



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Sr Program analyst

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Partners in Dialogue, Ministry of Education meeting, November 9 and 10th, 2016 Toronto

Other Comments:

Ministry of Education will be reimbursing these costs.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Nov 09/16	Nov 10/16						
Transportation:								
Personal Auto 53.9 cents/km	141.00 km \$ 76.00	141.00 km \$ 76.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 152.00	
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:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$0.00	\$167.07	\$0.00	\$0.00	\$0.00	\$0.00	\$167.07	
Meals: - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Lunch	22.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22.21	
- 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	\$98.21	\$ 243.07	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 341.28	
Less Interim Claim								\$0.00
Less Purchasing Card								189.28
BALANCE PAYABLE (to Claimant)								\$152.00

Recoverable: yes no If yes, reco

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

Date: Nov 30, 2016

I have examined the above expense claim an

Date: Dec 3/16