



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Health & Safety Coordinator

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

National Canadian Society of Safety Engineers Annual Professional Development Conference, Halifax, Nova Scotia September 17-20, 2017.

Other Comments:

Final payment for conference registration/e-learning experience. Took advantage of early bird pricing and realized \$205.00 in savings

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 16/17	Sep 17/17	Sep 18/17	Sep 19/17	Sep 20/17			
Transportation:								
Personal Auto	143.00 km	0.00 km	0.00 km	0.00 km	143.00 km			
55.7 cents/km	\$ 79.65	\$ 0.00	\$ 0.00	\$ 0.00	\$ 79.65		\$ 159.30	
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	\$175.00	\$0.00	\$ 175.00	
- Bus	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Air	\$0.00	\$446.26	\$0.00	\$0.00	\$0.00	\$0.00	\$ 446.26	
- Other Baggage Check	\$0.00	\$0.00	\$0.00	\$0.00	\$28.25	\$0.00	\$ 28.25	
Registration:	\$1,029.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,029.25	
Accommodation:	\$256.89	\$256.89	\$256.89	\$256.89	\$256.89	\$0.00	\$1,284.45	
Meals: - Breakfast	\$6.43	\$0.00	\$8.60	\$0.00	\$0.00	\$0.00	\$ 15.03	
- Lunch	\$8.57	\$24.90	\$0.00	\$0.00	\$9.15	\$0.00	\$ 42.62	
- Dinner	\$17.19	\$0.00	\$0.00	\$28.84	\$21.06	\$0.00	\$ 67.09	
Other – Specify: Lunch/Din Sep 21/17	\$11.11	\$12.05	\$0.00	\$0.00	\$0.00	\$0.00	\$ 23.16	
TOTALS	\$1,409.09	\$ 740.10	\$ 265.49	\$ 285.73	\$ 570.00	\$ 0.00	\$3,270.41	
Less Interim Claim								\$1,475.51
Less Purchasing Card								\$1,635.60
BALANCE PAYABLE (to Claimant)								\$ 159.30

Recoverable: yes no If yes, rec

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

Date: Sept 29/17

I have examined the above expense claim and