



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Trainer

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

PURPOSE, LOCATION, AND DATE(S):

SAIL (Supportive Approaches through Innovative Learning) Annual Conference - Toronto Ontario

Other Comments:

All expenses are for two staff members, the Trainer and an Employment Counsellor

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jun 20/11	Jun 21/11	Jun 22/11					
Transportation:								
Personal Auto 58.2 cents/km	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 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	\$83.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 83.62	
- Air	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Other Cab to/from Hotel	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$0.00	\$ 20.00	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$0.00	\$0.00	\$678.00	\$0.00	\$0.00	\$0.00	\$ 678.00	
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	\$40.00	\$55.59	\$0.00	\$0.00	\$0.00	\$0.00	\$ 95.59	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 133.62	\$ 55.59	\$ 688.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 877.21	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$857.21	
BALANCE PAYABLE (to Claimant)							\$ 20.00	
Recoverable: yes <input type="checkbox"/> no <input 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: 23.06.11 Signature: [Signature]

I have examined the above expense claim and the attached

Date: June 29/11 Signature: [Signature]

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