



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Sustainability Manager

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Attending the FCM Sustainable Communities Conference in Ottawa on February 6, 7, & 8, 2018

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Feb 06/18	Feb 07/18	Feb 08/18					
Transportation:								
Personal Auto 58.7 cents/km	310.00 km \$ 181.97	0.00 km \$ 0.00	310.00 km \$ 181.97	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 363.94	
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Parking	\$20.00	\$0.00	\$50.00	\$0.00	\$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 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	\$ 0.00	
Accommodation:	\$0.00	\$0.00	\$298.50	\$0.00	\$0.00	\$0.00	\$ 298.50	
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	\$6.22	\$5.65	\$0.00	\$0.00	\$0.00	\$ 11.87	
Other – Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 201.97	\$ 6.22	\$ 536.12	\$ 0.00	\$ 0.00	\$ 0.00	\$ 744.31	
Less Interim Claim								\$0.00
Less Purchasing Card								\$354.16
BALANCE PAYABLE (to Claimant)								\$ 390.15



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Attending the FCM Sustainable Communities Conference in Ottawa on February 6, 7, & 8, 2018

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jan 11/18							
Transportation:								
Personal Auto 58.7 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	
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- 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	\$ 298.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 298.50	
Less Interim Claim								\$0.00
Less Purchasing Card								\$298.50
BALANCE PAYABLE (to Claimant)								\$ 0.00

Recoverable: yes no If yes, reco\

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

Date: Feb 5, 2018

I have examined the above expense claim and

Date: Feb 12/18