



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Customer Service Coordinator

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Municipal Communications Conference, in Toronto, on November 23 and 24, 2015

Other Comments:

Registration fee on Admin Assistant VISA, accommodation includes parking.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Nov 22/15	Nov 23/15						
Transportation:								
Personal Auto 53.3 cents/km	138.00 km \$ 73.55	138.00 km \$ 73.55	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 147.10	
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:	\$1,241.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,241.87	
Accommodation:	\$482.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 482.78	
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	\$1,798.20	\$ 73.55	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$1,871.75	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$1,724.65	
BALANCE PAYABLE (to Claimant)							\$ 147.10	
Recoverable: yes <input type="checkbox"/> no <input checked="" type="checkbox"/> If yes, recoverable from								

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

Date: Dec 9, 2015

I have examined the above expense claim and

Date: Dec 9/15