



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):

Attended Ontario East Municipal Conference, Ambassador Conference Resort, Kingston, Ontario
 Tuesday, September 14, 2010 to Friday, September 17, 2010

Other Comments:

Travelled by rental car, shared with two other interns (one from another municipality). Only one third of the receipt total is claimed for this expense. \$150 of the registration fee was re-imbursed and subtracted from the receipt total.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 14/10	Sep 15/00	Sep 16/00	Sep 17/00				
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	\$0.00	\$0.00	\$0.00	\$82.36	\$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:	\$131.08	\$131.00	\$131.00	\$0.00	\$0.00	\$0.00	\$ 393.08	
Meals: - Breakfast	\$0.00	\$13.56	\$0.00	\$0.00	\$0.00	\$0.00	\$ 13.56	
- Lunch	\$0.00	\$0.00	\$0.00	\$11.25	\$0.00	\$0.00	\$ 11.25	
- 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	\$ 291.83	\$ 144.56	\$ 131.00	\$ 93.61	\$ 0.00	\$ 0.00	\$ 661.00	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$0.00	
BALANCE PAYABLE (to Claimant)							\$ 661.00	

Recoverable: yes no 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: Sept. 25, 2010 Signature: _____

I have examined the above expense claim and the attache _____ ment.

Date: Sept. 25, 2010 Signature: _____