



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Manager, Court Services**

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

PURPOSE, LOCATION, AND DATE(S):
OMTRA Spring Conference April 3-5, 2016, Niagara on the Lake, On

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Apr 03/16	Apr 04/16	Apr 05/16				
Transportation:							
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	\$219.50	\$0.00	\$0.00	\$0.00	\$ 219.50
- 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:	\$463.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 463.20
Accommodation:	\$193.23	\$193.23	\$0.00	\$0.00	\$0.00	\$0.00	\$ 386.46
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	\$30.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 30.87
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
TOTALS	\$ 687.30	\$ 193.23	\$ 219.50	\$ 0.00	\$ 0.00	\$ 0.00	\$1,100.03
Less Interim Claim							\$463.30
Less Purchasing Card							\$636.73
BALANCE PAYABLE (to Claimant)							\$ 0.00

Recoverable: yes no If yes, reco

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

Date: May 9/16

I have examined the above expense claim an

Date: May 11/16