



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Financial Officer

This is an interim claim: first: second: This is a final claim:

PURPOSE, LOCATION, AND DATE(S):
To attend the Ontario Non-Profit Housing Association Annual Conference in Toronto November 19th, 20th, 21st

Other Comments:

						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Nov 19/10	Nov 20/10	Nov 21/10					
Transportation:								
Personal Auto 52.0 cents/km	270.00 km \$ 140.40	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 140.40	
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Parking	\$40.00	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 80.00	
- 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 Phone Call	\$0.00	\$0.00	\$10.41	\$0.00	\$0.00	\$0.00	\$ 10.41	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$224.87	\$224.87	\$0.00	\$0.00	\$0.00	\$0.00	\$ 449.74	
Meals: - 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	\$16.90	\$18.81	\$0.00	\$0.00	\$0.00	\$0.00	\$ 35.71	
Other - Specify: Tip	\$6.74	\$4.86	\$0.00	\$0.00	\$0.00	\$0.00	\$ 11.60	
TOTALS	\$ 428.91	\$ 288.54	\$ 10.41	\$ 0.00	\$ 0.00	\$ 0.00	\$ 727.86	

Less Interim Claim **\$0.00**

Less Purchasing Card **\$540.15**

BALANCE PAYABLE (to Claimant) **\$ 187.71**

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: Nov 22/2010 Signature: _____

I have examined the above expense claim and the attached receipts.
Date: Nov 22/10 Signature: _____