



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: HR Assistant

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

PURPOSE, LOCATION, AND DATE(S):

Org Publisher Training as part of the People Fluent Conference, Miami, April 19-20

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Apr 19/16	Apr 20/16						
Transportation:								
Personal Auto	140.00 km	140.00 km	0.00 km	0.00 km	0.00 km			
51.9 cents/km	\$ 72.66	\$ 72.66	\$ 0.00	\$ 0.00	\$ 0.00		\$ 145.32	
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Parking	\$0.00	\$46.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 46.00	
- Bus	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Air	\$145.99	\$145.98	\$0.00	\$0.00	\$0.00	\$0.00	\$ 291.97	
- Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Registration:	\$1,348.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,348.35	
Accommodation:	\$472.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 472.31	
Meals: - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Lunch	\$4.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 4.72	
- Dinner	\$35.56	\$6.49	\$0.00	\$0.00	\$0.00	\$0.00	\$ 42.05	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$2,079.59	\$ 271.13	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$2,350.72	
Less Interim Claim								\$0.00
Less Purchasing Card								\$2,112.63
BALANCE PAYABLE (to Claimant)								\$ 238.09

Recoverable: yes no If yes, reco

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

Date: April 29, 2016

I have examined the above expense claim an

Date: April 28/16