



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Manager, Arts, Culture & Heritage Division + Immigration Portfolio

This is an interim claim:  first:  second:

This is a final claim:

**PURPOSE, LOCATION, AND DATE(S):**

Metropolis Conference in Toronto March 3 - 5, 2016

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Mar 03/16	Mar 04/16	Mar 05/16					
<b>Transportation:</b>								
Personal Auto 51.9 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	\$49.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 49.72	
- Air	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Other Taxi	\$10.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 10.25	
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$0.00	\$184.44	\$0.00	\$0.00	\$0.00	\$0.00	\$ 184.44	
<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	\$13.37	\$11.79	\$9.50	\$0.00	\$0.00	\$0.00	\$ 34.66	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 73.34	\$ 196.23	\$ 9.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 279.07	
Less Interim Claim								\$0.00
Less Purchasing Card								\$ 279.07
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$0.00</b>

Recoverable: yes  no  If yes, recov

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

Date: APRIL 15 / 2016

I have examined the above expense claim and

Date: April 14 / 2016



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: *Manager, Arts, Culture and Heritage.*

This is an interim claim:  first:  second:

This is a final claim:

**PURPOSE, LOCATION, AND DATE(S):**  
 Cities of Migration Conference March 3-5, 2016 Toronto

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jan 18/16							
<b>Transportation:</b>								
Personal Auto 52.9 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>	\$350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 350.00	
<b>Accommodation:</b>	\$184.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 184.44	
<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>	\$ 534.44	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 534.44	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$534.44	
<b>BALANCE PAYABLE (to Claimant)</b>							\$ 0.00	

Recoverable: yes  no  If yes, recc

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

Date: Feb 12/16 B

I have examined the above expense claim at

Date: Feb 11/16