



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Manager, Housing Division

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

OMSSA Annual Conference, Blue Mountain Resort, Collingwood ON, June 6-9, 2010

Other Comments:

EXPENSES

Foreign
Exchange
\$

CDN
TOTALS

DATES
(mmm dd/yy)

Jun 06/10

Jun 07/10

Jun 08/10

Jun 09/10

Registration:

\$518.12

\$518.12

Transportation:

Personal Auto
453 Km X 50.9¢

\$230.58

\$230.58

Rental Vehicle

- Parking

- Bus

- Air

- Other

Accommodation:

\$133.40

\$133.40

Meals: - Breakfast

- Lunch

- Dinner

Other - Specify:

TOTALS

\$882.10

\$882.10

Less (please specify):

Less Purchasing Card

\$651.52

BALANCE PAYABLE (to Claimant)

\$230.58

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: July 8/10 Signature: _____

I have examined the above expense claim and the attached re

Date: July 8, 2010 Signature: _____