



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Public Educator

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

19th Annual Fire & Life Safety Educator's Conference - Markham, ON Nov 2-4, 2011

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Nov 02/11	Nov 03/11	Nov 04/11					
Transportation:								
Personal Auto 58.4 cents/km	0.00km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 0.00	
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	
Registration:	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 200.00	
Accommodation:	\$123.17	\$123.17	\$0.00	\$0.00	\$0.00	\$0.00	\$ 246.34	
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	\$18.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 18.07	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 341.24	\$ 123.17	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 464.41	
Less Interim Claim								\$200.00
Less Purchasing Card								\$264.41
BALANCE PAYABLE (to Claimant)								\$ 0.00
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: Nov 8/11 Signature: _____

I have examined the above expense claim and the attached

Date: Nov 8/11 Signature: _____