



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):**

Attended Airport Management Council of Ontario - annual Convention and Trade Show, held in North Bay, Ontario, on October 2, 3, 4 and 5, 2016.

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 01/16	Oct 02/16	Oct 03/16	Oct 04/16	Oct 05/16			
<b>Transportation:</b>								
Personal Auto 53.9 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	\$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>	\$152.54	\$152.54	\$152.54	\$152.54	\$0.00	\$0.00	\$ 610.16	
<b>Meals:</b> - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Lunch	\$0.00	\$20.77	\$0.00	\$0.00	\$0.00	\$0.00	\$ 20.77	
- Dinner	\$25.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 25.99	
<b>Other – Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 178.53	\$ 173.31	\$ 152.54	\$ 152.54	\$ 0.00	\$ 0.00	\$ 656.92	
Less Interim Claim								\$0.00
Less Purchasing Card								\$656.92
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 0.00</b>

Recoverable: yes  no  If yes, rec

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

Date: Nov 22/16

I have examined the above expense claim and

Nov 22/16



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):**

AMCO Convention & Seminar, to be held in North Bay, Ontario on October 3, 4 and 5, 2016

**Other Comments:**

The total registration fee is calculated as follows: Annual Meeting/Membership registration - \$500.00; dinner - \$50.00; student sponsorship - \$300.00; HST - \$110.50

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)								
<b>Transportation:</b>								
Personal Auto	km	km	0.00 km	0.00 km	0.00 km			
51.9 cents/km	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Registration:</b>	\$960.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 960.50	
<b>Accommodation:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Other – Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 960.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 960.50	
Less Interim Claim								\$0.00
Less Purchasing Card								\$960.50
<b>BALANCE PAYABLE (to Claimant)</b>								\$ 0.00

Recoverable: yes  no  If yes, recc

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

Date: July 20/16

I have examined the above expense claim at

Date: July 25/16