



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Director

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

CAMDO, Ottawa Canada - Nov. 20 & 22, Drove up on the 19th & returned on 22nd

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Nov 19/11	Nov 22/11						
Transportation:								
Personal Auto	274.00km	274.00 km	0.00 km	0.00 km	0.00 km			
58.4 cents/km	\$ 160.02	\$ 160.02	\$ 0.00	\$ 0.00	\$ 0.00		\$ 320.04	
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 Hotel	\$0.00	\$572.91	\$0.00	\$0.00	\$0.00	\$0.00	\$ 572.91	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 160.02	\$ 732.93	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 892.95	
Less Interim Claim								
Less Purchasing Card								\$572.91
BALANCE PAYABLE (to Claimant)								\$ 320.04
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: Dec 15 2011 Signature: [Signature]

I have examined the above expense claim and the attached

Date: Jan 4 2012 Signature: [Signature]