



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):

ISA Tree Risk Assessment Training and Certification, Kemptville, 16-18 October

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Sep 15/17	Sep 16/17					
Transportation:							
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	\$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
Registration:	\$875.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 875.75
Accommodation:	\$340.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 340.20
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	\$22.65	\$8.55	\$0.00	\$0.00	\$0.00	\$0.00	\$ 31.20
Other – Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
TOTALS	\$1,238.60	\$ 8.55	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$1,247.15
Less Interim Claim							\$875.75
Less Purchasing Card							\$371.40
BALANCE PAYABLE (to Claimant)							\$ 0.00

Recoverable: yes no If yes, re

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

Date: Dec 5, 2017

I have examined the above expense claim

Date: December 5, 2017