



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Airport Administrator**

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

**PURPOSE, LOCATION, AND DATE(S):**  
AMCO Spring Workshop, held in Pembroke, Ontario, May 4 and 5, 2016

**Other Comments:**  
Note: Travelled to attend the workshop on May 3, 2016.

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	May 03/16	May 04/16	May 05/16				
<b>Transportation:</b>							
Personal Auto 51.9 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 taxi	\$0.00	\$0.00	\$45.00	\$0.00	\$0.00	\$0.00	\$ 45.00
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>Accommodation:</b>	\$134.47	\$134.47	\$0.00	\$0.00	\$0.00	\$0.00	\$ 268.94
<b>Meals:</b> - 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	\$29.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 29.18
<b>Other – Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>TOTALS</b>	\$ 163.65	\$ 134.47	\$ 45.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 343.12
Less Interim Claim							<b>\$0.00</b>
Less Purchasing Card							<b>\$298.12</b>
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 45.00</b>
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: June 21/16

I have examined the above expense claim

Date: June 21/16