



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:

Purpose: to learn new resources and methods of searching genealogical information, and assist library patrons in using research tools

EXPENSES

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	May 13/10						
Registration:	\$95.00						\$95.00
Transportation:							
Personal Auto Km X 50.9¢							
Rental Vehicle	\$43.72						\$43.72
- Parking	\$10.00						\$10.00
- Bus							
- Air							
- Other							
Accommodation:							
Meals: - Breakfast							
- Lunch	\$15.77						\$15.77
- Dinner							
Other - Specify:							
TOTALS							\$164.49
Less (please specify):							
Less Purchasing Card							\$138.72
BALANCE PAYABLE (to Claimant)							\$25.77
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: June 24/10

Signature