



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Children's Services Librarian

This is an interim claim:  first:  second:

This is a final claim:

**PURPOSE, LOCATION, AND DATE(S):**

To attend the OLA Super Conference at the Metro Toronto Convention Centre from February 4-5, 2011 (Dec. 17)  
 Bus fare to return home from the Super Conference (Feb. 5)

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Dec 17/10	Feb 05/11						
<b>Transportation:</b>								
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	\$25.17	\$0.00	\$0.00	\$0.00	\$0.00	\$ 25.17	
- 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>	\$288.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 288.15	
<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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Dinner	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 288.15	\$ 25.17	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 313.32	

Less Interim Claim **\$288.15**

Less Purchasing Card **\$0.00**

BALANCE PAYABLE (to Claimant) **\$ 25.17**

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. 10/11 Signature: \_\_\_\_\_

I have examined the above expense claim and the attached \_\_\_\_\_ nt.

Date: Feb. 11/11 Signature: \_\_\_\_\_