



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Archivist

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Annual Conference of the Archives Association of Ontario from 9 AM on June 16 to 8 PM on June 18, 2010 in Barrie, Ontario.

This included the Municipal Archivist's Interest Group Annual Meeting of which I am the Chair.

Other Comments:

I stayed 2 nights in student housing and shared suite accommodation with Lynn Austin, Archivist for the Ontario College of Art.

I attempted and was unable to rent a car (I did not think it would be an issue renting one in the middle of the week).

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jun 16/10	Jun 17/10	Jun 18/10					
Registration: <i>April 27/USA</i>							\$357.00 ✓	
Transportation:								
Personal Auto 318 Km X 50.9¢	\$80.93		\$80.93				161.86	
Rental Vehicle								
- Parking <i>June/USA</i>	\$5.65	\$5.65	\$5.65				\$16.95 ✓	
- Bus								
- Air								
- Other								
Accommodation:	\$35.75	\$35.75					\$71.50	
Meals: - Breakfast								
- Lunch								
- Dinner								
Other - Specify:								
TOTALS							\$607.31	
Less (please specify):								
Less Purchasing Card								\$373.95
BALANCE PAYABLE (to Claimant)								\$233.36
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 16/10*

Signature: