



PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

**City of
Peterborough**

JOB TITLE: Sustainability Manager

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):
2015 FCM Sustainable Communities Conference

Other Comments:

EXPENSES

Foreign
Exchange
\$

CDN
TOTALS

DATES (mmm dd/yy)	Oct 31/14							
Transportation:								
Personal Auto 61 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	\$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:	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 720.00	
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	\$ 720.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 720.00	
Less Interim Claim								\$0.00
Less Purchasing Card								\$720.00
BALANCE PAYABLE (to Claimant)								\$ 0.00

Recoverable: yes no If yes, I

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

Date: Oct 31, 2014

I have examined the above expense claim

Date: Dec 1 / 14



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Sustainability Manager

This is an interim claim: first: second: This is a final claim:

PURPOSE, LOCATION, AND DATE(S):
2015 FCM Sustainable Communities Conference in London, Ontario from February 9 to 12, 2015

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Feb 09/15	Feb 11/15	Feb 12/15					
Transportation:								
Personal Auto 61 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	\$162.09	\$0.00	\$0.00	\$0.00	\$ 162.09	
- 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 Gas	\$54.01	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$ 59.01	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$0.00	\$0.00	\$494.88	\$0.00	\$0.00	\$0.00	\$ 494.88	
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	\$21.65	\$32.17	\$0.00	\$0.00	\$0.00	\$0.00	\$ 53.82	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 75.66	\$ 32.17	\$ 661.97	\$ 0.00	\$ 0.00	\$ 0.00	\$ 769.80	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$769.80	
BALANCE PAYABLE (to Claimant)							\$ 0.00	
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>March 4, 2015</u>						Signature: _____		
I have examined the above expense claim and the attached receipts and hereby approve the claim for payment.								
Date: <u>March 4/15</u>						Signature: _____		