



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Planning Technician

This is an interim claim:  first:  second:

This is a final claim:

**PURPOSE, LOCATION, AND DATE(S):**

ONPHA Conference, Westin Harbour Toronto, Nov. 19, 2010

**Other Comments:**

Parking and Mileage ~ attended ONPHA conference Nov. 19, 2010

|   |                       |                       |                    |                    |                    | Foreign Exchange \$ | CDN TOTALS |           |
|---|-----------------------|-----------------------|--------------------|--------------------|--------------------|---------------------|------------|-----------|
| DATES (mmm dd/yy)   | Nov 18/10             | Nov 19/10             |                    |                    |                    |                     |            |           |
| <b>Transportation:</b>  |                       |                       |                    |                    |                    |                     |            |           |
| Personal Auto<br>52.0 cents/km  | 137.00 km<br>\$ 71.24 | 137.00 km<br>\$ 71.24 | 0.00 km<br>\$ 0.00 | 0.00 km<br>\$ 0.00 | 0.00 km<br>\$ 0.00 |                     | \$ 142.48  |           |
| Rental Vehicle  | \$0.00                | \$0.00                | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 0.00    |           |
| - Parking   | \$0.00                | \$40.00               | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 40.00   |           |
| - 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    |           |
| <b>Registration:</b>  | \$389.85              | \$0.00                | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 389.85  |           |
| <b>Accommodation:</b>   | \$224.87              | \$0.00                | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 224.87  |           |
| <b>Meals:</b> - 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    |           |
| <b>Other - Specify:</b>   | \$0.00                | \$0.00                | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 0.00    |           |
| <b>TOTALS</b>   | \$ 685.96             | \$ 111.24             | \$ 0.00            | \$ 0.00            | \$ 0.00            | \$ 0.00             | \$ 797.20  |           |
| Less Interim Claim  |                       |                       |                    |                    |                    |                     |            | \$614.72  |
| Less Purchasing Card  |                       |                       |                    |                    |                    |                     |            | \$40.00   |
| <b>BALANCE PAYABLE (to Claimant)</b>  |                       |                       |                    |                    |                    |                     |            | \$ 142.48 |
| 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: Dec 6/2010 Signature: \_\_\_\_\_

I have examined the above expense claim and the attached n  
Date: Dec 6/2010 Signature: \_\_\_\_\_