



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Early Childhood Educator

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

It's Child's Play Conference in Haliburton- Nov 6&7 2015

Other Comments:

Staff arrived at the conference on the evening of November 5th..

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Nov 05/15	Nov 07/15						
Transportation:								
Personal Auto 53.3 cents/km	58.50 km \$ 31.18	58.50 km \$ 31.18	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 62.36	
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:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$128.82	\$128.82	\$0.00	\$0.00	\$0.00	\$0.00	\$ 257.64	
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	\$ 160.00	\$ 160.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 320.00	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$ 257.64	
BALANCE PAYABLE (to Claimant)							\$ 62.36	
Recoverable: yes <input type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from								