



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):**

Airport Management Council of Ontario Spring Conference held in Thunder Bay, Ontario, on May 10, 11 and 12, 2017

**Other Comments:**

Travelled on May 9, 2017, to attend start of workshop in the morning on May 10, 2017. To accommodate travel requirements, returned on May 13, 2017

| EXPENSES   |               |                    |                    |                    |               | Foreign Exchange \$ | CDN TOTALS |          |
|--|---------------|--------------------|--------------------|--------------------|---------------|---------------------|------------|----------|
| DATES (mmm dd/yy)  | May 09/17     | May 10/17          | May 11/17          | May 12/17          | May 13/17     |                     |            |          |
| <b>Transportation:</b>   |               |                    |                    |                    |               |                     |            |          |
| Personal Auto<br>56.6 cents/km   | km<br>\$ 0.00 | 0.00 km<br>\$ 0.00 | 0.00 km<br>\$ 0.00 | 0.00 km<br>\$ 0.00 | km<br>\$ 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             | 95.00         | \$0.00              | \$ 95.00   |          |
| - Bus  | \$0.00        | \$0.00             | \$0.00             | \$0.00             | \$0.00        | \$0.00              | \$ 0.00    |          |
| - Air  | \$28.00       | \$0.00             | \$0.00             | \$0.00             | \$0.00        | \$0.00              | \$ 28.00   |          |
| - Other train  | \$0.00        | \$0.00             | \$0.00             | \$0.00             | \$12.00       | \$0.00              | \$ 12.00   |          |
| <b>Registration:</b>   | \$0.00        | \$0.00             | \$0.00             | \$0.00             | \$0.00        | \$0.00              | \$ 0.00    |          |
| <b>Accommodation:</b>  | \$179.67      | \$140.06           | \$140.06           | \$0.00             | \$0.00        | \$0.00              | \$ 459.79  |          |
| <b>Meals:</b> - 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             | \$18.19            | \$0.00             | \$0.00        | \$0.00              | \$ 18.19   |          |
| <b>Other - Specify:</b>  | \$0.00        | \$0.00             | \$0.00             | \$0.00             | \$0.00        | \$0.00              | \$ 0.00    |          |
| <b>TOTALS</b>  | \$ 207.67     | \$ 140.06          | \$ 158.25          | \$ 0.00            | \$ 107.00     | \$ 0.00             | \$ 612.98  |          |
| Less Interim Claim   |               |                    |                    |                    |               |                     |            | \$0.00   |
| Less Purchasing Card   |               |                    |                    |                    |               |                     |            | \$612.98 |
| <b>BALANCE PAYABLE (to Claimant)</b>   |               |                    |                    |                    |               |                     |            | \$ 0.00  |
| Recoverable: yes <input checked="" type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from AMCO |               |                    |                    |                    |               |                     |            |          |

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

Date: July 4/17

I have examined the above expense claim and:

Date: July 4/17



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):**  
 Airport Management Council of Ontario Spring Conference held in Thunder Bay, Ontario, on May 10, 11 and 12, 2017

**Other Comments:**  
 Travelled on May 9, 2017, to attend start of workshop in the morning on May 10, 2017. To accommodate travel requirements, returned on May 13, 2017

| EXPENSES                             |                       |                    |                    |                    |                       | Foreign Exchange \$ | CDN TOTALS       |
|--------------------------------------|-----------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|------------------|
| DATES (mmm dd/yy)                    | May 09/17             |                    |                    |                    |                       |                     |                  |
| <b>Transportation:</b>               |                       |                    |                    |                    |                       |                     |                  |
| Personal Auto<br>56.6 cents/km       | 104.00 km<br>\$ 58.86 | 0.00 km<br>\$ 0.00 | 0.00 km<br>\$ 0.00 | 0.00 km<br>\$ 0.00 | 137.00 km<br>\$ 77.54 |                     | \$ 136.40        |
| 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                                | \$185.46              | \$0.00             | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$ 185.46        |
| - Other train                        | \$0.00                | \$0.00             | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$ 0.00          |
| <b>Registration:</b>                 | \$56.50               | \$0.00             | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$ 56.50         |
| <b>Accommodation:</b>                | \$0.00                | \$0.00             | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$ 0.00          |
| <b>Meals:</b> - 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          |
| <b>Other – Specify:</b>              | \$0.00                | \$0.00             | \$0.00             | \$0.00             | \$0.00                | \$0.00              | \$ 0.00          |
| <b>TOTALS</b>                        | \$ 300.82             | \$ 0.00            | \$ 0.00            | \$ 0.00            | \$ 77.54              | \$ 0.00             | \$ 378.36        |
| Less Interim Claim                   |                       |                    |                    |                    |                       |                     | \$0.00           |
| Less Purchasing Card                 |                       |                    |                    |                    |                       |                     | \$241.96         |
| <b>BALANCE PAYABLE (to Claimant)</b> |                       |                    |                    |                    |                       |                     | <b>\$ 136.40</b> |

Recoverable: yes  no  If yes, recoverable from AMCO

I hereby certify that all the above expend purposes stated above.  
 Date: May 25/17

I have examined the above expense clair  
 Date: May 26/17



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):**

Airport Management Council of Ontario (AMCO) Workshop to be held in Thunder Bay, Ontario, from May 9 to May 13, inclusive.

**Other Comments:**

| EXPENSES   |                    |                    |                    |                    |                    | Foreign Exchange \$ | CDN TOTALS |          |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|------------|----------|
| DATES<br>(mmm dd/yy)   |                    |                    |                    |                    |                    |                     |            |          |
| <b>Transportation:</b>   |                    |                    |                    |                    |                    |                     |            |          |
| Personal Auto<br>56.6 cents/km   | 0.00 km<br>\$ 0.00 | 0.00 km<br>\$ 0.00 | 0.00 km<br>\$ 0.00 | 0.00 km<br>\$ 0.00 | 0.00 km<br>\$ 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  | \$412.74           | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 412.74  |          |
| - Other  | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 0.00    |          |
| <b>Registration:</b>   | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 0.00    |          |
| <b>Accommodation:</b>  | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 0.00    |          |
| <b>Meals:</b> - 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    |          |
| <b>Other - Specify:</b>  | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 0.00    |          |
| <b>TOTALS</b>  | \$ 412.74          | \$ 0.00            | \$ 0.00            | \$ 0.00            | \$ 0.00            | \$ 0.00             | \$ 412.74  |          |
| Less Interim Claim   |                    |                    |                    |                    |                    |                     |            | \$0.00   |
| Less Purchasing Card   |                    |                    |                    |                    |                    |                     |            | \$412.74 |
| BALANCE PAYABLE (to Claimant)  |                    |                    |                    |                    |                    |                     |            | \$ 0.00  |
| Recoverable: yes <input checked="" type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from AMCO |                    |                    |                    |                    |                    |                     |            | \$412.74 |

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

Date: April 12/17

I have examined the above expense claim and it is correct as of April 12/17