



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):

National Canadian Society of Safety Engineers Annual Professional Development Conference, Niagara Falls, Ontario September 16 to 19/2018.

Other Comments:

Interim payment for conference registration / e-learning experience: Took advantage of early bird pricing and realized \$205.00 in savings.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 16/18	Sep 17/18	Sep 18/18	Sep 19/18				
Transportation:								
Personal Auto 63.5 cents/km	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	278.00 km \$ 176.53	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	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$ 5.00	
- 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	\$0.00	\$0.00	\$54.70	\$0.00	\$0.00	\$ 54.70	
Registration:	\$1,135.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,135.65	
Accommodation:	\$153.75	\$153.75	\$153.75	\$0.00	\$0.00	\$0.00	\$ 461.25	
Meals: - Breakfast	\$17.71	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 17.71	
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Dinner	\$50.82	\$35.06	\$14.10	\$0.00	\$0.00	\$0.00	\$ 99.98	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$1,357.93	\$ 188.81	\$ 172.85	\$ 231.23	\$ 0.00	\$ 0.00	\$1,950.82	
Less Interim Claim								\$1,719.59
Less Purchasing Card								\$54.70
BALANCE PAYABLE (to Claimant)								\$ 176.53

Recoverable: yes no If yes, reco

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

Date: Nov 05 / 18

I have examined the above expense claim and
Nov 15 / 18



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Peterborough

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Other Comments:

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EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 16/18	Sep 17/18	Sep 18/18					
Transportation:								
Personal Auto 63.5 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	\$5.00	\$0.00	\$0.00	\$0.00	\$ 5.00	
- 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:	\$1,135.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,135.65	
Accommodation:	\$153.75	\$153.75	\$153.75	\$0.00	\$0.00	\$0.00	\$ 461.25	
Meals: - Breakfast	\$17.71	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 17.71	
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Dinner	\$50.82	\$35.06	\$14.10	\$0.00	\$0.00	\$0.00	\$ 99.98	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$1,357.93	\$ 188.81	\$ 172.85	\$ 0.00	\$ 0.00	\$ 0.00	\$1,719.59	
Less Interim Claim								\$1,135.65
Less Purchasing Card								\$566.23
BALANCE PAYABLE (to Claimant)								\$ 17.71

Recoverable: yes no If yes, rec

I hereby certify that all the above expenditure purposes stated above

Date: Oct 3/18

I have examined the above expense claim a

Date: Oct 3/18



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Other Comments:

Interim payment for conference registration / e-learning experience: Took advantage of early bird pricing and realized \$205.00 in savings.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jun 27/18							
Transportation:								
Personal Auto 63.5 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	\$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:	\$1,135.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,135.65	
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	\$1,135.65	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$1,135.65	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$0.00	
BALANCE PAYABLE (to Claimant)							\$1,135.65	

Recoverable: yes no If yes, rec

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

Date: July 30, 2018

I have examined the above expense claim and