



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: City Clerk

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

PURPOSE, LOCATION, AND DATE(S):
Travel to Kingston (Ontario East Municipal Conference) to make presentation at a workshop at the conference.

Other Comments:
reimbursement for Hotel accommodation from OEMC - \$131.08

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 15/10	16/09/10						
Transportation:								
Personal Auto 52.1 cents/km	195.00 km \$ 101.60	195 km \$ 101.60	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 203.20	
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- 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:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$131.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 131.08	
Meals: - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Lunch	\$0.00	\$6.83	\$0.00	\$0.00	\$0.00	\$0.00	\$ 6.83	
- 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	\$ 232.68	\$ 108.43	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 341.11	

Less Interim Claim \$0.00

Less Purchasing Card \$131.08

BALANCE PAYABLE (to Claimant) \$ 210.03

Recoverable: yes no If yes, recoverable from partial reimbursement - hotel accommodation by OEMC

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: September 25, 2010 Signature: _____

I have examined the above expense claim and the attached receipts.
Date: September 25, 2010 Signature: _____