



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Acting Manager, Emergency Management

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

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

World Conference on Disaster Management, Toronto, Ontario, June 6-9, 2010

**Other Comments:**

Note: The conference registration fee was paid by Visa in March 2010. The receipt was included with the Visa statement submitted on April 7, 2010.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jun 06/10	Jun 07/10	Jun 08/10	Jun 09/10				
<b>Transportation:</b>								
Personal Auto	139.00 km	0.00 km	0.00 km	139.00 km	0.00 km			
52.1 cents/km	\$ 72.42	\$ 0.00	\$ 0.00	\$ 72.42	\$ 0.00		\$ 144.84	
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Parking	\$17.25	\$17.25	\$17.25	\$17.25	\$0.00	\$0.00	\$ 69.00	
- 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>	\$838.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 838.95	
<b>Accommodation:</b>	\$236.17	\$236.17	\$236.17	\$0.00	\$0.00	\$0.00	\$ 708.51	
<b>Meals:</b> - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Lunch	\$0.00	\$0.00	\$24.16	\$0.00	\$0.00	\$0.00	\$ 24.16	
- Dinner	\$0.00	\$22.07	\$0.00	\$0.00	\$0.00	\$0.00	\$ 22.07	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$1,164.79	\$ 275.49	\$ 277.58	\$ 89.67	\$ 0.00	\$ 0.00	\$1,807.53	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$1,662.69	
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 144.84</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: July 7/10 Signature: \_\_\_\_\_

I have examined the above expense claim and the attached

Date: Aug 4/10 Signature: \_\_\_\_\_