



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Administrative Assistant (2), Financial Clerk

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Administrative Assistants Conference, Oshawa, November 3rd 2016.

Other Comments:

Registration Fees for 3 Social Services staff.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 23/16							
Transportation:								
Personal Auto 51.9 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	
Registration:	\$844.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 844.11	
Accommodation:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
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	\$ 844.11	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 844.11	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$844.11	
BALANCE PAYABLE (to Claimant)							\$ 0.00	

Recoverable: yes no If yes, recov

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

Date: Sept 23, 2016

I have examined the above expense claim and

Date: Oct 5/16.