



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Employment Counsellor

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

PURPOSE, LOCATION, AND DATE(S):
Futures Conference, Collingwood, ON - Blue Mountain Resort, October 18-21, 2011

Other Comments:

EXPENSES

DATES (mmm dd/yy)	EXPENSES					Foreign Exchange \$	CDN TOTALS
	Oct 18/11	Oct 19/11					
Transportation:							
Personal Auto 58.4 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		
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
Accommodation:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
Meals: - Breakfast	\$0.00	\$4.50	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 4.50
- Dinner	\$19.05	\$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	\$ 19.05
TOTALS	\$ 19.05	\$ 4.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Less Interim Claim							\$ 23.55
Less Purchasing Card							\$ 0.00
AMOUNT PAYABLE (to Claimant)							\$ 0.00
Recoverable: yes <input type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from							\$ 23.55

I hereby certify that all the above expenditures were disbursed on behalf of the Corporation of the City of Peterborough for the purposes stated above.
Date: Oct. 26/11 Signature: _____

I have examined the above expense claim and the attached receipts.
Date: Oct 13/2011 Signature: _____