



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Division Manager

This is an interim claim:  first:  second:

This is a final claim:

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

OMSSA Annual Forum, Blue Mountain Resort, June 6-9/10, Division Manager, 2 Supervisors, 2 Program Managers,

**Other Comments:**

50% deposit for 5 rooms

EXPENSES						Foreign Exchange \$	CDN TOTALS	
<b>DATES</b> (mmm dd/yy)								
<b>Registration:</b>								
<b>Transportation:</b>								
Personal Auto Km X 50.9¢								
Rental Vehicle								
- Parking								
- Bus								
- Air								
- Other								
<b>Accommodation:</b>							1000.5	
<b>Meals:</b> - Breakfast								
- Lunch								
- Dinner								
<b>Other – Specify:</b>								
<b>TOTALS</b>							1000.5	
Less Interim Claim								
Less Purchasing Card								\$1,000.50
BALANCE PAYABLE (to Claimant)								0
Recoverable: yes <input type="checkbox"/> no <input 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: <u>June 4/10</u>				Signature: _____				
I have examined the above expense claim and the attached re								
Date: <u>June 7/10</u>				Signature: _____				