



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):

Canadian Business Aviation Association Convention, held in Cambridge, Ontario, on June 13 and 14, 2018

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jun 13/18	Jun 14/18						
Transportation:								
Personal Auto	229.00 km	229.00 km	km	0.00 km	0.00 km			
61.3 cents/km	\$ 140.38	\$ 140.38	\$ 0.00	\$ 0.00	\$ 0.00		\$ 280.76	
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:	\$168.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 168.37	
Meals: - Breakfast	\$0.00	\$19.44	\$0.00	\$0.00	\$0.00	\$0.00	\$ 19.44	
- Lunch	\$0.00	\$28.81	\$0.00	\$0.00	\$0.00	\$0.00	\$ 28.81	
- 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	\$ 308.75	\$ 188.63	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 497.38	
Less Interim Claim								\$0.00
Less Purchasing Card								\$216.62
BALANCE PAYABLE (to Claimant)								\$ 280.76

Recoverable: yes no If yes, r

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

Date: July 20/18

I have examined the above expense clair

Date: July 20/18