



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Social Services Division Manager

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Social Services Division Manager to attend OMSSA Training in Toronto May 30, 2011

Other Comments:

Transportation from Oshawa to Toronto by Go Train for Manager of Social Services Division and Social Services Program Manager

EXPENSES

Foreign Exchange \$

CDN TOTALS

DATES (mmm dd/yy)

May 30/11

Transportation:

Personal Auto
55 cents/km

0.00 km 0.00 km 0.00 km 0.00 km 0.00 km
\$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00

\$ 0.00

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 Go Train

33.00 \$0.00 \$0.00 \$0.00 \$0.00

\$0.00 \$ 33.00

Registration:

\$180.80 \$0.00 \$0.00 \$0.00 \$0.00

\$0.00 \$ 180.80

Accommodation:

\$0.00 \$0.00 \$0.00 \$0.00 \$0.00

\$0.00 \$ 0.00

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

\$ 213.80 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00

\$ 0.00 \$ 213.80

Less Interim Claim

\$0.00

Less Purchasing Card

\$180.80

BALANCE PAYABLE (to Claimant)

\$ 33.00

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: June 1/11 Signature: _____

I have examined the above expense claim and the attached

Date: June 6/11 Signature: _____