



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Health & Safety Coordinator

This is an interim claim:  first:  second:

This is a final claim:

**PURPOSE, LOCATION, AND DATE(S):**

National Canadian Society of Safety Engineers Annual Professional Development Conference, Winnipeg, Manitoba  
September 22-25, 2019

**Other Comments:**

Interim payment for conference registration / e-learning experience: Took advantage of early bird pricing and realized \$205.00 in savings.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jun 28/19	Sep 21/19	Sep 23/19	Sep 24/19	Sep 25/19			
<b>Transportation:</b>								
Personal Auto 62.8 cents/km	151.00 km \$ 94.83	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	147.00 km \$ 92.32		\$ 187.15	
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	\$132.00	\$0.00	\$ 132.00	
- Bus	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Air	\$423.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 423.11	
- Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Registration:</b>	\$1,055.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,055.25	
<b>Accommodation:</b>	\$513.92	\$201.86	\$0.00	\$0.00	\$0.00	\$0.00	\$ 715.78	
<b>Meals:</b> - Breakfast	\$0.00	\$7.35	\$0.00	\$0.00	\$0.00	\$0.00	\$ 7.35	
- Lunch	\$0.00	\$20.16	\$0.00	\$0.00	\$15.63	\$0.00	\$ 35.79	
- Dinner	\$0.00	\$19.01	\$0.00	\$24.18	\$0.00	\$0.00	\$ 43.19	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$2,087.11	\$ 248.38	\$ 0.00	\$ 24.18	\$ 239.95	\$ 0.00	\$2,599.62	
Less Interim Claim								\$1,992.28
Less Purchasing Card								\$412.84
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 194.50</b>

Recoverable: yes  no  If yes, recover

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

Date: Oct 10/19

I have examined the above expense claim and

Sept 19/19