



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Community Development Program
Manager

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Attended one day symposium on Age-friendly activities held in Owen Sound on June 1. Staff gave a presentation on age-friendly work being done in Peterborough

Other Comments:

Ontario Professional Planners Institute will be reimbursing these expenses. A claim has been submitted.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jun 01/18	Jun 02/18	Jun 02/18	Jun 15/18				
Transportation:								
Personal Auto 61.3 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	\$295.90	\$0.00	\$0.00	(\$176.26)	\$0.00	\$0.00	\$ 119.64	
- 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 gas	\$0.00	\$84.29	\$26.27	\$0.00	\$0.00	\$0.00	\$ 110.56	
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	\$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	\$ 295.90	\$ 84.29	\$ 26.27	(\$176.26)	\$ 0.00	\$ 0.00	\$ 230.20	
Less Interim Claim								\$0.00
Less Purchasing Card								\$ 230.20
BALANCE PAYABLE (to Claimant)								\$ 0.00
Recoverable: yes <input checked="" type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from Ontario Professional Planners Institute								\$ 230.20

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

Date: _____

I have examined the above expense claim and

Date: _____