



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Manager, Housing Division**

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

PURPOSE, LOCATION, AND DATE(S):
CHRA Congress 2016 900 Boul, Rene Levesque Ouest Montreal April 12-14, 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	117.00 km \$ 60.72	0.00 km \$ 0.00	58.00 km \$ 30.10	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 90.82	
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 Via Rail	\$62.72	\$0.00	\$62.71	\$0.00	\$0.00	\$0.00	\$ 125.43	
Registration:	\$729.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 729.75	
Accommodation:	\$208.26	\$208.26	\$0.00	\$0.00	\$0.00	\$0.00	\$ 416.52	
Meals: - Breakfast	\$0.00	\$46.58	\$37.82	\$0.00	\$0.00	\$0.00	\$ 84.40	
- Lunch	\$4.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 4.80	
- Dinner	\$22.00	\$21.85	\$0.00	\$0.00	\$0.00	\$0.00	\$ 43.85	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$1,088.25	\$ 276.69	\$ 130.63	\$ 0.00	\$ 0.00	\$ 0.00	\$1,495.57	
Less Interim Claim								\$0.00
Less Purchasing Card								\$1,356.10
BALANCE PAYABLE (to Claimant)								\$ 139.47
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 6 2016

I have examined the above expense claim ar
Date: May 6, 2016