



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Health and Safety Coordinator

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Canadian Society of Safety Engineering CHSC Training Course: Consulting Skills for Occupational Health and Safety Professionals, 5110 Creekbank Dr, Mississauga, Ontario L4W 0A1

Other Comments:

Travel during course was to and from hotel to training venue and also from hotel to eat and back

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Apr 23/16	Apr 24/16	Apr 25/16					
Transportation:								
Personal Auto 51.9 cents/km	148.00 km \$ 76.81	36.00 km \$ 18.68	39.00 km \$ 20.24	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 115.73	
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:	\$846.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 846.37	
Accommodation:	\$145.77	\$145.77	\$0.00	\$0.00	\$0.00	\$0.00	\$ 291.54	
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	\$18.27	\$34.24	\$0.00	\$0.00	\$0.00	\$ 52.51	
Other – Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$1,068.95	\$ 182.72	\$ 54.48	\$ 0.00	\$ 0.00	\$ 0.00	\$1,306.15	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$1,190.42	
BALANCE PAYABLE (to Claimant)							\$ 115.73	

Recoverable: yes no If yes, rec

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

Date: Apr 29 / 16

I have examined the above expense claim and

Date: Apr 29 / 16