



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):
OEMC Conference; Kingston; from September 14-17

Other Comments:

I stayed in a hotel for three nights. The first night was paid for by OEMC, and because I shared the room with another intern, I only had to pay for one night's hotel stay. Also, I shared a car rental with two other interns. On September 15, I ordered room service for breakfast. Lastly, the original cost of conference registration was \$310.75, but MMAH covered \$150 of that, bringing the cost of conference registration to \$160.75.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 14/10	Sep 15/10	Sep 16/10	Sep 17/10				
Transportation:								
Personal Auto 52.1 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	\$82.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 82.36	
- 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	
Registration:	\$160.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 160.75	
Accommodation:	\$0.00	\$151.62	\$0.00	\$0.00	\$0.00	\$0.00	\$ 151.62	
Meals: - Breakfast	\$0.00	\$20.54	\$0.00	\$0.00	\$0.00	\$0.00	\$ 20.54	
- 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	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 243.11	\$ 172.16	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 415.27	
Less Interim Claim								\$0.00
Less Purchasing Card								\$0.00
BALANCE PAYABLE (to Claimant)								\$ 415.27
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: Oct 01, 2010 Signature: _____

I have examined the above expense claim and the attached _____

