



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):

CSSE Applied Risk Communications for OHSE Practitioners Training, held in Niagara Falls on Friday, September 14th, Saturday, September 15th, 2018, at the Marriott Fallsview Hotel, 6740 Fallsview Blvd. Niagara Falls, ON L2G 3W6.

Other Comments:

This professional development training occurs prior to CSSE Health and Safety Conference which begins on Sunday, September 16th to Wednesday September 19th, 2018.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Aug 27/18	Sep 13/18	Sep 14/18	Sep 15/18				
Transportation:								
Personal Auto 63.5 cents/km	0.00 km \$ 0.00	278.00 km \$ 176.53	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 176.53	
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Parking	\$0.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 10.00	
- 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 407 Charges	\$0.00	\$34.45	\$0.00	\$0.00	\$0.00	\$0.00	\$ 34.45	
Registration:	\$846.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 846.37	
Accommodation:	\$0.00	\$184.50	\$244.77	\$502.75	\$0.00	\$0.00	\$ 932.02	
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	\$17.27	\$13.66	\$37.65	\$0.00	\$0.00	\$ 68.58	
Other – Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 846.37	\$ 422.75	\$ 258.43	\$ 540.40	\$ 0.00	\$ 0.00	\$2,067.95	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$1891.42	
BALANCE PAYABLE (to Claimant)							\$ 176.53	

Recoverable: yes no If yes, r

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

Date: Sept 25/18

I have examined the above expense claim and 0110