



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):**

OEMC Conference, Kingston ON September 15-16, 2010

Other Comments:

						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sept 15/10	Sep 16/10						
<b>Transportation:</b>								
Personal Auto 52.1 cents/km	200.00 km \$ 104.20	200.00 km \$ 104.20	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 208.40	
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Parking	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- 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>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$158.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 158.20	
<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	\$23.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 23.29	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 285.69	\$ 104.20	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 389.89	

Less Interim Claim

Less Purchasing Card

\$181.49

BALANCE PAYABLE (to Claimant)

\$ 208.40

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: Oct 13/10 Signature: \_\_\_\_\_

I have examined the above expense claim and the attached receipts.

Date: October 15, 2010 Signature: \_\_\_\_\_