



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Chief Chemist

This is an interim claim:  first:  second:

This is a final claim:

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

Enviroanalysis seminars and CALA method validation training in Mississauga, ON, May 11-12<sup>th</sup>, 2010

**Other Comments:**

Hotel (2 rooms), parking and dinner for Chief Chemist, Microbiologist and QA/QC Chemist

EXPENSES						Foreign Exchange \$	CDN TOTALS
<b>DATES</b> (mmm dd/yy)	May 11/10						
<b>Registration:</b>							
<b>Transportation:</b>							
Personal Auto Km X 50.9¢							
Rental Vehicle							
- Parking	\$15.00						\$15.00
- Bus							
- Air							
- Other							
<b>Accommodation:</b>	\$415.84						\$415.84
<b>Meals:</b> - Breakfast							
- Lunch							
- Dinner	\$58.45						\$58.45
<b>Other - Specify:</b>							
<b>TOTALS</b>	\$489.29						\$489.29
Less Interim Claim							
Less Purchasing Card							\$489.29
BALANCE PAYABLE (to Claimant)							0
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: <u>June 7 / 10</u> Signature: _____							
I have examined the above expense claim and the attached receipts and hereby approve the claim for payment.							
Date: <u>June 8 / 10</u> Signature: _____							