



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Data Analysis Coordinator**

This is an interim claim:  first:  second:

This is a final claim:

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

Knowledge Translation Professional Certificate (KTPC) October 16th to Oct 20th 2017 Application status 686 Bay Street Toronto Ont M5G 0A4

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 15/17	Oct 16/17	Oct 17/17	Oct 18/17	Oct 19/17			
<b>Transportation:</b>								
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	\$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	\$48.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 48.36	
- 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>	\$213.63	\$213.63	\$213.63	\$213.63	\$213.63	\$0.00	\$1,068.15	
<b>Meals:</b> - Breakfast	\$0.00	\$0.00	0.00	\$1.98	\$1.98	1.98	\$ 5.94	
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Dinner	\$0.00	\$29.61	\$20.34	\$0.00	\$20.57	\$20.59	\$ 91.11	
<b>Other – Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 261.99	\$ 243.24	\$ 233.97	\$ 215.61	\$ 236.18	\$ 22.57	\$1,213.56	
Less Interim Claim								\$0.00
Less Purchasing Card								\$1,068.15
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 145.41</b>

Recoverable: yes  no  If yes, re

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

Date: Oct 25 / 17

I have examined the above expense claim

Date: Oct. 26 / 17



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Data Analysis Coordinator

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

**PURPOSE, LOCATION, AND DATE(S):**  
 Knowledge Translation Professional Certificate (KTPC) October 16<sup>th</sup> to Oct 20<sup>th</sup> 2017 Application status 686 Bay Street  
 Toronto Ont M5G 0A4

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 16/17							
<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	\$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>	\$2,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,300.00	
<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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Other – Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$2,300.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$2,300.00	
Less Interim Claim								\$0.00
Less Purchasing Card								\$2,300.00
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 0.00</b>

Recoverable: yes  no  If yes, rec:

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

Date: Oct 4, 2017

I have examined the above expense claim a

Date: Nov 1, 17