



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: ASI case manager

This is an interim claim:  first:  second:  7th  This is a final claim:

**PURPOSE, LOCATION, AND DATE(S):**  
Addictions Insights and Tools Workshops August 24 - 26, 2011

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Aug 24/11	Aug 25/11	Aug 26/11				
<b>Transportation:</b>							
Personal Auto 60.2 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	\$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
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>Accommodation:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>Meals:</b> - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
- Lunch	\$0.00	\$11.85	\$0.00	\$0.00	\$0.00	\$0.00	\$ 11.85
- Dinner	\$29.42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 29.42
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>TOTALS</b>	\$ 29.42	\$ 11.85	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 41.27
Less Interim Claim							\$0.00
Less Purchasing Card							\$0.00
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 41.27</b>
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: Sept 01, 2011 Signature: \_\_\_\_\_

I have examined the above expense claim and the attached