



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Facility Manager, PSWC

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

**PURPOSE, LOCATION, AND DATE(S):**  
 Travelled to Oshawa for a College CCVPS Conference on behalf of Fleming College, as Director of Athletics and Recreation. This was a two day conference.

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	May 10/16	May 11/16	May 12/16				
<b>Transportation:</b>							
Personal Auto 51.9 cents/km	km \$ 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
- 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
<b>Registration:</b>	\$0.00	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$ 200.00
<b>Accommodation:</b>	\$117.51	\$117.51	\$0.00	\$0.00	\$0.00	\$0.00	\$ 235.02
<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		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>TOTALS</b>	\$ 0.00	\$ 217.51	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 435.02
Less Interim Claim							\$0.00
Less Purchasing Card							\$435.02
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 0.00</b>
Recoverable: yes <input checked="" type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from Fleming College though shared budget alloc.							<b>\$435.02</b>

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

Date: June 8/2016

I have examined the above expense claim an

Date: Jun 20/16