



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Conservation Technician / Cataloguer

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

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

Canadian Association for Conservation of Cultural Property 36<sup>th</sup> Annual Conference  
Ottawa, Ontario  
10-12 June 2010

**Other Comments:**

I carpooled to this conference with a colleague from Fleming College. The College paid for the cost of the car rental and I paid for the cost of the fuel with my purchasing card.

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES	06/09/10	06/10/10	06/11/10	06/12/10	06/14/10		
<b>Registration:</b>							
<b>Transportation:</b>							
Personal Auto Km X 50.9¢							
Rental Vehicle							
- Parking							
- Bus							
- Air							
- Other: Fuel _____				21.51 V	12.00 V		33.51
<b>Accommodation:</b>							
<b>Meals:</b> - Breakfast				15.59 V			15.59 ✓
- Lunch		16.11 V					16.11 ✓
- Dinner	15.00 V	21.97 V		4.19 V			41.16 ✓
<b>Other – Specify:</b>							
<b>TOTALS</b>	\$ 15.00 V	\$38.08V		\$41.29 V	\$12.00V	\$	\$ 106.37 ✓
Less Interim Claim							
Less Purchasing Card							\$ 106.37
BALANCE PAYABLE (to Claimant)							

Recoverable: yes  no  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: 2 July 2010 Signature: \_\_\_\_\_

I have examined the above expense claim and the attached \_\_\_\_\_ nt.

Date: 2 July 2010 Signature: \_\_\_\_\_