



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):

Partners in Prevention Health and Safety Conference and Trade Show: International Centre, 5110 Creekbank Dr, Mississauga, Ontario L4W 0A1

Other Comments:

Received 10% discount on registration due to volunteer with WSPS organization. Was already there for course so no mileage going there is entered (already captured on expense for the earlier course.) Travel during course was to and from hotel to conference venue and also from hotel to eat and back

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Apr 25/16	Apr 26/16	Apr 27/16					
Transportation:								
Personal Auto 51.9 cents/km	0.00 km \$ 0.00	36.00 km \$ 18.68	159.00 km \$ 82.52	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 101.20	
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:	\$609.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 609.18	
Accommodation:	\$190.97	\$179.67	\$0.00	\$0.00	\$0.00	\$0.00	\$ 370.64	
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	\$26.44	\$0.00	\$0.00	\$0.00	\$0.00	\$ 26.44	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 800.15	\$ 224.79	\$ 82.52	\$ 0.00	\$ 0.00	\$ 0.00	\$1,107.46	
Less Interim Claim								\$0.00
Less Purchasing Card								\$1,006.21
BALANCE PAYABLE (to Claimant)								\$ 101.25

Recoverable: yes no If yes, recov

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

Date: May 5/16