



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Health and Safety Coordinator

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Workplace Safety and Prevention Services Volunteer Enrichment Days. Travel from Peterborough to WSPS Headquarters at 5110 Creebank Rd, Mississauga, ON L4W 0A1 on May 29 and return trip home on May 30.

Other Comments:

Workplace Safety and Prevention Services paid for motel room, cost of training, brakfest and lunch. Expense form is just for mielage and supper meal

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	May 29/18	May 30/18						
Transportation:								
Personal Auto 61.3 cents/km	154.00 km \$ 94.40	162.00 km \$ 99.31	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 193.71	
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:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
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	\$29.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 29.11	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 123.51	\$ 99.31	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 222.82	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$0.00	
BALANCE PAYABLE (to Claimant)							\$ 222.82	
Recoverable: yes <input type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from								

RECEIVED
 JUL 09 2018
 CHIEF ACCOUNTANT

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

Date: July 5/2018

I have examined the above expense claim :
July 5/18