



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Heritage Researcher

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:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 21/15	Oct 22/15	Oct 23/15	Oct 24/15	Oct 25/15			
Transportation:								
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	\$577.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 577.57	
- Other Airport Shuttle, Luggage fee, and Travel Insurance	\$126.41	\$0.00	\$0.00	\$0.00	\$16.50	\$0.00	\$ 142.91	
Registration:	\$485.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 485.00	
Accommodation:				\$0.00		\$0.00	\$ 0.00	
Meals: - Breakfast	\$0.00	\$4.73	\$0.00	\$0.00	\$0.00	\$0.00	\$ 4.73	
- Lunch	\$5.51	\$11.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 16.51	
- Dinner	\$0.00			\$20.53	\$0.00	\$0.00	\$ 20.53	
Other – Specify: Dinner -would not pick up in other field	\$0.00	\$35.02	\$0.00	\$0.00	\$0.00	\$0.00	\$ 35.02	
TOTALS	\$ 5.51	\$ 35.02	\$ 0.00	\$ 20.53	\$ 0.00	\$ 0.00	\$1,282.27	
Less Interim Claim								\$0.00
Less Purchasing Card								\$1,170.86
BALANCE PAYABLE (to Claimant)								\$ 111.41

Recoverable: yes no If yes, recoverable

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

Date: 2015-11-04

I have examined the above expense claim and

Date: 2015-11-04



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):

Registration for National Trust (Heritage Canada) Conference to be held in Calgary, Alberta, October 22-25, 2015

Other Comments:

Subsequent claims will follow for other associated expenses. Please note that a \$400 deposit for the accommodation will be reimbursed following the Conference. This amount has been captured in the Accommodation line for Oct.21/15.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 21/15	Oct 22/15	Oct 23/15	Oct 24/15	Oct 25/15			
Transportation:								
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	\$550.41	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 550.41	
- Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$557.50	\$157.50	\$157.50	\$157.50	157.50	\$0.00	\$1,187.50	
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$1,107.91	\$ 157.50	\$ 157.50	\$ 157.50	\$ 157.50	\$ 0.00	\$1,737.91	
Less Interim Claim								\$0.00
Less Purchasing Card								\$1,737.91
BALANCE PAYABLE (to Claimant)								\$ 0.00
Recoverable: yes <input type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from								

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

Date: 29 September, 2015.

I have examined the above expense claim an

Date: Sept 30 / 2015



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):

Registration for National Trust (Heritage Canada) Conference to be held in Calgary, Alberta, October 22-25, 2015

Other Comments:

Subsequent claims will follow for airfare and accommodation, and other associated expenses

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 22/15							
Transportation:								
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Registration:	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 480.00	
Accommodation:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Other – Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 480.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 480.00	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$480.00	
BALANCE PAYABLE (to Claimant)							\$ 0.00	

Recoverable: yes no If yes, recov

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

Date: 1 September 2015

I have examined the above expense claim and

Date: 1 September 2015