



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Urban Forest Specialist

This is an interim claim:  first:  second:

This is a final claim:

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

Meeting with TreeCanada and City of Ottawa Forestry Oct 6/15

**Other Comments:**

Mileage already claimed and paid on monthly mileage sheet.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)								
<i>Oct 6/15</i>								
<b>Transportation:</b>								
Personal Auto	400 km	0.00 km	0.00 km	0.00 km	0.00 km			
53.3 cents/km	\$ 213.20	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		\$ 213.20	
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>	\$221.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 221.13	
<b>Meals:</b> - Breakfast	\$11.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 11.76	
- 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	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 446.09	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 446.09	
Less Interim Claim							<b>\$213.20</b>	
Less Purchasing Card							<b>\$232.89</b>	
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 0.00</b>	

Recoverable: yes  no  If yes, rec

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

Date: NOV, 6, 2015

I have examined the above expense claim

Date: November 13, 2015