



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Human Resources Administrative
Assistant

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Goodlife Fitness Health & Wellness Leadership Summit, Metro Toronto Conception Centre, South Building, Room 718 on November 25, 2015

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Nov 24/15	Nov 25/15						
Transportation:								
Personal Auto 53.3 cents/km	135.50 km \$ 72.22	135.50 km \$ 72.22	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 144.44	
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Parking	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 25.00	
- 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	\$224.87	\$0.00	\$0.00	\$0.00	\$0.00	\$ 224.87	
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	\$20.76	\$0.00	\$0.00	\$0.00	\$0.00	\$ 20.76	
- 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	\$ 72.22	\$ 342.85	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 415.07	
Less Interim Claim								\$0.00
Less Purchasing Card								\$270.63
BALANCE PAYABLE (to Claimant)								\$ 144.44
Recoverable: yes <input type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from								