



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Program Manager

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

OMSSA Human Service Integration-Policy and Research Conference Toronto, ON

Other Comments:

Invoices include one additional staff member for accommodations and all meals.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Nov 15/11	Nov 16/11	Nov 17/11					
Transportation:								
Personal Auto	0.00 km	0.00 km	0.00 km	0.00 km	0.00 km			
58.4 cents/km	\$ 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	\$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	\$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	\$1,213.62	\$0.00	\$0.00	\$0.00	\$1,213.62	
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	\$53.90	\$45.61	\$51.29	\$0.00	\$0.00	\$0.00	\$ 150.80	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 137.52	\$ 45.61	\$1,264.91	\$ 0.00	\$ 0.00	\$ 0.00	\$1,448.04	

Less Interim Claim **\$0.00**

Less Purchasing Card **\$1,448.04**

BALANCE PAYABLE (to Claimant) **\$ 0.00**

Recoverable: yes no 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 21, 11 Signature: _____

I have examined the above claim and find it to be correct.