



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Health & Safety Coordinator

This is an interim claim:

first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Registration to attend 3 day conference & Training - April 27, 28, 29 & 30th, 2015, in Mississauga - "Partners in Prevention 2015 - Health & Safety Conference & Trade Show". 3 day accommodation at the Best Western Plus Travel Hotel Toronto Airport - 5503 Eglinton Ave. W., Toronto, ON

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Apr 27/15	Apr 28/15	Apr 29/15	Apr 30/15				
Transportation:								
Personal Auto 51.4 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	\$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:	\$1060.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,060.05	
Accommodation:	\$120.05	\$120.05	\$120.05	\$0.00	\$0.00	\$0.00	\$ 360.15	
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	\$1,180.10	\$ 120.05	\$ 120.05	\$ 0.00	\$ 0.00	\$ 0.00	\$1,420.20	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$1,420.20	
BALANCE PAYABLE (to Claimant)							\$ 0.00	

Recoverable: yes no If yes, rec

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

Date: March 31/15

I have examined the above expense claim a

Date: March 31/15