PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

City of Peterborough

JOB TITLE: Health and Safety Coordinator

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

PURPOSE, LOCATION, AND DATE(S):
Annual Partners in Prevention Conference and Trade Show held on April 30- May 1 held at the International Centre held at 6900 Airport Rd, Mississauga, ON L4V 1E8

Other Comments:
Saved $163.00 plus GST by utilizing volunteer dicscount (10% off for volunteering with organization) and further discount for early bird sign up. Purchased (2) night room 60 days in advance to realize room cost savings

EXPENSES						Foreign Exchange $	CDN TOTALS
DATES (mmm dd/yy)	Apr 29/19	Apr 30/19	May 01/19				
Transportation:							
Personal Auto	150.00 km	0.00 km	150.00 km	0.00 km	0.00 km		
58.9 cents/km	$ 88.35	$ 0.00	$ 88.35	$ 0.00	$ 0.00		$ 176.70
Rental Vehicle	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$ 0.00
- Parking	$20.00	$20.00	$0.00	$0.00	$0.00	$0.00	$ 40.00
- 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 407 return	$0.00	$0.00	$49.19	$0.00	$0.00	$0.00	$ 49.19
Registration:	$639.69	$0.00	$0.00	$0.00	$0.00	$0.00	$ 639.69
Accommodation:	$433.66	$0.00	$0.00	$0.00	$0.00	$0.00	$ 433.66
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	$1,181.70	$ 20.00	$ 137.54	$ 0.00	$ 0.00	$ 0.00	$1,339.24
Less Interim Claim							$1,073.35
Less Purchasing Card							$40.00
BALANCE PAYABLE (to Claimant)							$ 225.89

Recoverable: yes ☐   no ☐   If yes, reco

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

Date: May 29/2019