



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):**  
GTAA Workshop, held in Cambridge, Ontario on June 9, 2016

**Other Comments:**  
Travelled to Cambridge, Ontario on June 8, 2016. Accommodation charge is inclusive of room charge for Airport Manager.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jun 08/16	Jun 09/16						
<b>Transportation:</b>								
Personal Auto 51.9 cents/km	206.00 km \$ 106.91	206.00 km \$ 106.91	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 213.82	
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	
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$223.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 223.74	
<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	\$21.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 21.06	
<b>Other – Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 351.71	\$ 106.91	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 458.62	
Less Interim Claim								\$0.00
Less Purchasing Card								\$244.80
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 213.82</b>

Recoverable: yes  no  If yes, re

I hereby certify that all the above expenditures were for business purposes stated above.

Date: July 20/16

I have examined the above expense claim

Date: July 25/16