



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Member Services Coordinator**

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

PURPOSE, LOCATION, AND DATE(S):
PerfectMind Conference networking event. 50% recoverable from Arena Division account # 101-642-8225.

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 01/19	Oct 02/19						
Transportation:								
Personal Auto 60.1 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	\$81.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 81.59	
- 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[B7] 407 Bill	\$0.00	\$105.29	\$0.00	\$0.00	\$0.00	\$0.00	\$ 105.29	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$163.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 163.84	
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	\$36.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 36.36	
Other – Specify: Gas	\$42.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 42.20	
TOTALS	\$ 323.99	\$ 105.29	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 429.28	
Less Interim Claim								\$0.00
Less Purchasing Card								\$429.28
BALANCE PAYABLE (to Claimant)								\$ 0.00
Recoverable: yes <input checked="" type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from 101-642-8225								\$214.6

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

Date: Nov. 28/19

I have examined the above expense claim a

Date: Nov 28/19