



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Director, Planning & Development Services

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

MAY 5, 2010 - Meeting with LPS AVIATION in OTTAWA regarding Airport Design Build Review

Other Comments:

Emergency trip to Ottawa to deliver proposals to LPS Aviation

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	May 05/10	May 06/10					
Registration:							
Transportation:							
Personal Auto 280 Km X 50.9¢	\$142.52	\$142.52					\$285.04
Rental Vehicle							
- Parking							
- Bus							
- Air							
- Other							
Accommodation:	\$148.33						\$148.33
Meals: - Breakfast							
- Lunch		\$41.25					\$41.25
- Dinner							
Other - Specify:							
TOTALS	\$290.85	\$183.77					\$474.62
Less (please specify):							
Less Purchasing Card							\$189.58
BALANCE PAYABLE (to Claimant)							\$285.04
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: May 20, 2010 Signature: _____

I have examined the above expense claim and the attached _____

_____ent.