



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 Adaptation Canada 2016 National Symposium in Ottawa, Ontario from April 12 to 14, 2016

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Apr 12/16	Apr 13/16	Apr 14/16					
Transportation:								
Personal Auto 51.9 cents/km	305.00 km \$ 158.30	12.00 km \$ 6.23	305.00 km \$ 158.30	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 322.83	
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Parking	\$20.00	\$0.00	\$45.20	\$0.00	\$0.00	\$0.00	\$ 65.20	
- 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:	\$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	\$24.65	\$0.00	\$0.00	\$0.00	\$0.00	\$ 24.65	
Other – Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 178.30	\$ 30.88	\$ 203.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 412.68	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$89.85	
BALANCE PAYABLE (to Claimant)							\$ 322.83	
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: May 2, 2016

I have examined the above expense claim at

Date: May 3/16



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 Adaptation Canada 2016 National Symposium in Ottawa, Ontario from April 12 to 14, 2016

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Feb 25/16							
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	\$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:	\$508.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 508.50	
Accommodation:	\$391.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 391.07	
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	\$ 899.57	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 899.57	
Less Interim Claim								\$0.00
Less Purchasing Card								
BALANCE PAYABLE (to Claimant)								\$ 899.57

Recoverable: yes no If yes, recover

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

Date: March 3, 2016

I have examined the above expense claim and

Date: Mar 3 / 16