



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Administrative Assistant, Fire**

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

PURPOSE, LOCATION, AND DATE(S):
Ont Fire Chiefs' Admin Assistants Assn Educational Seminar, OFM Fire College, Gravenhurst, ON - Sept. 12-14, 2019

Other Comments:
Registration of \$100 was paid by cheque in June 2019; meals and accommodation included.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 14/19							
Transportation:								
Personal Auto 62.8 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	\$133.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 133.54	
- 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	\$30.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 30.82	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
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	\$ 164.36	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 164.36	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$164.36	
BALANCE PAYABLE (to Claimant)							\$ 0.00	

Recoverable: yes no If yes, recov

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

Date: Oct. 10/19

I have examined the above expense claim and

Date: Oct 15, 2019.