



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Social Services Division Manager

This is an interim claim:  first:  second:

This is a final claim:

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

Travel to Toronto October 24th for Administrators Forum meeting

Other Comments:

| EXPENSES   |           |           |         |         |         | Foreign Exchange \$ | CDN TOTALS      |  |
|--|-----------|-----------|---------|---------|---------|---------------------|-----------------|--|
| DATES (mmm dd/yy)  | Oct 24/11 | Oct 25/11 |         |         |         |                     |                 |  |
| <b>Transportation:</b>   |           |           |         |         |         |                     |                 |  |
| Personal Auto  | km        | 0.00 km   | 0.00 km | 0.00 km | 0.00 km |                     |                 |  |
| <b>58.4 cents/km</b>   | \$ 0.00   | \$ 0.00   | \$ 0.00 | \$ 0.00 | \$ 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         |  |
| - Air  | \$0.00    | \$0.00    | \$0.00  | \$0.00  | \$0.00  | \$0.00              | \$ 0.00         |  |
| - Other Train  | \$28.25   | \$28.25   | \$0.00  | \$0.00  | \$0.00  | \$0.00              | \$ 56.50        |  |
| <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    | \$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>  | \$ 28.25  | \$ 28.25  | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00             | \$ 56.50        |  |
| Less Interim Claim   |           |           |         |         |         |                     | <b>\$0.00</b>   |  |
| Less Purchasing Card   |           |           |         |         |         |                     | <b>\$28.25</b>  |  |
| <b>BALANCE PAYABLE (to Claimant)</b>   |           |           |         |         |         |                     | <b>\$ 28.25</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: Nov 2/11 Signature: \_\_\_\_\_

I have examined the above expense claim and the attached re

Date: Nov 4/11 Signature: \_\_\_\_\_