



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Health and Safety Coordinator

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

PURPOSE, LOCATION, AND DATE(S):
Partners in Prevention Health and Safety Conference and Trade Show: May 2 and 3, 2017. International Centre, 5110 Creekbank Dr, Mississauga, Ontario L4W 0A1

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	May 02/17	May 03/17	May 03/17					
Transportation:								
Personal Auto 56.6 cents/km	152.00 km \$ 86.03	152.00 km \$ 86.03	20.00 km \$ 11.32	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 183.38	
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Parking	\$0.00	\$22.60	\$0.00	\$0.00	\$0.00	\$0.00	\$ 22.60	
- 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 407 Bill	\$0.00	\$27.07	\$0.00	\$0.00	\$0.00	\$0.00	\$ 27.07	
Registration:	\$690.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 690.54	
Accommodation:	\$280.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 280.44	
Meals: - Breakfast	\$5.65	\$7.62	\$0.00	\$0.00	\$0.00	\$0.00	\$ 13.27	
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Dinner	\$22.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 22.09	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$1,084.75	\$ 143.32	\$ 11.32	\$ 0.00	\$ 0.00	\$ 0.00	\$1,239.39	
Less Interim Claim								\$970.98
Less Purchasing Card								\$85.03
BALANCE PAYABLE (to Claimant)								\$ 183.38

Recoverable: yes no If yes, re

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

Date: May 30/17

I have examined the above expense claim

Date: May 31/17



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Health and Safety Coordinator

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Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	May 02/17							
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:	\$690.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 690.54	
Accommodation:	\$280.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 280.44	
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	\$ 970.98	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 970.98	
Less Interim Claim								\$0.00
Less Purchasing Card								\$970.98
BALANCE PAYABLE (to Claimant)								\$ 0.00

Recoverable: yes no If yes, re

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

Date: May 1 / 2017

I have examined the above expense claim

Date: May 1 / 17