



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Social Services Division Manager and 8 Staff

This is an interim claim: first: second:

This is a final claim: 3

PURPOSE, LOCATION, AND DATE(S):

Social Services Division Manager to attend the 2011 OMSSA Learning Symposium in London, Ontario June 5-8, 2011

Other Comments:

June 6th dinner attendees - 9 Social Services Division staff:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jun 05/11	Jun 06/11	Jun 07/11	Jun 08/11				
Transportation:								
Personal Auto 58.2 cents/km	77.67 km \$ 45.20	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 45.20	
Rental Vehicle	\$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 Parking	\$13.56	\$13.56	\$13.56	\$0.00	\$0.00	\$0.00	\$ 40.68	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$124.30	\$124.30	\$124.30	\$0.00	\$0.00	\$0.00	\$ 372.90	
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	\$155.44	\$0.00	\$0.00	\$0.00	\$0.00	\$ 155.44	
Other - Specify: Phone	\$0.00	\$4.76	\$0.00	\$0.00	\$0.00	\$0.00	\$ 4.76	
TOTALS	\$ 183.06	\$ 298.06	\$ 137.86	\$ 0.00	\$ 0.00	\$ 0.00	\$ 618.98	
Less Interim Claim								\$0.00
Less Purchasing Card								\$618.98
BALANCE PAYABLE (to Claimant)								\$ 0.00
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: July 19/11 Signature: _____

I have examined the above expense claim and the attached

Date: July 19/11 Signature: _____