



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Library Services Manager**

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

**PURPOSE, LOCATION, AND DATE(S):**

American Library Association Conference, June 21-24, 2019; Washington DC

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jun 24/19	Jun 21/19	Jun 22/19	Jun 23/19				
<b>Transportation:</b>								
Personal Auto 58.9 cents/km	147.00 km \$ 86.58	147 km \$ 86.58	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 173.16	
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Parking	\$0.00	\$84.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 84.00	
- 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 taxi	\$102.43	\$108.79	\$0.00	\$0.00	\$0.00	\$0.00	\$ 211.22	
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Meals:</b> - Breakfast	\$26.11	\$0.00	\$13.40	\$0.00	\$0.00	\$0.00	\$ 39.51	
- Lunch	\$34.12	\$0.00	\$17.46	\$35.37	\$0.00	\$0.00	\$ 86.95	
- Dinner	\$0.00	\$63.58	\$51.74	\$67.26	\$0.00	\$0.00	\$ 182.58	
<b>Other – Specify:</b> <b>Checked Bag Fee</b>	\$31.49	\$31.50	\$0.00	\$0.00	\$0.00	\$0.00	\$ 62.99	
<b>TOTALS</b>	\$ 280.73	\$ 374.45	\$ 82.60	\$ 102.63	\$ 0.00	\$ 0.00	\$ 840.41	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$484.67	
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 355.74</b>	

Recoverable: yes  no  If yes, recover:

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

Date: July 8, 2019

I have examined the above expense claim and find it valid.

Date: July 9, 2019



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: LIBRARY SERVICES MANAGER

This is an interim claim:  first:  second:

This is a final claim:

**PURPOSE, LOCATION, AND DATE(S):**

American Library Association Conference in June 2019, Washington DC

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Mar 18/19							
<b>Transportation:</b>								
Personal Auto 58.9 cents/km	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 0.00	
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>	\$602.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 602.07	
<b>Accommodation:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<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	\$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>	\$ 602.07	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 602.07	
Less Interim Claim								\$0.00
Less Purchasing Card								\$602.07
BALANCE PAYABLE (to Claimant)								

Recoverable: yes  no  If yes, recov

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

Date: April 26, 2019

I have examined the above expense claim and

Date: April 26 2019