



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Information Services Librarian

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Genealogy Workshop for Librarians
Doubletree by Hilton, Toronto Airport
May 13, 2010

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	May 13/10							
Registration:								
Transportation:								
Personal Auto Km X 50.9¢								
Rental Vehicle								
- Parking								
- Bus								
- Air								
- Other 407 toll charges		\$37.84					\$37.84	
Accommodation:								
Meals: - Breakfast								
- Lunch								
- Dinner								
Other - Specify:								
TOTALS							\$37.84	
Less (please specify):								
Less Purchasing Card								\$37.84
BALANCE PAYABLE (to Claimant)								\$0.00
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 21/2010

Signature: _____