



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Program Manager  
(5 staff total)

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

**PURPOSE, LOCATION, AND DATE(S):**  
Ontario Municipal Social Services Association 2010 Housing and Homelessness Conference; Sheraton Airport Hotel; September 21-23, 2010

**Other Comments:**  
Conference evaluation submitted to Division Trainer

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 20/10	Sep 21/10	Sep 23/10	Sep 13/10	Sep 22/10			
<b>Transportation:</b>								
Personal Auto	0.00 km	0.00 km	0.00 km	0.00 km	0.00 km			
52.1 cents/km	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00	
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Parking	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Bus	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Air	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$892.70	\$84.75	\$0.00	\$ 977.45	
<b>Accommodation:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Meals:</b> - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Dinner	\$115.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 115.00	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 115.00	\$ 0.00	\$ 0.00	\$ 892.70	\$ 84.75	\$ 0.00	\$1,092.45	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$0.00	
BALANCE PAYABLE (to Claimant)							\$1,092.45	

ON CORPORATE VISA

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: Oct 1/10 Signature: \_\_\_\_\_

I have examined the above expense claim and the attached \_\_\_\_\_  
Date: Oct 1/10 Signature: \_\_\_\_\_