



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Facility Manager

This is an interim claim:  first:  second:

This is a final claim:

**PURPOSE, LOCATION, AND DATE(S):**

Athletic Operations Tours. Depart November 15 to Windsor Ontario (Overnight stay). Tour St. Clair College on November 16. Depart on November 16 to Sudbury Ontario (Overnight stay). Tour Cambrian College and College Boreal on November 17 (Overnight stay). Depart November 18 to Ottawa Ontario, tour Algonquin College on November 18.

**Other Comments:**

Related to responsibilities for Fleming College. Air related charges (Oct. P-Card) Hotel related chages (Nov. P-Card)

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Nov 15/16	Nov 16/16	Nov 17/16	Nov 18/16				
<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	\$287.31	\$148.74	\$0.00	\$184.90	\$0.00	\$0.00	\$ 620.95	
- 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>	\$106.22	\$282.72	\$0.00	\$0.00	\$0.00	\$0.00	\$ 388.94	
<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>	\$ 393.53	\$ 431.46	\$ 0.00	\$ 184.90	\$ 0.00	\$ 0.00	\$1,009.89	
Less Interim Claim								\$0.00
Less Purchasing Card								\$1,009.89
BALANCE PAYABLE (to Claimant)								\$ 0.00
Recoverable: yes <input checked="" type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from 101-696-8205 (Fleming Portion 100% Recovery)								\$1,009.80

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

Date: Nov. 29/2016