



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Budget Analyst

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

PURPOSE, LOCATION, AND DATE(S):
Questica Conference - May 25-27, 2016 at the King Edward Hotel in Toronto

Other Comments:
Registration paid by invoice, noted as Interim Claim.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	May 25/16	May 26/16	May 27/16					
Transportation:								
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 Go Train	\$10.85	\$0.00	\$10.85	\$0.00	\$0.00	\$0.00	\$ 21.70	
Registration:	\$791.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 791.00	
Accommodation:	\$0.00	\$0.00	\$531.30	\$0.00	\$0.00	\$0.00	\$ 531.30	
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	\$24.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 24.47	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 826.32	\$ 0.00	\$ 542.15	\$ 0.00	\$ 0.00	\$ 0.00	\$1,368.47	
Less Interim Claim								\$791.00
Less Purchasing Card								\$577.47
BALANCE PAYABLE (to Claimant)								\$ 0.00
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: July 12/16

I have examined the above expense claim at

Date: July 12/16