



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Supervisor

This is an interim claim: first: second: fourth This is a final claim:

PURPOSE, LOCATION, AND DATE(S):
Advanced Substance Use Training - Toronto Hostels Training Center - November 17 2011

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Nov 16/11	Nov 17/11						
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		\$ 0.00	
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Parking	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 25.00	
- 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 gas	\$0.00	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 40.00	
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	\$10.25	\$0.00	\$0.00	\$0.00	\$0.00	\$ 10.25	
- Lunch	\$0.00	\$18.32	\$0.00	\$0.00	\$0.00	\$0.00	\$ 18.32	
- Dinner	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 30.00	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 30.00	\$ 93.57	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 123.57	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$0.00	
BALANCE PAYABLE (to Claimant)							\$ 123.57	
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 21, 2011 Signature: _____

I have examined the above expense claim and the attached re

Date: Nov 21/11 Signature: _____