



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Manager Arts, Culture & Heritage

This is an interim claim:  first:  second:

This is a final claim:

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

Municipal Immigration Information Online Conference

**Other Comments:**

Traveled to London and returned by car - 602 km in total, fully refundable by Ministry of Citizenship & Immigration. MCI requires all the original receipts, copies attached here.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 04/10	Oct 05/10						
<b>Transportation:</b>								
Personal Auto 52.0 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>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$113.00	\$113.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 226.00 ✓	
<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	\$4.94	\$19.70	\$0.00	\$0.00	\$0.00	\$0.00	\$ 24.64 ✓	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 117.94	\$ 132.70	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 250.64	

Less Interim Claim \$0.00

Less Purchasing Card 250.64 ~~\$0.00~~

BALANCE PAYABLE (to Claimant) ~~\$250.64~~

Recoverable: yes  no  If yes, recoverable from Ministry of Citizenship & Immigration

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: Oct 29 2010 Signature: \_\_\_\_\_

I have examined the above expense claim and the attached ent.

Date: Nov 9 / 10 Signature: \_\_\_\_\_