



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):

To attend the Southern Ontario Airport Network conference, held in Hamilton, Ontario on November 22, 2018.

Other Comments:

Travelled on November 21, 2018, to be available for a 9:00 am start.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Nov 21/18	Nov 22/18						
Transportation:								
Personal Auto 61.7 cents/km	78.00 km \$ 48.13	78.00 km \$ 48.13	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 96.26	
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 GO Train	\$16.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 16.55	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$184.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 184.44	
Meals: - Breakfast	\$0.00	\$12.43	\$0.00	\$0.00	\$0.00	\$0.00	\$ 12.43	
- 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	\$ 249.12	\$ 60.56	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 309.68	
Less Interim Claim								\$0.00
Less Purchasing Card								\$213.42
BALANCE PAYABLE (to Claimant)								\$ 96.26

Recoverable: yes no If yes, recov

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

Date: Dec 12/18

I have examined the above expense claim and

Date: Dec 12/18