



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 Annual Conference, Deerhurst Resort, Huntsville, Ontario
 Saturday, June 5, 2010 to Wednesday, June 9, 2010

Other Comments:
 Travelled in rental vehicle from Ottawa to Huntsville to attend

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Jun 05/10	Jun 06/10	Jun 07/10	Jun 08/10	Jun 09/10		
Registration:							
Transportation:							
Personal Auto Km X 50.9¢							
Rental Vehicle	\$65.72	\$65.72	\$65.72	\$65.72	\$65.72		\$328.60
- Parking							
- Bus							
- Air							
- Other							
Accommodation:	\$163.90	\$163.90	\$163.90	\$163.90			\$655.60
Meals: - Breakfast		\$16.33					\$16.33
- Lunch							
- Dinner		\$18.08					\$18.08
Other - Specify:							
TOTALS							\$1018.61
Less (please specify):							
Less Purchasing Card							
BALANCE PAYABLE (to Claimant)							\$1018.61
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: _____			