



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Urban Forest Manager

This is an interim claim:  first:  second:

This is a final claim:

**PURPOSE, LOCATION, AND DATE(S):**

Oak Wilt Workshop Windsor - Detroit, 12 - 14 September 2017

**Other Comments:**

Claim includes expenses for Urban Forest Manager and Urban Forest Technologist

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sept 12/17	Sep 13/17	Sep 14/17					
<b>Transportation:</b>								
Personal Auto 55.7 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	\$116.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 116.39	
- Parking	\$72.11	\$1.25	\$0.00	\$0.00	\$0.00	\$0.00	\$ 73.36	
- Bus	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Air	\$757.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 757.66	
- Other Fuel	\$0.00	\$0.00	\$39.82	\$0.00	\$0.00	\$0.00	\$ 39.82	
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$572.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 572.44	
<b>Meals:</b> - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Lunch	\$3.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 3.08	
- Dinner	\$37.04	\$46.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 83.04	
<b>Other – Specify: Taxi Detroit Tunnel</b>	\$10.00	\$0.00	\$10.75	\$0.00	\$0.00	\$0.00	\$ 20.75	
<b>TOTALS</b>	\$1,568.72	\$ 47.25	\$ 50.57	\$ 0.00	\$ 0.00	\$ 0.00	\$1,666.54	
Less Interim Claim								\$0.00
Less Purchasing Card								\$1,646.21
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 20.33</b>

Recoverable: yes  no  If yes, rec:

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

Date: October 20 2017

I have examined the above expense claim and

Date: October 20 2017



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Urban Forest Technologist

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

**PURPOSE, LOCATION, AND DATE(S):**  
Oak Wilt Workshop, Windsor, September 12- September 14

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 12/17	Sep 14/17						
<b>Transportation:</b>								
Personal Auto	130.00 km	130.00 km	0.00 km	0.00 km	0.00 km			
55.7 cents/km	\$ 72.41	\$ 72.41	\$ 0.00	\$ 0.00	\$ 0.00		\$ 144.82	
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	
<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	\$11.55	\$0.00	\$0.00	\$0.00	\$0.00	\$ 11.55	
<b>Other – Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 72.41	\$ 83.96	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 156.37	
Less Interim Claim								\$0.00
Less Purchasing Card								
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 156.37</b>
Recoverable: yes <input type="checkbox"/> no <input type="checkbox"/> 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: 09-25-2017 Signat

I have examined the above expense claim and the atta

Date: 09-26-17 Signat