



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Early Childhood Educator

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

April 16 and 17 2015 How Does Learning Child Care Conference in Toronto

Other Comments:

Arrived in Toronto the evening of April 15th

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)							
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
- Bus	\$20.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 20.50
- 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:	\$345.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 345.68
Meals: - Breakfast	\$9.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 9.77
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
- Dinner	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 20.00
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
TOTALS	\$ 395.95	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 395.95
Less Interim Claim							\$0.00
Less Purchasing Card							\$395.95
BALANCE PAYABLE (to Claimant)							\$ 0.00

Recoverable: yes no If yes, recover

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

Date: May 4, 2015

I have examined the above expense claim and

Date: May 4/15