



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Library technician - Children's

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Attended Parent Child Mother Goose training in Toronto June 15 and June 16

Other Comments:

Go bus taken to Toronto, Greyhound used for return trip (due to scheduling)

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jun 15/18	June 16/18						
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	\$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	\$19.65	\$24.18	\$0.00	\$0.00	\$0.00	\$0.00	\$ 43.83	
- 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:	\$290.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 290.00	
Accommodation:	\$0.00	\$175.10	\$0.00	\$0.00	\$0.00	\$0.00	\$ 175.10	
Meals: - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Lunch	\$12.03	\$26.31	\$0.00	\$0.00	\$0.00	\$0.00	\$ 38.34	
- 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	\$ 321.68	\$ 225.59	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 547.27	
Less Interim Claim								\$0.00
Less Purchasing Card								\$465.10
BALANCE PAYABLE (to Claimant)								\$ 82.17

Recoverable: yes no If yes, rec

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

Date: _____

I have examined the above expense claim a

Date: _____