



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Wellness & Absence Management  
Coordinator

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

**PURPOSE, LOCATION, AND DATE(S):**  
Registration to attend the 2019 Schedule 2 Employers' Group Conference on October 22<sup>nd</sup> & 23<sup>rd</sup>, 2019 in Toronto, ON

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Aug 26/19	Oct 22/19	Oct 23/19					
<b>Transportation:</b>								
Personal Auto 62.8 cents/km	0.00 km \$ 0.00	106.00 km \$ 66.57	127.00 km \$ 79.76	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 146.33	
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>	\$423.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 423.75	
<b>Accommodation:</b>	\$0.00	\$188.03	\$0.00	\$0.00	\$0.00	\$0.00	\$ 188.03	
<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	\$37.87	\$0.00	\$0.00	\$0.00	\$0.00	\$ 37.87	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 423.75	\$ 292.47	\$ 79.76	\$ 0.00	\$ 0.00	\$ 0.00	\$ 795.98	
Less Interim Claim								\$423.75
Less Purchasing Card								\$188.03
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 184.20</b>

Recoverable: yes  no  If yes, recov

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

Date: Nov. 11/19

I have examined the above expense claim and

Date: Nov. 11/19