



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Early Years Funding Coordinator

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

PURPOSE, LOCATION, AND DATE(S):
OneHSN User Group Conference Day – August 21, 2019 10 Huron Road, Kitchener, ON

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Aug 20/19	Aug 21/19					
Transportation:							
Personal Auto 62.8 cents/km	200.00 km \$ 125.60	133.00 km \$ 83.52	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 209.12
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:	\$138.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 138.04
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	\$ 263.64	\$ 83.52	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 347.16
Less Interim Claim							\$0.00
Less Purchasing Card							\$138.04
BALANCE PAYABLE (to Claimant)							\$ 209.12

Recoverable: yes no If yes, recover

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

Date: Aug 22/19

I have examined the above expense claim and t

Date: Aug 23/19