



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Social Services
Administrative Assistant

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

HIFIS National Workshop in Ottawa Ontario Oct 11th-13th 2017

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 10/17	Oct 11/17	Oct 12/17	Oct 13/17				
Transportation:								
Personal Auto 55.6 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	\$35.90	\$35.90	\$35.90	\$41.12	\$0.00	\$0.00	\$ 148.82	
- Parking	\$2.00	\$18.00	\$18.00	\$32.00	\$0.00	\$0.00	\$ 70.00	
- 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 GAS for rental	\$61.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 61.96	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$190.88	\$190.88	\$190.88	\$0.00	\$0.00	\$0.00	\$ 572.64	
Meals: - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Lunch	\$0.00	\$0.00	\$0.00	\$11.51	\$0.00	\$0.00	\$ 11.51	
- Dinner	\$0.00	\$23.00	\$22.07	\$0.00	\$0.00	\$0.00	\$ 45.07	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 290.74	\$ 267.78	\$ 266.85	\$ 84.63	\$ 0.00	\$ 0.00	\$ 910.00	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$875.49	
BALANCE PAYABLE (to Claimant)							\$ 34.51	

Recoverable: yes no If yes, reco

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

Date: 2017-11-07

I have examined the above expense claim at

Date: 2017-11-09