



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Facility Manager - PSWC

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Ontario Athletics Association Conference in Markham, ON. December 3 - 5, 2018. Part of role as Director, Athletics and Recreation

Other Comments:

This is for food and lodging only. Travel related expenses applied to mileage in December 2018.

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Dec 03/18	Dec 04/18	Dec 05/18				
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	\$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:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
Accommodation:	\$0.00	\$0.00	\$307.36	\$0.00	\$0.00	\$0.00	\$ 307.36
Meals: - Breakfast	\$0.00	\$20.02	\$0.00	\$0.00	\$0.00	\$0.00	\$ 20.02
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
- Dinner	\$19.52	\$47.38	\$0.00	\$0.00	\$0.00	\$0.00	\$ 66.90
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
TOTALS	\$ 19.52	\$ 67.40	\$ 307.36	\$ 0.00	\$ 0.00	\$ 0.00	\$ 394.28
Less Interim Claim							\$0.00
Less Purchasing Card							\$394.28
BALANCE PAYABLE (to Claimant)							\$ 0.00
Recoverable: yes <input checked="" type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from Fleming College on shared invoice through account number 101-696-7324							\$394.28

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

Date: Jan 4/2019

I have examined the above expense claim and

Date: Jan 7/19