



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Director of Community Services

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

**PURPOSE, LOCATION, AND DATE(S):**  
Creative Cities Conference, London, ON - May 10 - 12, 2011

**Other Comments:**  
Director's Conference Registration on CSD Administrative Assistant's Expense Claim Form submitted Apr 13/11. Heritage Resources Coordinator and Municipal Cultural Plan Researcher included in lunch and dinner costs.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	May 10/11	May 11/11	May 12/11					
<b>Transportation:</b>								
Personal Auto 52.1 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	\$7.00	\$7.00	\$0.00	\$0.00	\$0.00	\$ 14.00	
- 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	
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Meals:</b> - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Lunch	\$38.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 38.87	
- Dinner	\$0.00	\$0.00	\$32.81	\$0.00	\$0.00	\$0.00	\$ 32.81	
<b>Other - Specify:</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 38.87	\$ 7.00	\$ 39.81	\$ 0.00	\$ 0.00	\$ 0.00	\$ 85.68	
Less Interim Claim								\$0.00
Less Purchasing Card								\$85.68
<b>BALANCE PAYABLE (to Claimant)</b>								\$ 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: Jun 6/11 Signature: \_\_\_\_\_

I have examined the above expense claim and the attached \_\_\_\_\_ ent.  
Date: \_\_\_\_\_ Signature: \_\_\_\_\_