



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Airport Administrator**

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

To attend the Greater Toronto Airport Authority (GTAA) Workshop held in Toronto, Ontario on December 6, 2016

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Dec 06/16	Dec 07/16						
Transportation:								
Personal Auto 53.9 cents/km	138.00 km \$ 74.38	138.00 km \$ 74.38	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 148.76	
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:	\$200.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 200.59	
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	\$24.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 24.30	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 299.27	\$ 74.38	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 373.65	

Less Interim Claim

\$0.00

Less Purchasing Card

BALANCE PAYABLE (to Claimant)

\$ 373.65

Recoverable: yes no If yes, recoverable from

I hereby certify that all the above expenditures were disbursed on behalf of the Corporation of the City of Peterborough for purposes stated above.

Date: Dec 14/16

I have examined the above expense claim

Date: Dec. 14/16