



City of Peterborough

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):

Additional registration for 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 03/11			
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	\$0.00	\$0.00	\$ 0.00	
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	\$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	\$ 440.70	\$ 16.50	\$ 0.00	\$ 18.44	\$ 31.93	\$ 0.00	\$ 507.57	
Less Interim Claim							\$288.15	
Less Purchasing Card							\$152.55	
BALANCE PAYABLE (to Claimant)							\$ 66.87	

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: Feb 9, 2011 Signature _____

I have examined the above expense claim and the attached
Date: Feb 11/11 Signature _____
