



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Manager, Emergency and Risk Management

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

PURPOSE, LOCATION, AND DATE(S):
Toronto Emergency Management Symposium, Toronto, November 13-16, 2017

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Nov 13	Nov 14/17	Nov 15/17	Nov 16/17				
Transportation:								
Personal Auto	138.00 km	34.00 km	34.00 km	172.00 km	0.00 km			
55.6 cents/km	\$ 76.73	\$ 18.90	\$ 18.90	\$ 95.63	\$ 0.00		\$ 210.16	
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Parking	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00	\$0.00	\$ 90.00	
- 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 Fuel	\$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	
Accommodation:	\$207.64	\$207.64	\$207.64	\$0.00	\$0.00	\$0.00	\$ 622.92	
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	\$33.79	\$33.79	\$0.00	\$0.00	\$0.00	\$ 67.58	
Other – Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 314.37	\$ 290.33	\$ 290.33	\$ 0.00	\$ 0.00	\$ 0.00	\$ 990.66	
Less Interim Claim								\$0.00
Less Purchasing Card								\$780.50
BALANCE PAYABLE (to Claimant)								\$ 210.16
Recoverable: yes <input type="checkbox"/> no <input checked="" type="checkbox"/> If yes, recoverable from								

I hereby certify that all the above expenditures were disbursed on behalf of the Corporation of the City of Peterborough for purposes stated above.

Date: Dec 6/17

I have examined the above expense claim ar

Date: Dec 6/17