



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):

"ISO 45001 Internal Auditor" Health & Safety Competency-based training. Monday December 16-18 2019. Course is in Ottawa no location yet

Other Comments:

This is the first interim claim for course registration only. Paid early to realize \$100 early bird savings

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 01/19	Dec 15/19	Dec 17/19	Dec 18/19				
Transportation:								
Personal Auto 60.1 cents/km	0.00 km \$ 0.00	200.00 km \$ 120.20	0.00 km \$ 0.00	200.00 km \$ 120.20	0.00 km \$ 0.00		\$ 240.40	
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:	\$1,356.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,356.00	
Accommodation:	\$0.00	\$588.77	\$0.00	\$0.00	\$0.00	\$0.00	\$ 588.77	
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	\$13.87	\$16.75	\$15.11	\$0.00	\$0.00	\$ 45.73	
Other – Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$1,356.00	\$ 722.84	\$ 16.75	\$ 135.31	\$ 0.00	\$ 0.00	\$2,230.90	
Less Interim Claim								\$1,944.77
Less Purchasing Card								\$45.73
BALANCE PAYABLE (to Claimant)								\$ 240.40

Recoverable: yes no If yes, reco

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

Date: Jan 10/20

I have examined the above expense claim at

Date: Jan 10/20