



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Emergency Management Coordinator

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

PURPOSE, LOCATION, AND DATE(S):

Toronto - March 13-15, 2011 - Ministry of Municipal Affairs and Housing - Municipal Risk Assessment Toolkit Development Workshop

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Mar 13/11	Mar 14/11	Mar 15/11					
Transportation:								
Personal Auto 55 cents/km	135.00 km \$ 74.25	0.00 km \$ 0.00	135.00 km \$ 74.25	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 148.50	
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Parking	\$30.00	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 60.00	
- 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:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$146.90	\$146.90	\$0.00	\$0.00	\$0.00	\$0.00	\$ 293.80	
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	\$39.60	\$0.00	\$0.00	\$0.00	\$0.00	\$ 39.60	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 251.15	\$ 216.50	\$ 74.25	\$ 0.00	\$ 0.00	\$ 0.00	\$ 541.90	
Less Interim Claim								\$0.00
Less Purchasing Card								\$393.40
BALANCE PAYABLE (to Claimant)								\$ 148.50
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: Apr 5/11 Signature: _____

I have examined the above expense claim and the attached _____ ent.

Date: Apr 5/11 Signature: _____