



# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

City of  
**Peterborough**

**JOB TITLE:** Ontario Works Trainer

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

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

Ministry of Social Services SAIL Training Conference, Toronto, ON from Tuesday, June 15 to Wednesday, June 16th

**Other Comments:**

The following expenses are for two staff members that attended

## EXPENSES

DATES (mmm dd/yy)	Jun 14/10	Jun 10/15	Jun 16/10		Foreign Exchange \$	CDN TOTALS
<b>Registration:</b>						
<b>Transportation:</b>						
Personal Auto Km X 50.9¢						
Rental Vehicle						
- Parking						
- Bus	✓ \$77.70					\$77.70
- Air						
- Other Taxi	\$9.25 ✓		\$14.00 ✓			\$23.25
<b>Accommodation:</b>			✓ \$628.28			\$628.28
<b>Meals:</b> - Breakfast						
- Lunch						
- Dinner	✓ \$42.40	✓ \$38.95				\$81.35
<b>Other - Specify:</b>						
<b>TOTALS</b>	\$129.35	\$38.95	\$642.28			\$810.58

Less (please specify):

Less Purchasing Card

**\$787.33**

BALANCE PAYABLE (to Claimant)

**\$23.25**

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: Jun 18, 2010 Signature: \_\_\_\_\_

I have examined the above expense claim and the attached

ant.

Date: June 18, 2010 Signature: \_\_\_\_\_