



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:

Initial cost is for the conference and a deposit on the accommodations

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 15/17							
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	\$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:	395.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 395.50	
Accommodation:	\$213.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 213.57	
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	\$ 609.07	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 609.07	

Less Interim Claim

~~\$ 0.00~~

Less Purchasing Card

\$609.07

BALANCE PAYABLE (to Claimant)

\$ 0.00

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 8/10 Signature _____

I have examined the above expense claim and the attached

_____ ment.

Date: Sept 8/10 Signature: _____