



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Sustainability Manager

This is an interim claim: first: second: This is a final claim:

PURPOSE, LOCATION, AND DATE(S):
Attend ICLEI Canada's Climate Adaptation Changemakers Workshop from Wed, Nov 14 to Fri, Nov 16, 2018 in Newfoundland

Other Comments:
All fees associated with this Workshop are covered by ICLEI Canada for both staff members attending.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Nov 14/16	Nov 16/16						
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	\$175.00	\$175.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 350.00	
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	\$ 175.00	\$ 175.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 350.00	
Less Interim Claim								\$0.00
Less Purchasing Card								\$350.00
BALANCE PAYABLE (to Claimant)								\$ 0.00
Recoverable: yes <input checked="" type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from ICLEI Canada to cover all costs for 2 staff								\$350.00

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

Date: Dec 19, 2018

I have examined the above expense claim

Date: Dec 19, 2018



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Sustainability Manager

This is an interim claim: first: second: This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Attend ICLEI Canada's Climate Adaptation Changemakers Workshop from Wed, Nov 14 to Fri, Nov 16, 2018 in Newfoundland

Other Comments:

All fees associated with this Workshop will be reimbursed by ICLEI Canada for both staff members attending.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Nov 14/18							
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	\$1,077.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,077.72	
- 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:	\$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	\$1,077.72	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$1,077.72	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$1,077.72	
BALANCE PAYABLE (to Claimant)							\$ 0.00	
Recoverable: yes <input checked="" type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from ICLEI Canada to cover all costs for 2 staff							\$1,077	

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

Date: Sept 28, 2018

I have examined the above expense claim and

Date: Sept 28, 2018