



PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

City of Peterborough

JOB TITLE:

Manager, Emergency and Risk Mngt

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Toronto Emergency Management Symposium, November 15-18, 2016

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Nov 15/16	Nov 16/16	Nov 17/16	Nov 18/16				
Transportation:								
Personal Auto 53.9 cents/km	148.00 km \$ 79.77	17.00 km \$ 9.16	17.00 km \$ 9.16	159.50 km \$ 85.97	0.00 km \$ 0.00		\$ 184.06	
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:	\$213.57	\$213.57	\$213.57	\$0.00	\$0.00	\$0.00	\$ 640.71	
Meals: - Breakfast	\$0.00	\$7.00	\$0.00	\$7.00	\$0.00	\$0.00	\$ 14.00	
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Dinner	\$0.00	\$46.78	\$31.17	\$0.00	\$0.00	\$0.00	\$ 77.95	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 293.34	\$ 276.51	\$ 253.90	\$ 92.97	\$ 0.00	\$ 0.00	\$ 916.72	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$732.66	
BALANCE PAYABLE (to Claimant)							\$ 184.06	

Recoverable: yes no If yes, recd

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

Date: Dec 2016

I have examined the above expense claim and

Date: Dec 2016