



PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

City of Peterborough

JOB TITLE: Acting Education Officer

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Attending OMA Museum Symposium, March 24 & 25, 2011

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Mar 24/11	Mar 25/11					
Registration:	\$220.35						\$220.35
Transportation:	\$41.81						\$41.81
Personal Auto Km X 50.9¢							
Rental Vehicle							
- Parking							
- Bus							
- Air							
- Other							
Accommodation:	\$145.77						\$145.77
Meals: - Breakfast							
- Lunch							
- Dinner							
Other - Specify:							
TOTALS							\$407.93
Less Interim Claim							
Less Purchasing Card							407.93
BALANCE PAYABLE (to Claimant)							
Recoverable: yes <input type="checkbox"/> no <input 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: <u>March 31/11</u>				Signature: _____			
I have examined the above expense claim and the attached							nt.
Date: <u>Mar 31/11</u>				Signature: _____			