



City of Peterborough

JOB TITLE: Division Manager

PERSONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

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

PURPOSE, LOCATION, AND DATE(S):

Employee's attended the Canadian Water and Wastewater Association- 2010 CWWA "Window on Ottawa" and Specialty Workshops on Nov 30/10 to Dec 2/10 in Ottawa, Ontario.

Other Comments:

Food, car rental charges, fuel and accommodations for a total of \$638.16 were paid by another employee's Visa card.

EXPENSES		Foreign Exchange \$		CDN TOTALS
DATES (mmm dd/yy)	Nov 30/10	Dec 01/10		
Transportation:				
Personal Auto	0.00 km	0.00 km	0.00 km	
52.0 cents/km	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Rental Vehicle	\$154.27	\$44.25	\$0.00	\$198.52
- Parking	\$0.00	\$0.00	\$0.00	\$ 0.00
- Bus	\$0.00	\$0.00	\$0.00	\$ 0.00
- Air	\$0.00	\$0.00	\$0.00	\$ 0.00
- Other	\$0.00	\$0.00	\$0.00	\$ 0.00
Registration:	\$508.50	\$0.00	\$0.00	\$ 508.50
Accommodation:	\$194.30	\$194.30	\$0.00	\$ 388.60
Meals: - Breakfast	\$0.00	\$0.00	\$0.00	\$ 0.00
- Lunch	\$0.00	\$0.00	\$0.00	\$ 0.00
- Dinner	\$0.00	\$51.04	\$0.00	\$ 51.04
Other - Specify:	\$0.00	\$0.00	\$0.00	\$ 0.00
TOTALS	\$ 857.07	\$ 289.59	\$ 0.00	\$1,146.66
Less Interim Claim				\$638.16
Less Purchasing Card				\$508.50
BALANCE PAYABLE (to Claimant)				\$ 0.00

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 Signatur

I have examined the above expense claim and the attach

Date: Dec 11/10 Signatur