



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Court Services Manager

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

PURPOSE, LOCATION, AND DATE(S):
attend Municipal Court Managers Association Conference in London, Ontario, May 16-19, 2010

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	May 16/10	May 17/10	May 18/10	May 19/10			
Registration:							
Transportation:							
Personal Auto 320.3 Km X 50.9¢	\$163.03			\$163.03			\$326.06
Rental Vehicle							
- Parking							
- Bus							
- Air							
- Other							
Accommodation:	\$130.90	\$130.90	\$130.90				\$392.70
Meals: - Breakfast		\$13.73		\$7.29			\$21.02
- Lunch							
- Dinner	\$13.00	\$11.25	\$20.00				\$44.25
Other - Specify:							
TOTALS	\$306.93	\$155.88	\$150.90	\$170.32			\$784.03

Less Interim Claim

Less Purchasing Card **\$454.97**

BALANCE PAYABLE (to Claimant) *held on interim claims* **\$326.06**

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: May 20/10 Signature: _____

I have examined the above expense claim and the attached _____ ent.

Date: June 3/10 Signature: _____