



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Museum Director

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Attended OMA annual conference November 4/11, Waterloo

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Nov 04/11		A				
Registration:	\$282.50						\$282.50
Transportation:							
Personal Auto Km X 50.9¢							
Rental Vehicle							
- Parking							
- Bus							
- Air							
- Other Gasoline							
Accommodation:							
Meals: - Breakfast							
- Lunch							
- Dinner							
Other - Specify: Banquet Dinner	\$84.75						\$84.75
TOTALS							\$367.25
Less Interim Claim							
Less Purchasing Card							+367.25
BALANCE PAYABLE (to Claimant)							
Recoverable: yes <input type="checkbox"/> no <input checked="" 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: Dec 15/11 Signature: _____

I have examined the above expense claim and the attached re

Date: Jan 4/2012 Signature: _____