



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Health and Safety Coordinator

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

**PURPOSE, LOCATION, AND DATE(S):**  
Annual CSSE ( Canadian Society of Safety Engineering) Professional Development Conference (PDC) held in Vancouver, British Columbia on September 18-21

**Other Comments:**  
Conference registration as took advantage of super early bird pricing to receive \$130 in registration savings. Also received access to presentations with registration so that materials can be delivered here at the city. Round trip airfare from Toronto-Vancouver has been added to this second claim. Paid registration and airfare with City Visa card.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 18/16	Sep 17/16	Sep 22/16	Sep 19/20	Sep 21/16			
<b>Transportation:</b>								
Personal Auto 54.3 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	\$28.25	\$333.49	\$299.38	\$0.00	\$26.25	\$0.00	\$ 687.37	
- Other Subway	\$0.00	\$6.75	\$5.50	\$0.00	\$0.00	\$0.00	\$ 12.25	
<b>Registration:</b>	\$934.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 934.50	
<b>Accommodation:</b>	\$0.00	\$0.00	\$1,345.35	\$0.00	\$0.00	\$0.00	\$1,345.35	
<b>Meals:</b> - Breakfast	\$7.87	\$5.96	\$19.90	\$0.00	\$0.00	\$0.00	\$ 33.73	
- Lunch	\$12.38	\$15.64	\$0.00	\$22.89	\$12.06	\$0.00	\$ 62.97	
- Dinner	\$18.09	\$21.00	\$0.00	\$30.19	\$18.11	\$0.00	\$ 87.39	
<b>Other – Specify: Taxi &amp; Century Transport.</b>	\$0.00	\$10.00	\$222.00	\$0.00	\$0.00	\$0.00	\$ 232.00	
<b>TOTALS</b>	\$1,001.09	\$ 392.84	\$1,892.13	\$ 53.08	\$ 56.42	\$ 0.00	\$3,395.56	
Less Interim Claim								<b>\$1,567.37</b>
Less Purchasing Card								<b>\$1,812.23</b>
BALANCE PAYABLE (to Claimant)								<b>\$ 15.96</b>

Recoverable: yes  no  If yes, rec

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

Date: Sept 30/16

I have examined the above expense claim a