



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Head Librarian

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

PURPOSE, LOCATION, AND DATE(S):

Costs associated with attending the Ontario Library Association Super Conference, Feb. 2-4, 2011, at the Metro Toronto Convention Centre. This conference provides information and training to attendees.

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jan 24/11	Feb 01/11	Feb 02/11	Feb 03/11	Feb 04/11			
Transportation:								
Personal Auto 55 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	\$0.00	\$16.50	\$0.00	\$0.00	\$16.50	\$0.00	\$ 33.00	
- 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:	\$440.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 440.70	
Accommodation:	\$0.00	\$0.00	\$0.00	\$0.00	\$372.90	\$0.00	\$ 372.90	
Meals: - Breakfast	\$0.00	\$0.00	\$0.00	\$8.19	\$8.19	\$0.00	\$ 16.38	
- Lunch	\$0.00	\$0.00	\$0.00	\$10.25	\$7.24	\$0.00	\$ 17.49	
- Dinner	\$0.00	\$0.00	\$45.44	\$0.00	\$0.00	\$0.00	\$ 45.44	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 440.70	\$ 16.50	\$ 45.44	\$ 18.44	\$ 404.83	\$ 0.00	\$ 925.91	
Less Interim Claim								\$507.57
Less Purchasing Card								\$418.34
BALANCE PAYABLE (to Claimant)								\$ 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: March 11, 2011 Signature: _____

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

Date: March 14, 2011 Signature: _____