



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Manager, Court Services**

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

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

Municipal Court Managers Assoc (MCMA) Collections Workshop, Cobourg, ON Oct 20-22, 2019

**Other Comments:**

\$225.00 Registration Fee was paid by cheque Sept 6/19

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 20/19	Oct 21/19	Oct 22/19					
<b>Transportation:</b>								
Personal Auto 60.1 cents/km	38.00 km \$ 22.84	0.00 km \$ 0.00	38.00 km \$ 22.84	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 45.68	
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	
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$133.34	\$133.34	\$0.00	\$0.00	\$0.00	\$0.00	\$ 266.68	
<b>Meals:</b> - 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	
<b>Other – Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 156.18	\$ 133.34	\$ 22.84	\$ 0.00	\$ 0.00	\$ 0.00	\$ 312.36	
Less Interim Claim								\$0.00
Less Purchasing Card								\$266.68
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 45.68</b>

Recoverable: yes  no  If yes, recov

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

Date: Nov 6, 2019

I have examined the above expense claim and

Date: Nov 8, 2019