



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Division Manager, 4 Case Managers, Employment Program Manager, 2 Employment Counsellors (8 staff in total)

This is an interim claim:  first:  second:

This is a final claim:

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

2010 AMES (Association of Municipal Employment Services) conference in Huntsville Ontario October 3-6 2010

**Other Comments:**

accommodation and telephone expense for staff attending conference

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 10/03	Oct 10/04	Oct 10/05	Oct 10/06				
<b>Transportation:</b>								
Personal Auto 52.0 cents/km	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 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	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$1,084.72	\$1,084.72	\$1,084.72	\$0.00	\$0.00	\$0.00	\$3,254.16	
<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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Other – Specify: telephone calls</b>	\$0.00	\$13.27	\$6.39	\$8.86	\$0.00	\$0.00	\$ 28.52	
<b>TOTALS</b>	\$1,084.72	\$1,097.99	\$1,091.11	\$ 8.86	\$ 0.00	\$ 0.00	\$3,282.68	
Less Interim Claim								\$0.00
Less Purchasing Card								\$3,282.68
BALANCE PAYABLE (to Claimant)								\$ 0.00
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: 15 November 2010 Signature

I have examined the above expense claim and the attached  
Date: 15/11/2010 Signature: