Personal Auto 53.4 cents/km	0.00 km \$ 0.00	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	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 40.00
- 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:	\$314.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 314.38
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	\$ 314.38	\$ 40.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 354.38
Less Interim Claim							\$0.00
Less Purchasing Card							\$354.38
BALANCE PAYABLE (to Claimant)							\$ 0.00

Recoverable: yes no If yes, re

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

Date: June 26 / 15

I have examined the above expense claim

Date: June 26 / 15