



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: *Library Mgr and Mgr of Arts, Culture & Heritage*

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

To attend the Heritage Conference in Victoria BC to receive the Prince of Wales award for 2011 on October 12-15, 2011

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 12/11	Oct 13/11	Oct 14/11	Oct 15/11				
Transportation:								
Personal Auto 58.4 cents/km	0.00 km \$ 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	\$21.00	\$0.00	\$0.00	\$21.00	\$0.00	\$0.00	\$ 42.00	
- Air	\$851.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 851.07	
- Other Shuttle to/from Toronto airport	\$102.00	\$0.00	\$0.00	\$102.00	\$0.00	\$0.00	\$ 204.00	
Registration:	\$525.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 525.00	
Accommodation:	\$0.00	\$0.00	\$0.00	\$536.52	\$0.00	\$0.00	\$ 536.52	
Meals: - Breakfast	\$3.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 3.67	
- Lunch	\$0.00	\$0.00	\$0.00	\$10.17	\$0.00	\$0.00	\$ 10.17	
- Dinner	\$11.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 11.36	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$1,514.10	\$ 0.00	\$ 0.00	\$ 669.69	\$ 0.00	\$ 0.00	\$2,183.79	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$2183.79	
BALANCE PAYABLE (to Claimant)							\$ 0.00	
Recoverable: yes <input type="checkbox"/> no <input 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 15/2011 Signature: _____

I have examined the above expense claim and the attached

Date: Nov 16/11 Signature: _____