



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Social Services Division Manager

This is an interim claim This is a final claim

PURPOSE, LOCATION, AND DATE(S):

Social Services Division Manager to attend Media training in Kingston, Ontario March 18, 2011

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES	Mar 18	MMDDYY	MMDDYY	MMDDYY	MMDDYY		
Registration:	\$395.50						\$395.50 (V)
Transportation:							
Personal Auto 203 Km X 55¢ km							\$111.65
Rental Vehicle							
- Parking							
- Bus							
- Air							
- Other _____							
Accommodation:	\$128.00						\$128.00 (V)
Meals: - Breakfast							
- Lunch							
- Dinner							
Other - Specify:							
TOTALS	\$	\$	\$	\$	\$	\$	\$ 635.15
Less Interim Claim							\$ ---
Less Purchasing Card							\$523.50
BALANCE PAYABLE (to Claimant)							\$ 111.65
Recoverable: yes <input type="checkbox"/> no <input checked="" type="checkbox"/> If yes, recoverable from _____							\$ _____

I hereby certify that all the above expenditures were disburs purposes stated above.

Date: April 4/11 Signature: _____

I have examined the above expense claim and the attached

Date: April 7/11 Signature: _____