



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Manager, Housing Division**

This is an interim claim: first: second: This is a final claim:

PURPOSE, LOCATION, AND DATE(S):
Canada Ontario Homelessness Summit, Chelsea Hotel, 33 Gerrard St Toronto, Jan 11-12, 2017

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jan 11/17	Jan 12/17						
Transportation:								
Personal Auto 56.0 cents/km	136.00 km \$ 76.16	136.00 km \$ 76.16	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 152.32	
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:	\$133.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 133.40	
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	\$34.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 34.10	
Other – Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 243.66	\$ 76.16	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 319.82	
Less Interim Claim								\$0.00
Less Purchasing Card								\$167.50
BALANCE PAYABLE (to Claimant)								\$ 152.32

Recoverable: yes no If yes, rec

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

Date: 2017 Feb 7

I have examined the above expense claim and

Date: Feb 8 / 17.