



# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

City of  
**Peterborough**

**JOB TITLE:** Public Educator

This is an interim claim:  first:  second:

This is a final claim:

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

18<sup>th</sup> Annual Fire & Life Safety Educators' Conference - Barrie, Ontario  
November 3-5, 2010

**Other Comments:**

<b>EXPENSES</b>					Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Nov 03/10	Nov 04/10	Nov 05/10			
<b>Transportation:</b>						
Personal Auto	0.00 km	0.00 km	0.00 km	0.00 km		
<b>52.1 cents/km</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Rental Vehicle	\$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
- Bus	\$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
- Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>Accommodation:</b>	\$129.94	\$129.94	\$0.00	\$0.00	\$0.00	\$ 259.88
<b>Meals:</b> - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
- Lunch	\$13.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 13.00
- Dinner	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>Other - Specify: (bottled water)</b>	\$3.38	\$0.00	\$0.00	\$0.00	\$0.00	\$ 3.38
<b>TOTALS</b>	\$ 146.32	\$ 129.94	\$ 0.00	\$ 0.00	\$ 0.00	\$ 276.26
Less Interim Claim						<b>\$0.00</b>
Less Purchasing Card						<b>\$276.26</b>
BALANCE PAYABLE (to Claimant)						<b>\$ 0.00</b>
Recoverable: yes <input type="checkbox"/> no <input checked="" type="checkbox"/> If yes, recoverable from						

I hereby certify that all the above expenditures were disbursed on behalf of the Corporation of the City of Peterborough for purposes stated above.

Date: Nov. 8/10 Signature: \_\_\_\_\_

I have examined the above expense claim and the attached receipt  
Date: Nov. 8/10 Signature: \_\_\_\_\_