



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

RECEIVED BY MAY 8 2015 Purchasing Department

JOB TITLE:

This is an interim claim: [] first: [] second: []

This is a final claim: [X]

PURPOSE, LOCATION, AND DATE(S):

OBOA Course "House 2012" April 27 - May 1 OBOA Office 200 Marycroft Ave (Hwy W of Hwy 400) Unit #7 Woodbridge, ON L4L 5X4

Other Comments:

Training

Table with columns: EXPENSES, Foreign Exchange \$, CDN TOTALS. Rows include Transportation (Personal Auto, Rental Vehicle, Parking, Bus, Air, Other), Registration, Accommodation, Meals (Breakfast, Lunch, Dinner), Other - Specify, and TOTALS. Includes summary rows for Less Interim Claim, Less Purchasing Card, and BALANCE PAYABLE.

I hereby certify that all the above expenditures were incurred for the purposes stated above.

Date: May 7, 2015

I have examined the above expense claim

Date: May 7, 2015



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Permit Technician

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

PURPOSE, LOCATION, AND DATE(S):
OBOA: Course "House 2012" April 27, 28, 29, 30 and May 1, 2015 Quality Suites Toronto Airport 262 Carlingview Drive, Toronto ON M9W 5G1

Other Comments:
Training: House 2012

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)								
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:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$593.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 593.25	
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	\$ 593.25	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 593.25	
Less Interim Claim								\$0.00
Less Purchasing Card								\$593.25

BALANCE PAYABLE (to Claimant)

Recoverable: yes no If yes, rec

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

Date: March 23, 2015

I have examined the above expense claim and

Date: March 23, 2015