



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):

Southern Ontario Airport Network (SOAN) meeting held in Toronto, Ontario on December 7, 2018

Other Comments:

Travelled by car from Peterborough to Oshawa and by GO Train from Oshawa to Toronto.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Dec 06/18	Dec 07/18						
Transportation:								
Personal Auto 61.7 cents/km	74.60 km \$ 46.03	75.60 km \$ 46.65	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 92.68	
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	\$11.20	\$11.20	\$0.00	\$0.00	\$0.00	\$0.00	\$ 22.40	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$158.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 158.61	
Meals: - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Lunch	\$0.00	\$25.78	\$0.00	\$0.00	\$0.00	\$0.00	\$ 25.78	
- 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	\$ 215.84	\$ 83.63	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 299.47	
Less Interim Claim								\$0.00
Less Purchasing Card								\$206.79
BALANCE PAYABLE (to Claimant)								\$ 92.68

Recoverable: yes no If yes, recover:

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

Date: Jan 28/19

I have examined the above expense claim and

Date: Jan 28/19