



City of Peterborough

JOB TITLE:

Division Manager

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

This is an interim claim:

first:

second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

One employee attended the Water Wastewater Environment Federation Technical Training Conference in New Orleans, Louisiana USA on October 3/10 to October 6/10 inclusive.

Other Comments:

Registration and airfare were paid in April 2010 by above Visa; no upload of form as this was prior to May 1/10. This training was approved by council in the 2010 budget. All food and transportation from and to the airport was covered in the registration fee.

EXPENSES

Table with columns: DATES (mm dd/yy), Oct 03/10, Oct 04/10, Oct 05/10, 10/06/10, Foreign Exchange \$, CDN TOTALS. Rows include Transportation (Personal Auto, Rental Vehicle, Parking, Bus, Air, Other), Registration, Accommodation, Meals (Breakfast, Lunch, Dinner), Other - Specify, and TOTALS.

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: Dec 6/10 Sigr

I have examined the above expense claim and the a Date: Dec 11/10