



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Airport Administrator

This is an interim claim:  first:  second:

This is a final claim:

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

Airport Management Council of Ontario Airfield Workshop and General Meeting held in Niagara-on-the-Lake on May 30, 31 and June 1, 2018

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	May 30/18	May 31/18	Jun 01/18					
<b>Transportation:</b>								
Personal Auto 61.3 cents/km	79.00 km \$ 48.43	0.00 km \$ 0.00	79.00 km \$ 48.43	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 96.86	
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 GO Train	\$10.45	\$0.00	\$10.45	\$0.00	\$0.00	\$0.00	\$ 20.90	
<b>Registration:</b>	\$56.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 56.50	
<b>Accommodation:</b>	\$166.11	\$166.11	\$0.00	\$0.00	\$0.00	\$0.00	\$ 332.22	
<b>Meals:</b> - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Lunch	\$0.00	\$0.00	\$28.59	\$0.00	\$0.00	\$0.00	\$ 28.59	
- Dinner	\$18.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 18.19	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 299.68	\$ 166.11	\$ 87.47	\$ 0.00	\$ 0.00	\$ 0.00	\$ 553.26	
Less Interim Claim								\$0.00
Less Purchasing Card								\$456.40
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 96.86</b>

Recoverable: yes  no  If yes, rec

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

Date: July 20/18

I have examined the above expense claim &

Date: July 20/18