



# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

City of  
**Peterborough**

JOB TITLE:

Communities in Bloom Committee member

This is an interim claim:

first:  second:

fourth

This is a final claim:

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

Communities in Bloom National Symposium, Halifax, N.S. - October 26, 31, 2010

**Other Comments:**

Items for reimbursement, submitted by cheque request (copy attached)

DATES (mmm dd/yy)		Oct 26/10	Oct 27/10	Oct 31/10	Foreign Exchange \$	CDN TOTALS
		Expenses	Expenses	Expenses		
<b>Transportation:</b>						
Personal Auto	0.00 km	0.00 km	0.00 km	0.00 km		
<b>52.0 cents/km</b>	\$ 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>	\$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	\$ 9.49
- Lunch	\$10.47	\$0.00	\$0.00	\$0.00	\$0.00	\$ 10.47
- Dinner	\$0.00	\$46.41	\$0.00	\$0.00	\$0.00	\$ 46.41
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>TOTALS</b>	\$ 10.47	\$ 46.41	\$ 0.00	\$ 9.49	\$ 0.00	\$ 66.37
Less Interim Claim						
Less Purchasing Card						
<b>BALANCE PAYABLE (to Claimant)</b>						<b>\$ 66.37</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: Dec 2/10 Signature: \_\_\_\_\_

I have examined the above expense claim and the attached

Date: Dec 2/10 Signature: \_\_\_\_\_