



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):

Canadian Society of Safety Engineers: Developing Effective OHSE Training Courses- Ottawa, ON Course dates are September 16 and 17.

Other Comments:

Canadian Society of Safety Engineers Professional Development training. This training workshop is an advance to the CSSE Annual Conference.

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Sep 15/15	Sep 16/15	Sep 17/15	Sep 18/15			
Transportation:							
Personal Auto 58.6 cents/km	200.00 km \$ 117.20	0.00 km \$ 0.00	0.00 km \$ 0.00	200.00 km \$ 117.20	0.00 km \$ 0.00		\$ 234.40
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
- Parking	\$20.00	\$20.00	\$20.00	\$0.00	\$0.00	\$0.00	\$ 60.00
- 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:	\$846.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 846.37
Accommodation:	\$324.73	\$324.73	\$324.73	\$0.00	\$0.00	\$0.00	\$ 974.19
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	\$25.98	\$22.89	\$0.00	\$0.00	\$0.00	\$ 48.87
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
TOTALS	\$1,308.30	\$ 370.71	\$ 367.62	\$ 117.20	\$ 0.00	\$ 0.00	\$2,163.83
Less Interim Claim							\$846.37
Less Purchasing Card							\$1,083.06
BALANCE PAYABLE (to Claimant)							\$ 234.40

Recoverable: yes no If yes, recc

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

Date: Sept 30/15

I have examined the above expense claim ar

Date: Oct 5/15