



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

**JOB TITLE:**

**Manager of Staffing and Logistics**

This is an interim claim:  first:  second:

This is a final claim:

**PURPOSE, LOCATION, AND DATE(S):**

FDM Training, Crowne Plaza Airport Hotel, Toronto, May 26-28, 2015

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	May 26/15	May 27/15	May 28/15					
<b>Transportation:</b>								
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	\$5.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 10.00	
- 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 407 etr charge	\$0.00	\$0.00	\$24.58	\$0.00	\$0.00	\$0.00	\$ 24.58	
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$134.47	\$134.47	\$0.00	\$0.00	\$0.00	\$0.00	\$ 268.94	
<b>Meals:</b> - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Lunch	\$0.00	\$18.81	\$21.09	\$0.00	\$0.00	\$0.00	\$ 39.90	
- Dinner	\$0.00	\$35.03	\$5.00	\$0.00	\$0.00	\$0.00	\$ 40.03	
<b>Other – Specify: coffee</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 139.47	\$ 193.31	\$ 50.67	\$ 0.00	\$ 0.00	\$ 0.00	\$ 383.45	
Less Interim Claim								
Less Purchasing Card								<b>\$383.45</b>
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 0.00</b>
Recoverable: yes <input type="checkbox"/> no <input checked="" type="checkbox"/> If yes, recoverable from								