



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Project Manager, Facilities and Planning Initiatives

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Building show Seminars, Toronto, December 4-5, 2019

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Dec 04/19	Dec 05/19					
Transportation:							
Personal Auto 60.1 cents/km	97.00 km \$ 58.30	97 km \$ 58.30	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 116.60
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 transit	\$3.25	\$9.40	\$0.00	\$0.00	\$0.00	\$0.00	\$ 12.65
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
Accommodation:	\$208.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 208.77
Meals: - Breakfast	\$0.00	\$19.61	\$0.00	\$0.00	\$0.00	\$0.00	\$ 19.61
- Lunch	\$12.50	\$7.86	\$0.00	\$0.00	\$0.00	\$0.00	\$ 20.36
- Dinner	\$32.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 32.54
Other – Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
TOTALS	\$ 315.36	\$ 95.17	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 410.53
Less Interim Claim							\$0.00
Less Purchasing Card							\$293.93
BALANCE PAYABLE (to Claimant)							\$116.60

Recoverable: yes no If yes, recover

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

Date: 14 Jan 2020

I have examined the above expense claim and

Date: Jan 16, 2020



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Peterborough

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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	
Registration:	\$197.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 197.75	
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	\$ 197.75	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 197.75	
Less Interim Claim								\$0.00
Less Purchasing Card								\$0.00
BALANCE PAYABLE (to Claimant)								\$ 197.75

Recoverable: yes no If yes, re

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

Date: Dec 9th 2019

I have examined the above expense claim

Date: Dec 10, 2019