



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Airport Administrator

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

NAV Canada CASOP conference, held in Cornwall, Ontario from November 30, 2015 to and including December 2, 2015

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Nov 30/15	Dec 01/15	Dec 02/15					
Transportation:								
Personal Auto 53.3 cents/km	57.70 km \$ 30.75	0.00 km \$ 0.00	57.70 km \$ 30.75	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 61.50	
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 (train)	\$115.82	\$0.00	\$115.83	\$0.00	\$0.00	\$0.00	\$ 231.65	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$126.56	\$126.56	\$0.00	\$0.00	\$0.00	\$0.00	\$ 253.12	
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	\$ 273.13	\$ 126.56	\$ 146.58	\$ 0.00	\$ 0.00	\$ 0.00	\$ 546.27	
Less Interim Claim								\$0.00
Less Purchasing Card								\$231.65
BALANCE PAYABLE (to Claimant)								\$ 314.62
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. 10/15

I have examined the above expense claim and

Date: Dec 10/15

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Transportation:								
Personal Auto 53.3 cents/km	km \$ 0.00	0.00 km \$ 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 (taxi)	\$22.00	\$0.00	\$18.00	\$0.00	\$0.00	\$0.00	\$ 40.00	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
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	\$ 22.00	\$ 0.00	\$ 18.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 40.00	
Less Interim Claim								
Less Purchasing Card								
BALANCE PAYABLE (to Claimant)								\$ 40.00
Recoverable: yes <input type="checkbox"/> no <input checked="" type="checkbox"/> If yes, recoverable from								
I hereby certify that all the above expenditures were disbursed on behalf of the Corporation of the City of Peterborough for purposes stated above.								
Date: <u>Dec 17/15</u>								
I have examined the above expense claim								