PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Manager Transportation

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

PURPOSE, LOCATION, AND DATE(S):
OTE Conference, Toronto, April 10 - 13, 2017

Other Comments:

EXPENSES						Foreign Exchange $	CDN TOTALS
DATES (mmm dd/yy)	Apr 10/17	Apr 11/17	Apr 12/17				
Transportation:							
Personal Auto	140.00 km	0.00 km	140.00 km	0.00 km	0.00 km		
56.6 cents/km	$ 79.24	$ 0.00	$ 79.24	$ 0.00	$ 0.00		$ 158.48
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:	$176.68	$176.68	$0.00	$0.00	$0.00	$0.00	$ 353.36
Meals: - Breakfast	$0.00	$23.00	$0.00	$0.00	$0.00	$0.00	$ 23.00
- 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
Other – Specify:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$ 0.00
TOTALS	$ 255.92	$ 199.68	$ 79.24	$ 0.00	$ 0.00	$ 0.00	$ 534.84
Less Interim Claim							
Less Purchasing Card							**$376.36**
BALANCE PAYABLE (to Claimant)							**$ 158.48**

Recoverable: yes ☐ no ☒ If yes, re

I hereby certify that all the above expenditu
purposes stated above.

Date: May 9, 2017

I have examined the above expense claim

Date: Mar 18, 2017

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Manager Transportation**

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

PURPOSE, LOCATION, AND DATE(S):
OTE Conference, Toronto, April 10 - 13, 2017

Other Comments:

EXPENSES						Foreign Exchange $	CDN TOTALS
DATES (mmm dd/yy)	03/10/17						
Transportation:							
Personal Auto **56.6 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	$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:	$570.65	$0.00	$0.00	$0.00	$0.00	$0.00	$ 570.65
Accommodation:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$ 0.00
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	$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	$ 570.65	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 570.65
Less Interim Claim							**$0.00**
Less Purchasing Card							**$570.65**
BALANCE PAYABLE (to Claimant)							**$ 0.00**

Recoverable: yes ☐ no ☒ If yes, rec

I hereby certify that all the above expenditur
purposes stated above.

Date: April 7 2017

I have examined the above expense claim a

Date: April 10, 2017