



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Archivist

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

PURPOSE, LOCATION, AND DATE(S):

Registration for Workshop, Assoc. of Canadian Archivists, Toronto, ON, May 30, 2011

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	May 30/11						
Registration:	\$282.50						\$282.50
Transportation:							
Personal Auto Km X 50.9¢							
Rental Vehicle							
- Parking							
- Bus							
- Air							
- Other							
Accommodation:							
Meals: - Breakfast							
- Lunch							
- Dinner							
Other - Specify:							
TOTALS	\$282.50						\$282.50

Less Interim Claim

Less Purchasing Card **\$282.50**

BALANCE PAYABLE (to Claimant)

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: May 3/11 Signature: _____

I have examined the above expense claim and the attached receipts

Date: May 3/11 Signature: _____