



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 & 30, 2015 in Mississauga - "Partners in Prevention to 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:**

City of Peterborough credit card was comprimised on April 28, 2015. Cash was paid from that point on as City Credit Card was suspended from use. Dinner receipt on April 27/15 was misplaced.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Apr 27/15	Apr 28/15	Apr 29/15	Apr 30/15				
<b>Transportation:</b>								
Personal Auto 53.4 cents/km	126.00 km \$ 67.28	21.00 km \$ 11.21	21.00 km \$ 11.21	136.00 km \$ 72.62	0.00 km \$ 0.00		\$ 162.32	
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>	\$1,060.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,060.05	
<b>Accommodation:</b>	\$120.05	\$120.05	\$120.05	\$0.00	\$0.00	\$0.00	\$ 360.15	
<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	\$28.20	\$25.64	\$0.00	\$0.00	\$0.00	\$ 53.84	
<b>Other - Specify:</b> Safety Books	\$46.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 46.78	
<b>TOTALS</b>	\$1,294.16	\$ 159.46	\$ 156.90	\$ 72.62	\$ 0.00	\$ 0.00	\$1,683.14	
Less Interim Claim							\$1,420.20	
Less Purchasing Card							\$0.00	
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 262.94</b>	
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: May 29/15

I have examined the above expense claim ar

Date: June 2/15