



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):**

Attend the 2016 FCM Sustainable Communities Conference and workshop in Ottawa, Ontario from February 8 - 11, 2016

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Feb 07/16	Feb 08/16	Feb 09/16	Feb 10/16	Feb 11/16			
<b>Transportation:</b>								
Personal Auto 52.9 cents/km	305.00 km \$ 161.35	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	305.00 km \$ 161.35		\$ 322.70	
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	\$69.00	\$0.00	\$ 69.00	
- 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	
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$834.51	\$0.00	\$ 834.51	
<b>Meals:</b> - 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	\$8.46	\$33.62	\$0.00	\$0.00	\$0.00	\$ 42.08	
<b>Other – Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 161.35	\$ 8.46	\$ 33.62	\$ 0.00	\$1,064.86	\$ 0.00	\$1,268.29	
Less Interim Claim								\$0.00
Less Purchasing Card								945.59
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 322.70</b>
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: March 3, 2016

I have examined the above expense claim and

Date: \_\_\_\_\_



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):**  
Attend the 2016 FCM Sustainable Communities Conference and workshop in Ottawa, Ontario from February 8 - 11, 2016

**Other Comments:**  
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EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Nov 27/15							
<b>Transportation:</b>								
Personal Auto 53.3 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	
<b>Registration:</b>	\$721.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 721.00	
<b>Accommodation:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Meals:</b> - 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	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 721.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 721.00	
Less Interim Claim								\$0.00
Less Purchasing Card								\$721.00
<b>BALANCE PAYABLE (to Claimant)</b>								\$ 0.00
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: January 5, 2016

I have examined the above expense claim and

Date: Jan 6/16