



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Program Manager

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

**PURPOSE, LOCATION, AND DATE(S):**  
Service Delivery Modernization Working Group-MCSS-Toronto

**Other Comments:**

| EXPENSES                             |                       |                       |                    |                    |                    | Foreign Exchange \$ | CDN TOTALS       |
|--------------------------------------|-----------------------|-----------------------|--------------------|--------------------|--------------------|---------------------|------------------|
| DATES (mmm dd/yy)                    | May 16/16             | May 17/16             |                    |                    |                    |                     |                  |
| <b>Transportation:</b>               |                       |                       |                    |                    |                    |                     |                  |
| Personal Auto<br>51.9 cents/km       | 132.00 km<br>\$ 68.51 | 132.00 km<br>\$ 68.51 | 0.00 km<br>\$ 0.00 | 0.00 km<br>\$ 0.00 | 0.00 km<br>\$ 0.00 |                     | \$ 137.02        |
| Rental Vehicle                       | \$0.00                | \$0.00                | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 0.00          |
| - Parking                            | \$25.99               | \$0.00                | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 25.99         |
| - 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                | \$0.00                | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 0.00          |
| <b>Accommodation:</b>                | \$266.13              | \$0.00                | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 266.13        |
| <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                             | \$29.84               | \$0.00                | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 29.84         |
| <b>Other – Specify:</b>              | \$0.00                | \$0.00                | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 0.00          |
| <b>TOTALS</b>                        | \$ 390.47             | \$ 68.51              | \$ 0.00            | \$ 0.00            | \$ 0.00            | \$ 0.00             | \$ 458.98        |
| Less Interim Claim                   |                       |                       |                    |                    |                    |                     | \$0.00           |
| Less Purchasing Card                 |                       |                       |                    |                    |                    |                     | \$321.96         |
| <b>BALANCE PAYABLE (to Claimant)</b> |                       |                       |                    |                    |                    |                     | <b>\$ 137.02</b> |

Recoverable: yes  no  If yes, r

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

Date: May 18, 2016

I have examined the above expense clair

Date: May 18 / 16