



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):**

Travel to OMHSRA meeting on Thursday, June 11 and Professional Development Conference on Friday, June 12, 2015, at Niagara on the lake.

**Other Comments:**

35<sup>th</sup> Anniversary of the Association so meeting and Professional Development Conference was held over two days at Niagara on the lake.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jun 11/15	Jun 12/15						
<b>Transportation:</b>								
Personal Auto	245.00 km	245.00 km	0.00 km	0.00 km	0.00 km			
53.4 cents/km	\$ 130.83	\$ 130.83	\$ 0.00	\$ 0.00	\$ 0.00		\$ 261.66	
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>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$270.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 270.07	
<b>Meals:</b> - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Lunch	\$25.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 25.01	
- Dinner	\$39.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 39.96	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 465.87	\$ 130.83	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 596.70	
Less Interim Claim								\$0.00
Less Purchasing Card								\$335.04
<b>BALANCE PAYABLE (to Claimant)</b>								\$ 261.66

Recoverable: yes  no  If yes, recd

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

Date: June 18/2015

I have examined the above expense claim at

Date: June 18/15