



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):

AMCO Annual Meeting and Convention - held in Waterloo, Ontario on October 1, 2, 3, and 4.

Other Comments:

Travelled to Waterloo on September 30th, 2017 to be available for a 9:00 am start on October 1, 2017

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 30/17	Oct 01/17	Oct 02/17	Oct 03/17	Oct 04/17			
Transportation:								
Personal Auto 56.6 cents/km	210.00 km \$ 118.86	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	210.00 km \$ 118.86		\$ 237.72	
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 Sponsorship	\$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:	\$179.24	\$179.24	\$179.24	\$179.24	\$0.00	\$0.00	\$ 716.96	
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	\$ 298.10	\$ 179.24	\$ 179.24	\$ 179.24	\$ 118.86	\$ 0.00	\$ 954.68	
Less Interim Claim								\$0.00
Less Purchasing Card								\$716.96
BALANCE PAYABLE (to Claimant)								\$ 237.72

Recoverable: yes no If yes, reco

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

Date: Nov 22/17

I have examined the above expense claim ar

Date: Nov 23/17



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):

AMCO Annual Meeting and Convention - to be held in Waterloo, Ontario on October 1, 2, 3, and 4.

Other Comments:

The total registration fee is calculated as follows: Annual Meeting/Membership registration - \$500.00; dinner - \$50.00; student sponsorship - \$300.00; HST - \$110.50

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)								
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 Sponsorship	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 300.00	
Registration:	\$660.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 660.50	
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	\$ 960.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 960.50	
Less Interim Claim								\$0.00
Less Purchasing Card								\$960.50
BALANCE PAYABLE (to Claimant)								\$ 0.00

Recoverable: yes no If yes, recoverable from _____

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

Date: July 12/17

I have examined the above expense claim

Date: July 22/17