



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):**

OMHSRA (Ontario Municipal Health and Safety Representatives Association) Executive meeting on Thursday, April 11, 2019 followed by General Meeting on Friday, April 12, 2019 held at Kiwanis Aquatic Centre, 425 Carlton St, St Catherines L2M 4V9

**Other Comments:**

Actual travel was in excess of 260 km but only put in 200 km as per policy.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Apr 11/19	Apr 12/19						
<b>Transportation:</b>								
Personal Auto 58.9 cents/km	200.00 km \$ 117.80	200.00 km \$ 117.80	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 235.60	
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Registration:</b>	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 25.00	
<b>Accommodation:</b>	\$125.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 125.59	
<b>Meals:</b> - Breakfast	\$0.00	\$7.59	\$0.00	\$0.00	\$0.00	\$0.00	\$ 7.59	
- 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>	\$ 268.39	\$ 125.39	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 393.78	
Less Interim Claim								\$0.00
Less Purchasing Card								\$150.59
<b>BALANCE PAYABLE (to Claimant)</b>								\$ 243.19

Recoverable: yes  no  If yes, recove

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

Date: Apr 25, 2019

I have examined the above expense claim and

RECEIVED  
MAY 03 2019  
CHIEF ACCOUNTANT