



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Property Standards Officer

This is an interim claim:  first:  second:

This is a final claim:

**PURPOSE, LOCATION, AND DATE(S):**  
2010 OAPSO Annual Conference and Training Session

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	May 30/10		Jun 01/10		Jun 03/10		
Registration:							
Transportation:							
Personal Auto Km X 50.9¢							
Rental Vehicle					\$238.16		\$238.16
- Parking							
- Bus							
- Air							
- Other GAS	\$33.15		\$18.64		\$32.84		\$84.63
Accommodation:							
Meals: - Breakfast							
- Lunch	\$7.90						\$7.90
- Dinner	\$17.13						\$17.13
Other - Specify:							
<b>TOTALS</b>							347.82
Less Interim Claim							
Less Purchasing Card							\$238.16
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$109.66</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: June 7, 2010 Signature: \_\_\_\_\_

I have examined the above expense claim and the attached \_\_\_\_\_ ent.

Date: June 7, 2010 Signature: \_\_\_\_\_