



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Library CEO

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

PURPOSE, LOCATION, AND DATE(S):
Travel expenses for the Library CEO and the Marketing/Communications co-ordinator from Peterborough to Waterloo for new website software training and final site preparations before launch date.

Other Comments:
Accommodation total was for 2 rooms for 2 nights.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jan 09/19	Jan 10/19	Jan 11/19					
Transportation:								
Personal Auto 54.2 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	\$105.43	\$0.00	\$0.00	\$0.00	\$ 105.43	
- 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 gas for rental	\$19.30	\$0.00	\$16.55	\$0.00	\$0.00	\$0.00	\$ 35.85	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$0.00	\$0.00	\$614.72	\$0.00	\$0.00	\$0.00	\$ 614.72	
Meals: - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Lunch	\$17.91	\$22.15	\$15.82	\$0.00	\$0.00	\$0.00	\$ 55.88	
- Dinner	\$39.85	\$0.00	\$14.42	\$0.00	\$0.00	\$0.00	\$ 54.27	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 77.06	\$ 22.15	\$ 766.94	\$ 0.00	\$ 0.00	\$ 0.00	\$ 866.15	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$866.15	
BALANCE PAYABLE (to Claimant)							\$ 0.00	

Recoverable: yes no If yes, rec:

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

Date: Feb 8/2019

I have examined the above expense claim a
Date: Feb 15/19