



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Chief Building Official

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

PURPOSE, LOCATION, AND DATE(S):
60th Annual Meeting and Training Sessions Ottawa, ON Westin Hotel-Shaw Centre 11 Colonel By Drive, Ottawa, K1N 9N4 October 2-October 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			
Transportation:								
Personal Auto 54.3 cents/km	250.00 km \$ 135.75	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 135.75	
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Parking	\$47.46	\$25.00	\$25.00	\$25.00	\$25.00	\$0.00	\$ 147.46	
- 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:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$243.26	\$243.26	\$243.26	\$243.26	\$243.26	\$0.00	\$1,216.30	
Meals: - Breakfast	\$0.00	\$91.10	\$0.00	\$0.00	\$0.00	\$0.00	\$ 91.10	
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Dinner	\$41.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 41.58	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 468.05	\$ 359.36	\$ 268.26	\$ 268.26	\$ 268.26	\$ 0.00	\$1,632.19	
Less Interim Claim								\$0.00
Less Purchasing Card								\$1,496.44
BALANCE PAYABLE (to Claimant)								\$ 135.75
Recoverable: yes <input checked="" type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from personal expenses								105.09

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

Date: Nov 18/16

I have examined the above expense claim and

Date: Nov 20/16



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Peterborough

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Personal Auto 54.3 cents/km	250.00 km \$ 135.75	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 135.75
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
- Parking	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 25.00
- 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:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
Accommodation:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
Meals: - Breakfast	\$29.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 29.99
- 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	\$ 190.74	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 190.74
Less Interim Claim							\$0.00
Less Purchasing Card							\$54.99
BALANCE PAYABLE (to Claimant)							\$ 135.75

Recoverable: yes no If yes, rec

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

Date: November 18/16

I have examined the above expense claim and

Date: November 20/16