



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Chief Accountant

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

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

Cayenta Customer Conference and Executive Steering Committee Meeting, Grapevine, TX, October 19 -22, 2010

**Other Comments:**

I have included the totals for all expenses incurred prior to and including Oct. 19, 2010 in the Oct 19/10 column

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 19/10	Oct 20/10	Oct 21/10	Oct 22/10	Oct 23/10			
<b>Transportation:</b>								
Personal Auto 52.0 cents/km	127.17 km \$ 66.13	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 66.13	
Rental Vehicle							\$ 0.00	
- Parking							\$ 0.00	
- Bus							\$ 0.00	
- Air	\$689.17						\$ 689.17	
- Other							\$ 0.00	
<b>Registration:</b>	\$850.00	\$0.00	\$0.00	\$0.00	\$0.00	\$86.55	\$ 936.55	
<b>Accommodation:</b>	\$111.87	\$211.12	\$211.12	\$211.12	\$211.12	\$45.25	\$1,001.60	
<b>Meals:</b> - Breakfast					\$7.40	\$0.40	\$ 7.80	
- Lunch		\$11.88	\$0.00	\$0.00	\$0.00	\$0.70	\$ 12.58	
- Dinner			\$0.00	\$10.81	\$0.00	\$0.58	\$ 11.39	
<b>Other – Specify: Airport Shuttle</b>		\$12.00	\$0.00	\$0.00	\$12.00	\$1.28	\$ 25.28	
<b>TOTALS</b>	\$ 834.70	\$ 12.00	\$ 0.00	\$ 10.81	\$ 230.52	\$ 134.76	\$2,750.50	
Less Interim Claim								<b>\$1,625.72</b>
Less Purchasing Card								<b>\$1,058.65</b>
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 66.13</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: 27/10/10 Signature

I have examined the above expense claim and the attach

Date: Oct 27, 2010 Signature: