



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Director, Planning and Development
Services

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

2018 National Planning Conference to be held in New Orleans, Louisiana, USA, April 20, 2018 to April 25, 2018

Other Comments:

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Please note employee will be travelling on April 17, 2018 to attend the conference.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Apr 22/18	Apr 23/18	Apr 24/18	Apr 25/18				
Transportation:								
Personal Auto 58.7 cents/km	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	150.00 km \$ 88.05	0.00 km \$ 0.00		\$ 88.05	
Rental Vehicle	\$18.26	\$18.26	\$18.25	\$0.00	\$0.00	\$17.52	\$ 72.29	
- Parking	\$51.98	\$51.98	\$51.98	\$0.00	\$0.00	\$49.90	\$ 205.84	
- 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	\$26.80	\$0.00	\$8.57	\$ 35.37	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$287.75	\$287.75	\$302.79	\$0.00	\$0.00	\$281.37	\$1,159.66	
Meals: - Breakfast	\$11.48	\$11.48	\$11.48	\$11.48	\$0.00	\$14.69	\$ 60.61	
- Lunch	\$9.00	\$0.00	\$8.58	\$19.11	\$0.00	\$11.74	\$ 48.43	
- Dinner	\$10.39	\$0.00	\$40.41	\$18.05	\$0.00	\$20.11	\$ 88.96	
Other – Specify: snack	\$10.43	\$0.00	\$3.85	\$4.38	\$0.00	\$5.97	\$ 24.63	
TOTALS	\$ 399.29	\$ 369.47	\$ 437.34	\$ 167.87	\$ 0.00	\$ 409.87	\$1,783.84	
Less Interim Claim								\$0.00
Less Purchasing Card								\$747.89
BALANCE PAYABLE (to Claimant)								\$1,035.95
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: May 24 119

I have examined the above expense cl
Date: May 29/18