# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

City of Peterborough

**JOB TITLE:** Recreationist

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

**PURPOSE, LOCATION, AND DATE(S):**
Parks and Recreation Ontario Confernence in Huntsville, Ontario

**Other Comments:**
pre-booked 1 night accomodation as a deposit

| EXPENSES | | | | | | Foreign Exchange $ | CDN TOTALS |
|---|---|---|---|---|---|---|---|
| **DATES** (mmm dd/yy) | **Mar 30/11** | **Mar 31/11** | | | | | |
| **Transportation:** | | | | | | | |
| Personal Auto **55 cents**/km | 200.00 km<br>$ 110.00 | 200.00 km<br>$ 110.00 | 0.00 km<br>$ 0.00 | 0.00 km<br>$ 0.00 | 0.00 km<br>$ 0.00 | | $ 220.00 |
| 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 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $ 0.00 |
| - 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:** | $348.04 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $ 348.04 |
| **Accommodation:** | $157.07 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $ 157.07 |
| **Meals:** - 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 |
| **Other – Specify:** | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $ 0.00 |
| **TOTALS** | $ 615.11 | $ 110.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 725.11 |
| Less Interim Claim | | | | | | | **$0.00** |
| Less Purchasing Card | | | | | | | **$505.11** |
| BALANCE PAYABLE (to Claimant) | | | | | | | **$ 220.00** |
| 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: April 14th/11 Signature: _____

I have examined the above expense claim and the attached r ... nt.