



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Airport Administrator**

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

PURPOSE, LOCATION, AND DATE(S):
Marketing MRO Show, held in Dallas, Texas, USA, from April 4, 5, 6 and 7, 2016

Other Comments:
The charge for air travel is for _____, Airport Administrator, _____, Business Development Lead, Peterborough Economic Development and _____, Airport Manager, Loomex Property Management. The cost of air travel for all three people is the total as indicated below and is at the expense of the Peterborough Economic Development.

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Apr 04/16	Apr 07/16					
Transportation:							
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	\$1,281.93	\$1,281.90	\$0.00	\$0.00	\$0.00	\$0.00	\$2,563.83
- 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:	\$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	\$1,281.93	\$1,281.90	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$2,563.83
Less Interim Claim							\$0.00
Less Purchasing Card							\$2,563.83
BALANCE PAYABLE (to Claimant)							\$ 0.00

Recoverable: yes no If yes, recov

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

Date: April 19/16

I have examined the above expense claim and

Date: April 20/16