



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Municipal Management Intern

This is an interim claim:  first:  second:

This is a final claim:

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

AMCTO Orientation Seminar, Mississauga, ON, Tuesday May 25 - Thursday May 27, 2010

**Other Comments:**

Travelled in rental vehicle from Ottawa to Mississauga to attend

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	May 25/10	May 26/10	May 27/10				
<b>Registration:</b>							
<b>Transportation:</b>							
Personal Auto Km X 50.9¢							
Rental Vehicle	\$69.34	\$69.34	\$69.34				\$208.01
- Parking							
- Bus							
- Air							
- Other							
<b>Accommodation:</b>	\$112.92	\$112.92					\$225.90
<b>Meals:</b> - Breakfast							
- Lunch							
- Dinner							
<b>Other – Specify:</b>							
<b>TOTALS</b>							\$433.91
Less (please specify):							
Less Purchasing Card							
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$433.91</b>
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: <u>June 29, 2010</u>				Signature: _____			
I have examined the above expense claim and the attached							
Date: <u>July 6/2010</u>				Signature: _____			