



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Manager - Facilities & Special Projects

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Athletic Business Conference - New Orleans - November 17-21, 2015

Other Comments:

air is return included.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Nov 17/15	Nov 18/15	Nov 19/15	Nov 20/15	Nov 21/15			
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	\$783.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 783.05	
- Other Airport Shuttle - 2 way	\$52.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 52.03	
Registration:	\$702.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 702.43	
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: airport shuttle - return	\$216.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 216.00	
TOTALS	\$1,753.51	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$1,753.51	
Less Interim Claim								\$0.00
Less Purchasing Card								\$1,753.51
BALANCE PAYABLE (to Claimant)								\$ 0.00
Recoverable: yes <input type="checkbox"/> no <input checked="" type="checkbox"/> If yes, rec								

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

Date: Sept 30/2015

I have examined the above expense claim

Date: Oct 1/15



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Manager - Facilities & Special Projects

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Athletic Business Conference - New Orleans - November 17-21, 2015

Other Comments:

Bus charged on Sept VISA).

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Nov 17/15	Nov 18/15	Nov 19/15	Nov 20/15	Nov 21/15			
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	\$108.00	\$0.00	\$0.00	\$0.00	\$108.00	\$0.00	\$ 216.00	
- Air	\$26.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 26.25	
- Other Taxi Cab	\$0.00	\$10.00	\$0.00	\$0.00	\$0.00	\$3.68	\$ 13.68	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$194.93	\$194.93	\$194.93	\$194.93	\$0.00	\$287.77	\$1,067.49	
Meals: - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Lunch	\$18.30	\$8.82	\$0.00	\$25.94	\$0.00	\$19.55	\$ 72.61	
- Dinner	\$0.00	\$0.00	\$25.80	\$18.66	\$13.88	\$21.50	\$ 79.84	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 347.48	\$ 213.75	\$ 220.73	\$ 239.53	\$ 121.88	\$ 332.50	\$1,475.87	
Less Interim Claim								\$0.00
Less Purchasing Card								\$1,431.15
BALANCE PAYABLE (to Claimant)								\$ 44.72
Recoverable: yes <input type="checkbox"/> no <input checked="" type="checkbox"/> If yes, recoverable from								

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

Date: Dec 9 2015

I have examined the above expense claim and

Date: Dec 11/15