



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Heritage Resources Coordinator

This is an interim claim:  first:  second:

This is a final claim:

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

Travel costs associated with National Trust (Heritage Canada) Conference held in Calgary, Alberta, October 22-25, 2015.

**Other Comments:**

\*Please note: A \$400 reimbursement for the accommodation deposit was also received and credited to Erik Hanson's VISA. This number could not be expressed as a negative in the form below. .

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 25/15							
<b>Transportation:</b>								
Personal Auto	0.00 km	0.00 km	0.00 km	0.00 km	0.00 km			
53.3 cents/km	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 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 Return luggage fee	\$28.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 28.25	
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Meals:</b> - 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	
<b>Other – Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 28.25	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$28.25	
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 0.00</b>	

Recoverable: yes  no  If yes, reco

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

Date: 1 Dec 2015

I have examined the above expense claim ar

Date: 1 Dec 2015



# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

City of  
**Peterborough**

**JOB TITLE:** Heritage Resources Coordinator

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

**PURPOSE, LOCATION, AND DATE(S):**  
Registration for National Trust (Heritage Canada) Conference to be held in Calgary, Alberta, October 22-25, 2015

**Other Comments:**  
A final claim will follow including deposit reimbursement for accommodation and return luggage fee.

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Oct 21/15	Oct 22/15	Oct 23/15	Oct 24/15	Oct 25/15		
<b>Transportation:</b>							
Personal Auto 58.6 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 Airport Shuttle and luggage fee	\$136.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 136.25
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>Accommodation:</b>		\$0.00		\$0.00		\$0.00	\$ 0.00
<b>Meals:</b> - 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	\$37.50	\$0.00	\$35.02	\$25.55	\$0.00	\$0.00	\$ 98.07
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>TOTALS</b>	\$ 37.50	\$ 0.00	\$ 35.02	\$ 25.55	\$ 0.00	\$ 0.00	\$ 234.32
Less Interim Claim							<b>\$0.00</b>
Less Purchasing Card							<b>\$199.30</b>
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 35.02</b>

Recoverable: yes  no  If yes, recc

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

Date: Nov 4, 2015

I have examined the above expense claim ar

Date: Nov 9/15'