

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM



City of Peterborough

JOB TITLE:

Supervisor

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

PURPOSE, LOCATION, AND DATE(S):

Ministry of Community & Social Services, Self-Employment meeting, Courtyard Marriott, Toronto Downtown, October 26 2010

Other Comments:

Dinner on October 25<sup>th</sup> includes \$3.00 tip, receipt is for \$22.01

CDN TOTALS	Foreign Exchange \$	EXPENSES					
		DATES (mm dd/yy)	Oct 25/10	Oct 26/10			
		Transportation:	0.00 km	0.00 km	0.00 km	0.00 km	0.00 km
		Personal Auto	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
		52.0 cents/km	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
		Rental Vehicle	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
		- Parking	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
		- Bus	\$41.81	\$ 0.00	\$ 0.00	\$ 0.00	\$ 41.81
		- Air	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
		- Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
		Registration:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
		Accommodation:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 189.20
		Meals: - Breakfast	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 25.04
		- Lunch	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
		- Dinner	\$25.01	\$ 0.00	\$ 0.00	\$ 0.00	\$ 25.01
		Other - Specify:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
		TOTALS	\$ 66.82	\$ 214.24	\$ 0.00	\$ 0.00	\$ 281.06

		Less Interim Claim	\$ 0.00
		Less Purchasing Card	\$ 0.00
		BALANCE PAYABLE (to Claimant)	\$ 281.06
		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: Nov 9 2010 Signature: \_\_\_\_\_

I have examined the above expense claim and the attached r  
Nov. 10. 2010