



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Ontario Works Trainer, Ontario Works  
Secretary

This is an interim claim:  first:  second:

This is a final claim:

**PURPOSE, LOCATION, AND DATE(S):**

Articulate Software training, Toronto, ON Sept. 27 & 28/11

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 26/11	Sep 27/11	Sep 28/11					
<b>Transportation:</b>								
Personal Auto 60.2 cents/km	0.00 km \$ 0.00	0.00 km \$ 0.00	127.00 km \$ 76.45	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 76.45	
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	\$5.35	\$5.35	\$0.00	\$0.00	\$0.00	\$ 10.70	
- 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	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 0.00	\$ 5.35	\$ 81.80	\$ 0.00	\$ 0.00	\$ 0.00	\$ 87.15	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$0.00	
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 87.15</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: Oct 13/11 Signature: \_\_\_\_\_

I have examined the above expense claim and the attache