



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):
MISA Ontario Confernece, Collingwood, Ontario - June 6-8, 2016

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Jun 06/16	Jun 07/16	Jun 08/16				
Transportation:							
Personal Auto 51.9 cents/km	100.00 km \$ 51.90	km \$ 0.00	100.00 km \$ 51.90	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 103.80
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:	\$819.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 819.25
Accommodation:	\$137.16	\$137.16	\$0.00	\$0.00	\$0.00	\$0.00	\$ 274.32
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
Other – Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
TOTALS	\$1,008.31	\$ 137.16	\$ 51.90	\$ 0.00	\$ 0.00	\$ 0.00	\$1,197.37
Less Interim Claim							\$0.00
Less Purchasing Card							\$1,093.57
BALANCE PAYABLE (to Claimant)							\$ 103.80

Recoverable: yes no If yes, recove

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

Date: June 13/16

I have examined the above expense claim and

Date: June 14, 2016