



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Urban Forest Specialist

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Presentation at Federation of Canadian Municipalities Conference with TreeCanada

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)							
Transportation:							
Personal Auto 53.3 cents/km	km	0.00 km	0.00 km	0.00 km	0.00 km		\$ 0.00
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
Rental Vehicle	\$127.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 127.04
- Parking	\$16.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 16.00
- 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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
Accommodation:	\$193.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 193.77
Meals: - Breakfast	\$10.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 10.76
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
- Dinner	\$11.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 11.05
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
TOTALS	\$ 358.62	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 358.62
Less Interim Claim							
Less Purchasing Card							\$347.57
BALANCE PAYABLE (to Claimant)							\$ 11.05

Recoverable: yes no If yes, rec

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

Date: 11 March 2016

I have examined the above expense claim

Date: March 11, 2016