



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Human Resources, Division Head

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

To attend the OMHRA Fall Conference at the Blue Mountain Resort - September 15 to 17/10

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 15/17	Sep 15/17						
Transportation:								
Personal Auto 52.1 cents/km	119.3 km \$ 62.16	119.3 km \$ 62.16	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 124.32	
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:	\$0.00	\$218.66	\$0.00	\$0.00	\$0.00	\$0.00	\$ 218.66	
Meals: - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- 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	\$ 62.16	\$ 62.16	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 342.98	

Less Interim Claim

Less Purchasing Card

\$218.66

BALANCE PAYABLE (to Claimant)

\$ 124.32

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: Oct 13/10 Si [Signature]

I have examined the above expense claim and the Date: Oct 13/2010 Sig _____

for payment.